

Township of South Stormont

Municipal and School Board Elections Procedures 2022



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Definitions

- a) **Act** means the Municipal Elections Act 1996, SO 1996 c.32 as amended.
- b) **Advance Vote** means voting conducted between the hours of 9:00 AM, beginning Wednesday, October 19, 2022 (Eastern Standard Time) and ending Sunday, October 23, 2022, at 11:59 PM. Advance Vote also includes hours established herein at the Woodland Villa Long Term Care Facility and the Sunset Cove Retirement Residence.
- c) **Ballot** means either an image on a computer screen of a Ballot card for an Election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes, or a Ballot may refer to a composite paper Ballot for all offices; i.e. Mayor, Deputy Mayor, Councillor(s) and applicable school board trustee(s), on one page, to be used in conjunction with a tabulator.
- d) **Ballot Marking Pen** means the designated black Ballot marking pen provided by the Deputy Returning Officer for the elector to mark the composite paper Ballot only.
- e) **Candidate** means a person nominated under s. 33 of the Act.
- f) **Certified Candidate** means a Candidate whose nomination was certified by the Clerk under s. 35 of the Act.
- g) **Clerk/Returning Officer (RO)** means the Clerk of the Township of South Stormont who is responsible for conducting this Election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (RO). All references to Clerk's designate shall mean the delegated duties of the RO.
- h) **Deputy Returning Officer (DRO)** - means a person appointed by the Clerk for each Voting Place who will be delegated specific duties and powers by the Clerk.
- i) **Election** means the 2022 Municipal and School Board Elections conducted by the RO.
- j) **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.

- k) **Election Official** means the Clerk or other person appointed in writing by the Clerk to carry out Election duties under the 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 under s.15 of the Act.
- l) **Electronic Submission** means the submission of documents transmitted or delivered to the Clerk in an electronic format, that is via email.
- m) **Electronic Signature** means a digitized form of handwritten signature or an electronic drawing of a signature, provided the RO is confident in its authenticity.
- n) **Friend** means any person who is requested by an elector to assist him or her in the voting process.
- o) **Help Centre** means a location designated by the Clerk where individuals may be added to the Voters' List and to receive aid and clarification of the Election process, including providing access to the internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.
- p) **Municipal Office** means the Township of South Stormont administration building located at 2 Mille Roches Road, Long Sault, Ontario, K0C 1M0.
- q) **Nomination Day** means the deadline to file a nomination for a regular Election, which is the third Friday in August in the year of an Election (August 19, 2022, for the 2022 Election).
- r) **Owner or Tenant** - in relation to an Election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the Assessment Act and a non-residential tenant of land assessed under the Assessment Act, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,
 - on voting day, or
 - for a period of six weeks or more during the calendar year in which voting day of the Election is held

Tenant - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.

s) **Personal Identification Number (PIN)** - means a unique multiple digit number assigned to each elector to provide security for access to the voting system.

t) **Preliminary List of Electors (PLE)** means a list of electors for the

Municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the Municipality between July 31 and September 1 of an Election year under s.19 of the Act.

- u) **Proof of Identification** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- v) **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.
- w) **Regular Office Hours** means Monday to Friday, 8:30 AM to 4:30 PM.
- x) **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.
- y) **Scrutineer** means an individual, appointed in writing by a certified Candidate, to represent him or her during the Election.
- z) **Secrecy Folder** means an apparatus in which a Ballot can be placed to conceal the names of Candidates and the marks on the Ballot face.
- aa) **Tabulator** – means an apparatus that optically scans a designated mark on the Ballots to read the votes and tabulates the results.
- bb) **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.
- cc) **Valid Mark** means a mark made in the designated space to the right of the Candidate's name, using the Ballot Marking Pen; filing in the oval immediately to the right of the Candidate's name will be considered a valid mark.
- dd) **Voter Information Letter (VIL)** means a letter mailed individually to every elector containing voting instructions, including a Personal Identification Number (PIN) and other relevant information.

- ee) **Voters' List** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of s.19 and s.22 of the Act.
- ff) **Voting Day** means the final day on which the vote is to be taken in an Election and shall be Monday October 24, 2022, with the close of voting to be at 8:00 PM.
- gg) **Voting Period** means the period in which an eligible elector may cast their vote, either via internet or composite paper Ballot and shall span from Wednesday, October 19, 2022, at 9:00 AM to Monday, October 24, 2022 at 8:00 PM.
- hh) **Voting Place** - means the location, both convenient and accessible to the electors, for the purpose of casting a Ballot as established by the Clerk.

Authority

Duties and Powers of the Clerk (s. 11 and 12)

The Clerk is responsible for conducting an Election which includes responsibility for,

- preparing for the Election.
- preparing for and conducting a recount in the Election.
- maintaining peace and order in connection with the Election; and
- in a regular Election, preparing and submitting the accessibility report.

The Clerk may provide for any matter or procedure that:

- is not otherwise provided for in an Act or regulation; and
- in the Clerk's opinion, is necessary or desirable for conducting the Election.

Procedures and Forms

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

Unforeseen Cases

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 posted on the Township website.

Principals of the Act

Some of the principles that were considered during the development of the legislation were that:

- the secrecy and confidentiality of the individual votes is paramount.
- the Election should be fair and non-biased.
- the Election should be accessible to the electors.
- the integrity of the process should be maintained throughout the Election.
- there should be certainty that the results of the Election reflect the votes cast; and
- electors and Candidates should be treated fairly and consistently within a municipality.

Nominations

Nomination Papers (s. 33)

A person may be nominated for an office by filing a nomination in the Clerk's Office, in person or by an agent. Agents must be appointed in writing by the nominee.

The required Nomination Paper, Form 1 and Endorsement of Nomination, Form 2 for the following offices will be available by appointment, at the Clerk's Office from Monday, May 2, 2022 to Thursday, August 18, 2022, (8:30 AM to 4:00 PM), and between 9:00 AM and 2:00 PM on Friday, August 19, 2022 (Nomination Day) and on the website for the following offices:

- (1) Mayor**
- (1) Deputy Mayor**
- (3) Councillor**

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

Nominations must be filed, by appointment with the Clerk, either in person or through an agent using the prescribed Form 1.

Nominations must be filed by appointment during Regular Office Hours at the Municipal Office from Monday, May 2, 2022, to Thursday August 18, 2022 and between 9:00 AM and 2:00 PM on Friday, August 19, 2022 (Nomination Day).

Nominations must be accompanied by:

- the prescribed Endorsement of Nomination, Form 2, signed by at least 25 persons endorsing the nomination who are eligible to vote in an Election for an office within the municipality; Endorsement signatures are not required for School Board trustee Candidates.
- 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, debit card, certified cheque or money order payable to the municipality.
- with proof of identity and residence as prescribed in O. Reg. 304/13.

In extenuating circumstances, i.e., isolation or quarantine due to a pandemic related situation, Nominations will be accepted via Electronic Submission with an

Electronic Signature.

Electronic Submission will consist of:

- a virtual appointment scheduled with the RO conducted via Teams or Zoom
- Nomination packages (as required for in-person filing) shall be emailed to vote@southstormont.ca
- all forms shall be endorsed via Electronic Signature
- the date and time that the Nomination forms are received shall be determined by the date and time identified in the email. Please note that there may be a time delay between sending the email and receiving the email. In addition, it is the responsibility of the sender to follow up to ensure receipt and that the package is not tied up in a spam or junk folder.
- a copy of the Candidate's identification shall be emailed to vote@southstormont.ca. The copy shall be clear. Any blurred copies shall be rejected.
- payment shall be made via the South Stormont website (note, this payment option is available for Electronic Submission, in extenuating circumstances only).

Alternatively, following the mandatory virtual meeting with the Clerk, a Candidate may also submit their Nomination papers, including fee, and copies of identification, using the drop-box at the main door of the Township office. In the event that Electronic Submission is in effect, the drop-box will be checked at the beginning and end of the business day, except on Nomination Day when it will be checked at 2:00 pm or on the day of extension of Nominations.

Estimated Maximum Campaign Expenses (s. 33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" Form 10 and provide a copy to the Candidate or their agent the day that the nomination paper is filed in accordance with s. 33. The Clerk's calculation is final.

Notice of Penalties (s. 33.1)

The Clerk shall, prior to voting day, provide a notice of penalties on the "Notice of Penalties and Corrupt Practices" Form 11 to the Candidate or their agent.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

The Candidate may sign the Consent to Release Personal Information, Form 12 authorizing the Clerk to release personal information to the public and media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of Candidates by preparing and posting in the Municipal Office and on the website an "Unofficial List of Candidates" Form 14 which is to be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial". The Clerk must obtain authorization from the Candidate to post their personal information, such as their

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addresses. The list is indicated as “unofficial” until the nominations have been certified.

Nomination Day – August 19, 2022 (s. 31)

Nomination Papers will be received at the Municipal Office between 9:00 AM and 2:00 PM on Nomination Day.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

Certification of Nomination Papers (s. 35 (1))

On or before Monday August 22, 2022, at 4:00 PM, the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the Candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (s. 35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the nomination. A telephone call shall be made to the Candidate informing them of the rejection, and a “Notice of Rejection of Nominations” Form 15 shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated; and
- all Candidates for the office.

Withdrawal of Nominations (s. 36)

Candidates may withdraw their nomination by filing in person, or in extenuating circumstances by means of Electronic Submission, a written withdrawal on “Withdrawal of Nomination” Form 16 with the Clerk before 2:00 PM on Nomination Day, August 19, 2022, if the person was nominated on or before Nomination Day.

The withdrawal shall be noted on the “Unofficial List of Candidates” Form 14.

Official List of Candidates

The final list of Certified Candidates will be posted at the Municipal Office and on the website on or before Wednesday August 24, 2022, using the “Official List of Certified Candidates” Form 17.

Declaration of Election (s. 40)

If after 4:00 PM on Monday, August 22, 2022, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an Election to be conducted.

The Clerk shall give the electors notice of the following using a variety of methods:

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- a) The dates and times of the Voting Period.
- b) The location, dates and times of voting at the voting places
- c) The location and hours of operation of the Help Centre; and
- d) The way electors may use the internet and/or composite paper Ballot voting methods.

Acclamations (s. 37(1))

If after 4:00 PM on Monday, August 22, 2022, the number of Certified Candidates for an office is the same as or fewer 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" on Form 18. In this situation there shall be no Election conducted for the position(s).

Fewer Number of Nomination Papers than Offices (s. 33 (5))

If at 4:00 PM on Monday, August 22, 2022, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 AM and 2:00 PM on Wednesday, August 24, 2022. The Clerk shall post a "Notice of Additional Nominations" Form 19 advising that additional Nomination Papers may be filed for that office during the specified time.

If at 2:00 PM on Wednesday, August 24, 2022, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

Additional Nominations More than Number of Offices Remaining (s. 33 (5))

If between 9:00 AM and 2:00 PM on Wednesday, August 24, 2022, there are more than enough 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 PM on Wednesday, August 14, 2022, following the procedure in the Withdrawal of Nomination Paper section above.

Additional Nominations Equivalent to Number of Offices (s. 37(2))

If at 4:00 PM on Thursday, August 25, 2022, there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a "Declaration of Acclamation to Office – Additional Nominations" on Form 20.

Insufficient Number of Nomination Papers Filed to Form a Quorum – Municipal Council (s. 37 (4)(1))

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

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**Sufficient Number of Nomination Papers Filed to Form a Quorum–
Municipal Council (s. 37 (4))**

If the number of nomination papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, s. 263 (1) a of the Municipal Act, 2001, as amended, shall apply.

Death or Ineligibility of a Candidate (s. 39)

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

(a) if no Candidate would be elected by acclamation because of the death or ineligibility the election shall proceed as if the Candidate had not been nominated; or

(b) if another Candidate would be elected by acclamation because of the death or ineligibility, the Election is void and a by-election shall be held to fill the office.

No votes are to be counted for the Candidate who has died or become ineligible.

Final Calculation of Campaign Expenses (s. 88.20 (13))

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 21. The certificate shall be delivered to each Candidate on or before September 26, 2022. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in O. Reg. 101/97.

Voters' List

Voter Qualifications (s. 17.2 and 3)

A person is entitled to be an elector if, on Voting Day (October 24, 2022) they:

- are a Canadian citizen.
- are at least 18 years old.
- reside in the local municipality, or are the owner or tenant of land in the local municipality, or the spouse of such a person; and
- are not prohibited from voting under s.17(3) of the Act, or otherwise by law.

The following are prohibited from voting:

- a person who is serving a sentence of imprisonment in a penal or correctional institution.
- a corporation.
- a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- a person who was convicted of a corrupt practice, if voting day in the current Election is less than five years after voting day in the Election in respect of which they were convicted.

Certification of Voters' List

The Preliminary List of Electors (PLE) supplied by the Municipal Property Assessment Corporation shall be delivered to the Clerk by August 2, 2022.

The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. The name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or their spouse is an owner or tenant of land.

It is possible for an elector's name to appear on the Voters' List in more than one municipality and they 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. An elector may only vote once for School Board Trustee in the jurisdiction of the Board.

The Clerk shall correct any obvious errors in the PLE prior to Wednesday, August 31, 2022, and notify the Municipal Property Assessment Corporation. The corrected PLE becomes the Voters' List.

The Clerk may use any information that is in the Municipality's custody or control when correcting the PLE for obvious errors (s. 22(2)).

The Voters' List shall be reproduced and identified on or before September 1, 2022.

The Clerk shall inform electors using various methods how revisions are to be made to the Voters' List. Online voter services and online voter registration tools will be made available on the Township's website for this purpose.

Requests for Copies and Proper Use of the Voters' List

Upon request, the Clerk shall provide every Candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. Certified Candidates will be entitled to one (1) paper copy and access to a Candidates module, where they will be able to view the Voters' List electronically.

Each Candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form 23. The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List". Candidate copies must be returned to the Clerk following the Election for destruction.

Access to the Voters' List (s. 88 (10) and (11))

Legislation states that the Voters' List cannot be posted in a public place and can be used only for Election purposes.

Amendments/Additions to the Voters' List (s. 24)

An elector may make an application to amend their information on the Voters' List by one of the following between September 1, 2022 through October 21, 2022 during Regular Office Hours and on October 24, 2022 until 8:00 PM:

1. Electors may log into the online voter services platform (VoterView) to determine if they are on the Voters List. If a negative response is received, they may proceed to register online to have their name added to the Voters' List. Electors will be required to complete an electronic version of the prescribed form "Application to Amend Voters' List" Form 24 and provide Proof of Identification and residence as prescribed in O. Reg. 304/13; or
2. Electors may visit the Municipal Office, complete the prescribed form "Application to Amend Voters' List" Form 24 with Proof of Identification and residence as prescribed in O. Reg. 304/13. If the elector does not appear in person, a certified copy showing proof of identification and proof of residence/occupancy is required.

Voter – ID Requirements may be posted at the Municipal Office or any other location where amendments to the Voters' List are made. In addition, it may be included in information packages, posted on the municipal website, etc.

An elector cannot remove a family member's name from the Voters' List, except in the case of a deceased person.

Removal of Deceased Person's Name (s. 25)

The Clerk may remove a person's name from the Voters' List up to 8:00 PM on October 24, 2022, 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 25 and providing proof of identity and residence as prescribed in O. Reg. 304/13, between September 1, 2022, and October 24, 2022, during Regular Office Hours and on October 24, 2022, until 8:00 PM.

Interim List of Changes (s. 27(1))

The Clerk shall prepare an interim list of changes to the Voters' List on or before September 15, 2022, and circulate as required.

Final List of Changes (s. 27(2))

The Clerk shall prepare the final list of changes to the Voters' List by November 23, 2022, and send to the Municipal Property Assessment Corporation.

Campaigning

Campaigning, including campaign advertising, is not permitted before nomination papers have been filed by the Candidate.

Municipal Employee Communication with Candidates

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

Questions

Questions pertaining to matters related to the municipality, including the Election process and voting method, shall be directed to the Clerk:

Loriann Harbers, Clerk/Returning Officer
2 Mille Roches Road, Long Sault, Ontario, K0C 1P0
Telephone: 613-534-889 Ext. 201.
Email: loriann@southstormont.ca

Answers to questions posed by Candidates will be shared with all Candidates without identifying the questioner and posted on the Municipal website, generally within one week.

Use of Corporate Crest, Township Logo and/or Other Insignia

The use of the Corporate Crest, Township Logo or other insignia for campaign purposes is strictly prohibited. Please refer to the Township's "Use of Corporate Crest, Township Logo and/or Images" policy, appended to these procedures as Appendix "A".

Use of Cell Phone or Electronic Device - Vote

Candidates are prohibited from offering electronic equipment (i.e., cell phone, laptop, etc.) to electors for the purpose of casting their vote.

Municipally Owned/Leased Facilities

Candidates may not use any corporate facility/property for any Election-related purpose unless the rental fee is paid, and the rental of such facility is available to all Candidates and Third Parties. Notwithstanding the foregoing, no facility/property shall be rented or used for any Municipal Election-related purpose by members of Council, Candidates, Third Parties, or the public during any day that voting is taking place on the property, including set-up, hosting, or take-down activities.

Use of Corporate Resources During an Election Year

The Township's adopted Use of Corporate Resources Policy is appended to these 2022 Municipal Elections Policies and Procedures as Appendix "B".

Campaign Advertising

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.

Election Signs

The Township's adopted Municipal and School Board Election Sign By-law is appended to these 2022 Municipal Elections Policies and Procedures, as Appendix "C".

The provincial policy with respect to the posting of campaign advertising on provincial road allowances is appended to these 2022 Municipal Elections Policies and Procedures as Appendix "D".

Placement of election signs along County Roads is prescribed as follows:

Election signs are permitted in the County Right-of-Way; however, these signs must be:

- located as far away from the travelled portion of the road as possible (back slope of ditch/ close to the fence line).
- installed away from intersections and driveways to allow for proper sightlines.
- erected in a way that does not interfere with roadway maintenance activities such as grading or mowing.
- installed with a quick breakaway system (metal push rods or lumber framing no greater than 4" nominal thickness)

Election signs are not to be attached to any existing signs, posts or utility poles within the right of way and must conform to specifications listed in the Ontario Traffic Manual – Book 7. Signs installed with wood posts greater than 4" nominal thickness are not considered temporary.

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Any signs that do not meet the standards noted above will either be relocated to an appropriate spot adjacent to where it was previously erected or carefully removed and brought to the nearest County Patrol Garage. If the County is required to remove a sign, it will contact the campaign office to advise where the sign can be picked up.

When erecting signs within the right-of-way, please keep in mind that Election signs, are to be removed at the Candidate's expense within 48 hours after the day of the Election.

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the Candidates should be referred to the local police detachment by the complainant. The municipalities or any of its municipal servants, employees or agents will not be responsible.

Municipal Authority to Remove Advertisements (s. 88.7)

If a municipality is satisfied that there has been a contravention relative to Election campaign advertisements, Third Party Advertisements or mandatory information in Third Party Advertisements, the municipality may require the advertisement be removed or discontinue the advertising.

Campaign Finance

Requirement for Separate Bank Account

Candidates must open a bank account to accept any contributions (including contributions of money from yourself) or incur any expenses.

The nomination fee is a personal expense – not a campaign expense. If, after you pay the nomination fee, you do not spend any money on your campaign, and do not accept any contributions, you do not have to open a bank account.

All contributions – including contributions you make yourself – must be deposited into the campaign bank account. All expenses must be paid from the campaign account.

Contributions to Registered Candidates (s. 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, and the contribution is made during the Election campaign period.

Contributions shall only be made by the following:

- An individual who is normally a resident in Ontario.
- The Candidate and their spouse, (subject to) if the spouse of a Candidate is not normally a resident in Ontario, a Candidate and their spouse may make contributions only to the Candidate's Election campaign.

The following shall not contribute:

- 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 (s. 88.8 (6-10))

A contribution may be accepted only by a Candidate or an individual acting under the direction of the Candidate from a person or entity that is entitled to contribute.

A contribution of more than \$25 cannot be in cash, however, 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 Candidates (s. 88.9)

A contributor shall not make contributions exceeding a total of:

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- \$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.

Maximum Contributions to a Candidate's Own Campaign (s. 88.9.1)

A Candidate for an office on a Council and their spouse shall not make contributions to the Candidate's own Election campaign that, combined, exceed an amount equal to the lesser of,

- (a) the amount calculated by adding,
 - i. in the case of a Candidate for the office of Head of Council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
 - ii. in the case of a Candidate for an office on a Council of a municipality other than the office of head of council, \$5,000 plus 20 cents for each elector entitled to vote for the office: and
- (b) \$25,000.

The Clerk shall prepare a "Certificate of Maximum Contributions to a Candidate's Own Campaign" Form 22 and provide to the Candidate when nomination papers are filed.

What Constitutes a Contribution? (s. 88.15)

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

Contributions include:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fundraising 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.

Not Contributions:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily 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 fundraising function.
- The amount received for goods and services sold at a fundraising function, if the amount is \$25 or less.

EXPENSES

What Constitutes an Expense (s. 88.19)

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

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 s. 88.3).

Candidates' Expense (s. 88.20)

An expense shall not be incurred unless they are incurred by a Candidate during their Election campaign period.

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, their 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 their 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.

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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.

Third Party Advertiser Registration

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 (s. 88.6 (4-6))

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 (s. 88.6 (2, 7 and 31))

A "Notice of Registration" Form 7 shall be filed in person or by an agent with the Clerk between the first business day of May in 2022 (first day for filing nominations) and Friday, October 21, 2022 (the Friday before voting day) during Regular Office Hours.

Registrations must be accompanied by:

- proof of identity and residence as prescribed in O. Reg. 304/13.
- 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 required oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are

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to be filled in by the Clerk and initialed by the individual or by a representative of the corporation or trade union.

In extenuating circumstances, i.e., isolation or quarantine due to a pandemic related situation, Third Party registration will be accepted via Electronic Submission with an Electronic Signature.

Electronic Submission will consist of:

- a virtual appointment scheduled with the RO conducted via Teams or Zoom
- Third Party registration (Form 7) (as required for in-person filing) shall be emailed to vote@southstormont.ca
- all submissions shall be endorsed via Electronic Signature
- the date and time that the Third-Party registration is received shall be determined by the date and time identified in the email. Please note that there may be a time delay between sending the email and receiving the email. In addition, it is the responsibility of the sender to follow up to ensure receipt and that the package is not tied up in a spam or junk folder.
- a copy of the declaration of qualification and authorization shall be emailed to vote@southstormont.ca.
- payment shall be made via the South Stormont website (note, this payment option is available for Electronic Submission, in extenuating circumstances only).

Alternatively, following the mandatory virtual meeting with the Clerk, a Third Party may also submit their Registration, including fee, and copies of qualification and authorization, using the drop-box at the main door of the Township office.

Estimated Maximum Third-Party Expenses (s. 88. 21 (15))

The Clerk shall calculate the estimated maximum third-party expenses for registered third parties on the "Estimated Maximum Third Party Expenses" Form 27 and provide a copy to the individual filing the registration. The Clerk's calculation is final.

Notice of Penalties (s. 88.29 (7))

The Clerk shall, at least 30 days before the filing date, provide a notice of penalties on the "Notice of Penalties – Registered Third Parties" Form 28 to every Registered Third Party that registered in the municipality.

Final Calculation of Third-Party Expenses (s. 88.21 (11 – 17))

The Clerk shall, after determining from the number of eligible electors from the Voters' List, calculate the maximum amount of third-party expenses that each Registered Third Party may incur and prepare a "Certificate of Maximum Third Party Expenses" Form 29. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular Election, on or before September 26, 2022.

The 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, adjusted for changes under Section 24 and 25 that were approved as of that day; or
- 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 (s. 88.5 (13-14))

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

Advertisements (s. 88.4, 88.5)

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 Party Advertisers, once registered and certified by the Clerk, may do any of the following during the Restricted Period:

- advertise; and
- 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; and
- 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;

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- 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 (s. 88.7)

If a municipality is satisfied that there has been a contravention of the Act or this Policy, 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 (s. 88.12 (9-10))

A list of registered third parties shall be posted using the "Official List of Registered Third Parties" Form 30, 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.

Duties of Registered Third Parties (s. 88.26)

The Clerk shall provide information outlined as "Duties of Registered Third Parties" at the time of filing.

Contributions to and Expenses of Registered Third Party

Contributions to Registered Third Parties (s. 88. 12 (1-5))

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 during the Restricted 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, their spouse, subject to if the spouse of a Registered Third Party is not normally resident in Ontario, the spouse may make contributions only to the Registered Third Party.

The following shall not contribute:

- 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 (s. 88.12 (7-8))

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 of more than \$25 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; cash is not permitted.

Maximum Contributions to Registered Third Parties (s. 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 appears during an Election in a municipality.
- \$5,000 to two or more Third Parties registered in the same municipality.

Notwithstanding the aforementioned:

- if the third party is contributing to itself, then the maximum contributions do not apply; and
- if the contributor is the spouse of an individual that is a Registered Third Party, the maximum contributions do not apply.

The Clerk shall provide information established as "Contributions to Registered Third Parties" at the time of filing.

Fundraising for Registered Third Parties (s. 88. 14)

Only registered third parties in the municipality may hold a fundraising function relating to Third Party Advertisements. Fundraising functions may only be held during the campaign period.

What Constitutes a Contribution (s. 88. 15)

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:

- An amount charged for admission to a fundraising function.
- If goods and services are sold for more than their market value at a fundraising 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:

- 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.

Restriction: Use of Own Money (s. 88.16)

A contributor shall not contribute of money that does not belong to the contributor.

EXPENSES

What Constitutes an Expense (s. 88.19)

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to Third Party Advertisements that appear during an Election in a municipality are expenses.

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.

Scrutineers

Rights and Prohibitions

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

The DRO is responsible for the conduct of the Voting Place and no Candidate or Scrutineer has any right to interfere with the DRO in the discharge of their duties.

Scrutineers must not attempt to directly or indirectly influence how an elector votes.

During the fifteen minutes before the opening of the Voting Place, the Scrutineers who are entitled to be present in a Voting Place during voting hours are entitled to inspect the Ballots and all other papers, forms and documents relating to the vote but shall not delay the timely opening of the Voting Place.

Appointment by Candidate and Qualification

A Candidate may appoint Scrutineers to represent them during the voting and at the counting of the votes, including during a recount.

A Candidate may appoint Scrutineers to represent him/her at the Help Centre during the "0" count audit and receipt of voting results, including during a recount.

The appointment shall be made using the "Appointment of Scrutineer" Form 31. The Candidate shall provide the signed form to their Scrutineer.

Number per Candidate

Only one Certified Candidate or their appointed Scrutineer may attend a Voting Place for each Ballot box.

Only one Certified Candidate or their appointed Scrutineer may attend the Help Centre for receipt of voting results.

The Scrutineer or Candidate must take an "Oral Oath of Secrecy" Form 32 at each Voting Place.

Personnel

Clerk (s. 12.1, 2)

A Clerk who is responsible for conducting an Election may provide for any matter or procedure that,

- is not otherwise provided for in an Act or regulation; and
- in the Clerk's opinion, is necessary or desirable for conducting the Election.

Deputy Returning Officer(s) (DRO) and Other Election Officials (s. 15)

When it is necessary to conduct an Election, the Clerk shall appoint a DRO for each Voting Place and may appoint any other Election Officials for the Election and for any recount that the Clerk considers are required.

The Clerk may delegate to a DRO or other Election Official any of the Clerk's powers or duties in relation to the Election as they consider necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Appointment – Oath of Election Official" Form 32.

The following Election Official positions are established for the purpose of this procedure:

Deputy Returning Officer – authority / responsibilities will include:

- to open, close and conduct the Voting Place in an accurate and efficient manner with peace and order;
- to set up Tabulator equipment, Ballot boxes and perform tests prior to opening the Voting Place;
- to verify the total number of Ballots supplied and used;
- electronically verifying that eligible electors are limited to only one vote through the use of a PIN in a personalized VIL and their date of birth;
- requesting electors to provide Satisfactory Identification and citizenship;
- amending the Voters' List at the Voting Place to add and/or correct erroneous information pertaining to an elector, and/or delete an elector's own name;
- when required, administering the Oral Oath of Secrecy Form 32;
- when required, prescribing the use of the Declaration of Identify Form 9;
- issuing a second Ballot to an elector should an elector meet prescribed criteria and swear the required oath;
- to report the vote for each Candidate at the close of voting on October 24, 2022;
- maintaining peace and order at the Voting Place by removing anyone who is causing a disturbance;
- to deliver the supplies, equipment and documentation at the close of the vote to the designated staff contact; and
- undertaking any other Election duty as assigned by the Clerk.

Assistant Deputy Returning Officer (ADRO)

The ADRO shall assist the DRO with their duties including the following:

- electronically verifying that eligible electors are limited to only one vote through the use of a PIN in a personalized VIL and their date of birth;
- requesting electors to provide Satisfactory Identification and citizenship;
- amending the Voters' List at the Voting Place to add and/or correct erroneous information pertaining to an elector, and/or delete an elector's own name;
- when required, administering the Oral Oath of Secrecy Form 32;
- when required, prescribing the use of the Declaration of Identify Form 9;
- issuing a second Ballot to an elector should an elector meet prescribed criteria and swear the required oath;
- to report the vote for each Candidate at the close of voting on October 24, 2022;
- maintaining peace and order at the Voting Place by removing anyone who is causing a disturbance;
- to deliver the supplies, equipment and documentation at the close of the vote to the designated staff contact; and
- undertaking any other Election duty as assigned by the Clerk.

Tabulator Operators – duties will include:

- to assist and instruct electors;
- operate the vote tabulating equipment;
- to maintain the Tabulator equipment during the vote;
- assist the DRO and/or ADRO; and
- undertaking any other Election duty as assigned by the Clerk.

On Call Constable

The On Call Constable shall act faithfully in the capacity assigned and perform all the duties required by law without partiality, fear, or affection. In addition, the On Call Constable shall:

- aid in maintaining the secrecy of the voting;
- not interfere or attempt to interfere with an elector when they are marking their Ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show their marked Ballot to any person; and
- any other required Municipal Elections duties.

Method of Voting

On October 27, 2021 Council of The Township of South Stormont adopted By-law No. 2021-080, authorizing the use of an alternative voting method, that being the Telephone/Internet, Composite Paper Ballot Voting and Optical Scanning Equipment.

As a result of concerns expressed in previous Elections conducted with the use of telephone voting, the decision was made to eliminate this method for the Municipal Elections in 2022.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) apply only if the by-law so specifies. By-law Number 2022-080 of The Township of South Stormont is silent on this issue and therefore proxy voting is not applicable. With respect to proxies, a person shall not give their VIL to another eligible elector or other individual for the purpose of voting. Acceptance of a VIL including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the *Municipal Elections Act, 1996*.

Public Information Session

An information session for the general public will be held in Council Chambers on Tuesday, October 4, 2022 from 4:00 PM to 7:00 PM for the purpose of explaining the method of voting and responding to questions from the electorate.

Information session will also be held as follows:

- Sunset Cove on Tuesday, September 6, 2022 at 1:30 PM
- South Stormont Seniors' Support Centre on Thursday, September 8, 2022 at 1:30 PM
- Friendly Circle Seniors' Club on Monday, September 12, 2022 at 10:30 AM

Help Centre

Access to Voting Assistance

Eligible electors may attend the Help Centre during the hours below, with a Friend, taking the appropriate oath(s) and having a Friend vote via composite paper Ballot or internet. In the absence of a Friend, the elector may request the assistance of the DRO or ADRO, who may aid only after the appropriate oath has been taken.

Help Centre (Municipal Office)	2 Mille Roches Road, Long Sault	October 19-21 8:30 AM to 4:30 PM October 22-23 10 AM to 3 PM October 24 8:30 AM to 8 PM
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To access a computer, eligible electors may visit County Library locations within the Township of South Stormont during their regular business hours. Please note, the current schedules are listed below and may be subject to change:

Name	Location	Date & Hours	
Ingleside Library	10 Memorial Square, Ingleside,	Wednesday	10 AM to 8 PM
		Thursday	10 AM to 8 PM
		Friday	12 PM to 5 PM
		Saturday	10 AM to 2 PM
		Monday	3 PM to 8 PM
Long Sault Library	50 Mille Roches Road, Long Sault	Wednesday	1 PM to 5 PM
		Thursday	10 AM to 7 PM
		Friday	1 PM to 5 PM
		Saturday	10 AM to 2 PM

Election Official(s) may aid at Advance Vote location(s), including the Woodland Villa Long Term Care Facility and Sunset Cove Retirement Residence.

Electors Requiring Assistance (s. 52 (1))

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

An elector who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the elector making the request to take the Oral Oath to vote with assistance on the "Oral Oath at Help Centre or Voting Place" Form 34.

Oral Oath of Friend of Elector

In lieu of the Election Official voting for an elector, the elector may request that a Friend accompany the elector at the Help Centre or Voting Place and assist the elector. Any Friend assisting will be required to take the Oral Oath of Friend or Elector on the "Oral Oath at Help Centre or Voting Place" Form 34. No person shall be allowed to act as a Friend of more than one elector at a Voting Place. Candidates and Scrutineers may not act in the capacity of a Friend of an elector.

Oral Oath of Interpreter

Where an elector requires an interpreter, such person provided by the elector shall take the Oral Oath of Interpreter on the "Oral Oath at Help Centre or Voting Place" Form 34 and shall translate the oaths as well as any lawful questions put to the elector.

Voting Place

Voting Place (s. 45 (1-6))

A Voting Place means an area designated by the Clerk where votes can be cast.

In selecting a Voting Place, the Clerk will ensure that each Voting Place is accessible to electors with disabilities. Consideration will be made for the built environment of the Voting Place including, but not limited to, parking, entrance, visibility, path to Voting Place within the facility, washrooms and lighting, both inside and outside.

The Clerk shall ensure that all personnel, including existing staff and temporary staff, have completed accessible customer service training, pursuant to the Township's Accessible Customer Service Policy, appended hereto as Appendix "E".

Locations will be confirmed in writing and assurance will be made that each location will be open and have clarified who the contact person is and what furniture/equipment, i.e. computer, telephone etc. will be provided by the facility.

The Voting Places will be furnished with compartments where electors may mark their Ballots without other persons being able to see how they are marked.

The Clerk shall post the necessary signage at the Voting Place, "Notice of Offence and Notice of and Corrupt Practices", Form 35 and "Statutory Provisions Regulation Voting Procedures" Form 36.

Voting Place Hours and Locations on Voting Day

The following locations, including both the facility and acreage identified on the most recent property assessment roll, are established as Voting Places for the dates and times below, for the 2018 Municipal Elections.

Name	Location	Date and Hours
Help Centre (Municipal Office)	2 Mille Roches Road, Long Sault	October 22 10 AM to 8 PM
Rothwell Osnabruck School (Lancer Centre)	1 College Street, Ingleside	October 22 10 AM to 8 PM
Newington Fire Hall	3931 County Road 12, Newington	October 22 10 AM to 8 PM
St. Andrews West Fire Hall	5205 Highway 138, St. Andrews	October 22 10 AM to 8 PM

Advance Voting Places (s. 43)

Before Voting Day, each local municipality shall hold an Advanced Vote on one or more dates.

The Advanced Vote shall not be held more than 30 days before Voting Day.

The Clerk shall establish the following for Advanced Voting:

- the date(s) on which the Advanced Vote is held
- the number and location of Voting Places
- the hours during which the Voting Places shall be open, which may be different for different Voting Places

Advance voting has been established with the passage of By-law No. 2022-030, as follows:

Location	Address	Date and Hours
Woodland Villa Long Term Care Facility	30 Mille Roches Road, Long Sault	October 20 10 AM to 12 Noon
Sunset Cove Retirement Residence	53 Long Sault Drive, Long Sault	October 20 1:30 PM to 3:30 PM
Help Centre (Municipal Office)	2 Mille Roches Road, Long Sault	October 19-21 9 AM to 4 PM October 22-23 10 AM to 3 PM

Election Officials will be present at the Woodland Villa Long Term Care Facility and Sunset Cove Retirement Residence at the times listed above to facilitate internet voting for the residents of the retirement home.

Residents are welcome to vote using the paper ballot option outside this Advance Vote.

VILs for residents at the Woodland Villa Long Term Care Facility will be given to the DRO when they are presented to vote.

Voting Procedure – Composite Paper Ballot

Ballots

Composite Ballots shall be used for the 2022 Municipal Elections. A circular oval shape will appear on the Ballot to the right of each Candidate`s names.

Supplies and Equipment

Every Voting Place shall be furnished with compartments in which electors may mark their Ballots without other persons being able to see how they are marked, and it is the duty of the Clerk and the DRO respectively to ensure that a sufficient number of compartments are provided at each Voting Place.

The following supplies shall be provided to the DRO for each Voting Place:

- a Ballot box for their Voting Place
- enough Ballots to supply the electors on the Voters` List of their Voting Place
- one copy of the Voters` List for the Voting Place
- all materials necessary for the electors to mark their Ballots;
- privacy screens;
- food and beverages;
- appropriate legislation and Election Policies and Procedures; and
- such other materials as are prescribed.

The DRO shall retrieve the Ballots for a Voting Place from the Clerk and both shall certify the number of Ballots retrieved using the "Certificate and Receipt for Ballots" Form 37. The Clerk and the DRO shall each keep a copy of the Form. Upon close of Voting the DRO shall complete and return the Form, with the other Election documents, to the Clerk.

Before opening the Voting Place every DRO shall post outside the Voting Place and in every compartment of the Voting Place, information related to voting such as instructions on how to vote, who may vote, etc., and shall see that they remain posted until the close of voting.

Setting Up the Voting Place

The DRO shall ensure the following at the Voting Place:

- it is accessible
- that the elector privacy screens are placed in a location that ensures privacy
- ensure there is no Campaign Advertising or Third Party Advertising
- post the "Statutory Provisions Regulating Voting Procedures"
- post the "Notice of Offence Notice of Corrupt Practice" in the Voting Place and in the voting booth

Who May Remain in the Voting Place (s. 47)

No person shall remain in a Voting Place when the vote is being taken or the votes are being counted.

Only Election Officials appointed for the Voting Place, certified Candidates, other than those acclaimed, and Scrutineers may remain in the Voting Place. One Scrutineer appointed for each certified Candidate for each Ballot box in use at the Voting Place may be present - only the certified Candidate or their Scrutineer may be present, but not both.

Certified Candidate and Scrutineers may arrive at the Voting Place 15 minutes before the Voting Place opens. Certified Candidates must present the necessary identification and Scrutineers must present their certificate of appointment to the DRO. For the rights of these individuals see the Scrutineers section earlier in this manual.

It is the responsibility of the DRO to ensure the smooth operation of the Voting Place. If in the DRO's opinion, individuals present at the Voting Place are interfering with this process, then the DRO should report the problem to the Constable or the Clerk.

Prohibition (s. 48)

While an elector is in a Voting Place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No person shall display a Candidates' Election campaign material or literature in a Voting Place which includes any place in the immediate vicinity of the Voting Place designated by the Clerk.

Secrecy (s. 49)

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.

No person shall:

- interfere or attempt to interfere with an elector who is marking the Ballot; or
- obtain or attempt to obtain at a Voting Place, information about how an elector intends to vote or has voted.

No elector shall:

- take a photograph or video recording of their marked Ballot; or
- show their marked Ballot to any person to reveal how they have voted, except in connection with obtaining assistance in voting.

All mobile devices SHALL be turned off upon entering the Voting Place and their

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use is prohibited in the Voting Place.

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 prosecution.

Who is Entitled to Vote (s. 51)

Any elector whose name appears on the Voters' List or who can produce a completed "Application to Amend Voters' List" Form 24 authorizing their name to be added to the Voters' List, is entitled to vote.

Each elector is entitled to vote for as many Candidates for an office as there are members to be elected to that office, but only once for each Candidate.

An elector is entitled to vote only once for a School Board Trustee. Votes for School Board Trustees must be cast in the municipality where the elector resides. If an elector's name inadvertently appears more than once on the Voters' List, the elector shall not vote more than once.

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.

Amendment of the Voters' List (s. 52 (2))

When an elector arrives to vote with an "Application to Amend Voters' List" Form 24, the DRO shall ensure the form is signed by the Clerk. The elector's name and address shall then be added to the Voters' List. The form is then placed in the envelope provided and a Ballot is issued.

If a person arrives to vote and is not on the Voters' List and has not obtained an "Application to Amend Voters' List" Form 24, they must complete the form and declaration. The DRO shall request proof of identification and residence as prescribed in O. Reg. 304/13. If satisfied, that person's name and address shall then be added to the Voters' List maintained by the ADRO and a Ballot shall be issued. For the revisions to be processed at the Voting Place, the authority to do so must specifically be delegated to an Election Official.

Requirement to Provide Proof of Identify

All eligible electors will be required to provide proof of identity and residence as per O. Reg. 304/13 or complete the "Declaration of Identify" Form 9 to obtain a Ballot at the Voting Place.

Programming of the Tabulator

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The Tabulator shall be programmed so that a printed record of the number of votes cast for each Candidate or answers to any by-laws or question can be produced.

The Tabulator shall be programmed so that the following Ballots are returned to the Tabulator Operator:

- a Ballot without any votes in the specified voting spaces, as determined by a Tabulator, with a message "Blank Ballot".
- a Ballot with more than the specified voting spaces marked for each office as determined by a Tabulator with message "Over Voted".
- a Ballot that is damaged or defective or has been marked in such a way that it cannot be properly processed by a Tabulator with the message, "Ballot Misread".

Testing of Tabulators

Prior to Voting Day, the Clerk shall test the equipment and Ballots to ensure that they will accurately count the votes cast for all Candidates, by-laws and questions that are marked with a valid mark in the designated area.

When testing the Tabulator, adequate safeguards shall be taken to ensure that the system, or any part of it, that is used for processing and tabulating votes is isolated from all other applications or programs and that no remote devices can gain access to the Tabulator.

There are several "testing" phases before the voting equipment is ready for use at the Advance Vote or for Voting Day.

The test shall be conducted as follows:

- load the "smart cards" into the Tabulators;
- tabulate a pre-audited group of Ballots, including Ballots that fall into each of the categories of Ballots and Ballots on which a predetermined number of valid votes are recorded for each Candidate
- compare the output of the tabulation against the pre-audited results. The Clerk shall, at the successful completion of the test, certify the results, zero out and seal the "smart card" to the Tabulator
- if the Clerk detects any error in the test, the cause of the error shall be determined and corrected and the test repeated until an errorless count is made and certified by the Clerk

Testing Locations

Every location that will be used for the Election and that will have a Tabulator, must be inspected. During the inspection, each location's power source that will be used on Voting Day will be tested.

Testing Ballots

Once the Ballots have been printed and received from the printing house, a test

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deck must be prepared and tested on each machine. A test deck must include every type of Ballot used at a particular location and be comprised of samples of blank Ballots, over-voted cards, under-voted and properly completed Ballots.

Defective Machine

If a Tabulator must be replaced, the unit must be retested before it is put into operation.

Test Documentation

A complete record of all testing phases must be retained.

If the competency of the voting equipment is questioned, all printouts, reports, and test decks shall be retained to verify the actions taken. The Clerk shall, at the completion of the test, retain the programs, test materials and Ballots in the manner provided for in the Act for the keeping of materials used in the programming of the Tabulators.

Spare Tabulators

Prior to Voting Day, any spare Tabulators shall be tested along with the other Tabulators, as described in the section "Testing of Tabulators". To protect the secrecy of the vote, Candidates or Scrutineers will not be able to examine Ballots or to object to Ballots as Ballots are being fed into the Tabulator by the Tabulator Operator.

Re-Testing of Tabulators

If a Tabulator malfunctions during the voting process, it may be necessary for an adjustment. If this is necessary, the preferred course of action is to substitute the faulty equipment with another Tabulator.

Prior to Voting Day, any spare Tabulator(s) should have been tested along with the other Tabulators.

Procedures for Set Up at the Voting Place(s) on Voting Day

The DRO shall perform the following steps (more particular instructions are included in the DRO handbook):

- DRO and ADRO are to report to the Town Hall at 8 AM to collect supplies and equipment – watches will be synchronized with Town Hall clock.
- Tabulator Operator should arrive at Voting Place at 9:30 AM.
- DRO to confirm number of Ballots assigned and sign form acknowledging receipt.
- ADRO shall review Voting Place set up and ensure supplies are adequate, i.e. Ballot Marking Pens, magnifying page etc.
- The DRO will ensure the following Covid related measures are in place:
 - Social distancing marking is placed appropriately

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- Election personnel are wearing masks
 - Signage requesting electors to wear a mask are posted
 - Masks are available for Constable to distribute if required
 - Signage for the wait process is posted (depending on Voting Location)
- Arrange voting booths to ensure secrecy and ensure required signage is posted (Corrupt Practices and Statutory Requirements).
 - Post Voting Place signage in a clear conspicuous location.
 - Ensure there is no Candidate's election material or literature in the Voting Place or on the grounds of the Voting Place.
 - DRO and ADRO shall access www.voterview.ca (MVV) software and enter username and password in preparation of voters.
 - Place the Tabulator on the stand. Leave the flap at the back of the unit open to feed the power cord through.
 - Lift the "key compartment" on the Tabulator (back compartment) and place it back against the machine. Ensure that the key is in the "off" position.
 - Plug the power cord into the back of the Tabulator.
 - Plug the cord into an electrical outlet.

Powering on:

- Once the Tabulator is plugged in, the system will take a few minutes to load.
- When the message "open polls now" is displayed, press the button below YES.
- At this point the unit will beep and remain beeping until, you turn key/switch to vote.

Zero Tape:

- A zero tape will be produced which shows there are no votes in the vote tabulating unit's memory for any of the Candidates.
- Check to be sure "zero" votes appear beside the Candidate's names. Verify that this tape contains a listing of candidates' offices in the exact order as they appear on the Ballot.

If any votes appear at this stage, contact the Help Centre immediately.

- Leave the zero-tape attached to the Tabulator.
- Remove the key and place it in a safe place (this key will not be required until you close the polls). Roll up the "zero tape".

- Have everyone in the Voting Place verify that there are no Ballots in the Ballot box and once verified, close the flap at the back of the Tabulator and seal it using labels provided. Along with the ADRO, please initial the tape.
- The Tabulator is now ready to accept Ballots.
- Ensure that any Scrutineers or Candidates that may be present have taken the required oath.

Procedures to Process Electors on Voting Day

The Voting Place officially opens to receiving the public to vote at 10:00 AM. The Voting Place closes at 8:00 PM.

Voting opens and electors proceed to the Ballot issuing table to obtain their Ballot.

The DRO provides the elector with the appropriate Ballot and instructions for voting.

As each elector arrives at the Ballot issuing table, the DRO and ADRO verify their identity with photo identification and ensure the name of the person is entered on the Voters' List and the appropriate School Board support is listed. The DRO shall, at the same time as the Ballot is delivered, provide a Secrecy Folder to the elector and briefly explain the voting procedure.

Upon receiving the Ballot from the DRO, the elector shall:

- immediately proceed to the voting compartment; and
- using the Ballot Marking Pen provided, vote by filling in the circle or oval to the right of the Candidate(s) of their choice or indicate their selection for the answer to any by-law or question on the ballot.

Only one person is permitted in a voting compartment at any time, unless they are assisting an elector and if this is the case, it is necessary that the appropriate sworn declaration be administered.

After the elector has marked their Ballot in the voting compartment, the elector shall,

- insert the Ballot into the Secrecy Folder; and
- leave the compartment without delay.

After the elector returns their marked Ballot into the Secrecy Folder, they shall proceed to the Tabulator Operator for processing. The Tabulator Operator requests that the elector remain at the Tabulator until the Tabulator has successfully accepted their Ballot.

The Tabulator Operator shall, in the presence of the elector, without removing Ballot from the Secrecy Folder, insert the voted Ballot, into the feed area of the

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Tabulator until the Tabulator draws the Ballot from the Secrecy Folder in full view of the elector. The cast Ballot is pulled from the Secrecy Folder into the Tabulator and the vote is then processed by tabulation. The public display count will increase incrementally with each elector.

The Tabulator Operator thanks the elector for participating and directs the elector to the exit. The elector promptly leaves the voting location. A person whose Ballot has been placed in the Ballot box is deemed to have voted.

Procedure in the Event a Tabulator Malfunctions During the Voting Process

If a Tabulator malfunctions during the voting process and smart card is still functional it may be necessary for an adjustment or replacement of the Tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare Tabulator.

The following steps shall be performed to smoothly and quickly replace the faulty equipment and resume the regular voting activities.

NOTE: At no time shall an elector be prevented from casting their ballot.

The DRO shall remove the smart card from the malfunctioning Tabulator, and insert the smart card into the replacement Tabulator.

The DRO shall pack up the faulty equipment and set up the substitute Tabulator. To expedite the replacement, the Election Official who delivered the replacement Tabulator may assist in packing up the faulty equipment.

The DRO shall turn on the replacement Tabulator by pressing the ON button. If the replacement unit has been properly cleared and qualified, the Tabulator will automatically print the necessary report(s). The DRO shall then sign the reports and leave the tape attached to the Tabulator. After the report is printed and signed, the DRO will press the DON'T CLOSE CONTINUE VOTING button on the Tabulator touch screen which will then bring up the welcome screen. Verify the public count agrees with the last known public count from the malfunctioning Tabulator. The existing Ballot box continues to be used to accept Ballots that are to be fed through the replacement Tabulator for the remainder of the day.

If a smart card malfunctions after it has been used to open and tabulate Ballots, the DRO shall immediately contact the Clerk's Office. Once a replacement smart card has been provided, the DRO shall:

- Verify that the Tabulator and replacement smart card are operational, seal the Ballot box containing any Ballots which were previously processed or inserted into the auxiliary compartment during the "equipment swap" and set it aside in a secure location until the close of the poll.

- A new, empty Ballot box is then used to accept Ballots that are to be fed through the Tabulator with the new smart card for the remainder of the day.

The Ballots in the original Ballot box will be fed through the vote count Tabulator after the close of the poll.

Procedure for Tabulators at the Close of Voting Place on Voting Day

The vote totals from all of the Advanced Votes and from a Voting Place that closes earlier than 8:00 PM under subsection (46)(3) of the Act shall not be printed until after 8:00 PM on the Voting Day, Monday, October 24, 2022 at the Help Centre.

Voting closes at 8:00 PM on October 24, 2022. Only the electors remaining in the Voting Place at 8:00 PM may continue to cast their Ballots. The interior doors to the Voting Place are secured and the entrance is restricted to Election Officials and those remaining in the Voting Place at the close. No additional individuals shall be permitted unless they are Election Officials.

The DRO shall, after the close of the voting:

- check the auxiliary box for Ballots to ensure all Ballots have been processed.
- seal the Ballot box to ensure the box cannot be re-opened without breaking the seals and covers the Ballot entry slot.
- look at the public display count on the Tabulator and writes down the number of Ballots processed through the unit on the statement form.
- in full view, leave the Zero Report attached to the Tabulator. The smart card remains with the Tabulator and check the roll tape before you print the results.
- insert the key into the key compartment and turn the key clockwise to the CLOSE POLL position.
- Press the button beneath **CLOSE POLLS**. A result tape will automatically print.
- The Tabulator will then start printing out Ballot statistics and the election results for each office. This process may take up to several minutes, so please be patient until it is obvious that the printout is complete.
- You should understand that "the results tape" actually started with the zero's tape which you printed out before the start of voting, and continued all through election day by recording the various problems that arose, and concluded with the printout of the election results themselves.

- Carefully tear off this entire results tape and sign the bottom of the tape in the space provided, and if requested, announce, or have announced by a member of your staff, the results for your voting place. This tape should be placed in the "Results" envelope.
- Run an additional copy of the results tape by pressing the "RESULTS REPORT" button. This is the tape that will be delivered by your designated "runner" to City Hall. Additional tapes may also be run off for any scrutineers, candidate's agents or candidates present for the count that may request to see a copy. This additional tape can be produced by pressing "RESULTS REPORT".
- Once you have determined that no additional copies of the results are required, remove the memory card by removing the seal (cutting the seal with scissors), pressing the release button, (place the memory card and additional copy of the results tapes in the envelope and **turn** the key to the "OFF" position.

Call the results immediately to the Help Centre at 613-534-8889, Ext. 201 or Ext. 204 or 613-362-4740. Read the total number of votes cast for each respective race. Election Officials at the Help Centre will confirm the reported numbers by reading back the votes for each Candidate.

Seal the Ballot box to ensure the box cannot be re-opened without breaking the seal and to cover the Ballot slot. Slide out the Tabulator unit and turn it off and unplug the power source. Store the Tabulator unit and power cord in the carrying case with your supplies.

Complete the statement in duplicate of the number of:

- Ballots received from the Clerk;
- Ballots counted by the Tabulator;
- Spoiled/Cancelled Ballots;
- Declined Ballots
- Unused Ballots.

The DRO signs the statement and places the statement in the return envelope to be delivered to the Clerk.

The DRO or designate shall deliver all Ballot boxes, voting compartments, the Tabulator and the return envelope to the Clerk at the Help Centre for secure storage in the vault.

Ensure that the original signed statement, the security envelope (containing the Zero Report with one copy of Election Results Report as provided by the Tabulator) are all placed in the return envelope. Seal the return envelope and set aside.

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Tabulator Failure

If a Tabulator has been used to tabulate votes cast in a Voting Place but the tabulation of the votes cannot be completed because the Tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the DRO shall, after the close of the voting and after determining the tabulation cannot be completed:

- seal the Ballot box in such a manner that it cannot be opened or any Ballots be deposited in it without breaking the seal;
- secure the Tabulator against receiving any more Ballots;
- place all supplies and all cancelled and unused Ballots in the transfer carrier and seal it;
- deliver the Ballot box, supply carrier, Ballot transfer container and Tabulator to a place designated by the Clerk where a back-up Tabulator is located;
- insert all the Ballots from the Ballot box into the back-up Tabulator; and
- follow the procedures outlined.

Blank Ballot Processed by Tabulator

The Tabulator will be programmed to reject or query blank Ballots. This is to ensure the elector has understood the instructions on how to fill in the response area. After the initial Ballot has been returned, the elector will have the option to reinsert if they do wish to cast a blank Ballot.

Ballot Accidentally Spoiled

If a Ballot has been accidentally spoiled (for whatever reason, inadvertently marked the wrong Candidate or over-voted a race) and the elector would like a replacement Ballot, then the DRO takes back the spoiled/cancelled Ballot and provides the elector with a replacement Ballot.

The DRO shall mark the spoiled Ballot "spoiled" and place the spoiled/cancelled Ballot in the cancelled Ballot envelope, to be delivered with their supplies at the end of the Voting Day. The number of spoiled/cancelled Ballots will be recorded on the statement form to be returned to the Clerk.

Ballot Declined

If an elector declines a Ballot, the DRO shall mark the Ballot "declined", and place the declined Ballot in the declined Ballot envelope, to be delivered with their supplies at the end of the Voting Day. The number of declined Ballots will be recorded on the statement form to be returned to the Clerk.

Damaged or Defective Ballot

If a damaged or defective Ballot is returned by the Tabulator and the elector who delivered the Ballot is still present, the Tabulator Operator shall re-insert the Ballot into the feed area of the Tabulator. If, after several attempts, the

Tabulator again rejects the Ballot, the DRO will place the Ballot in the “cancelled Ballot” envelope and provide a replacement Ballot.

Over Voted Ballot

The Tabulator will be programmed to return Ballots which have over-voted for any of the races (i.e. the elector filled in too many ovals in a race). The Tabulator Operator will advise the elector that their Ballot contains an over-voted race and was unable to be counted by the Tabulator. If the elector indicates this was not the intention, the Ballot is returned to the DRO who will place the Ballot in the “cancelled Ballot” envelope and provide a replacement Ballot.

If the elector intended to over-vote, the Tabulator Operator will re insert the Ballot and select CAST. The Ballot races not over-voted will be accepted and counted.

General

The Clerk shall, at the completion of the count, retain the programs, smart cards, test materials and Ballots in the same manner as is provided for in the Act for the keeping of election records.

The Clerk shall retain and may have access to the pre-audited group of Ballots referred to and other materials used in the programming of the Tabulators.

The Clerk may alter or make minor changes to the materials referred in this manual as the election process nears and some minor instructions may have be necessary.

Procedures for Advance Voting Period at Town Hall

Hours during the Advance Vote held at Town Hall are:

- October 19-21 9:00 AM to 4:00 PM
- October 22-23 10:00 AM to 3:00 PM

Opening procedures for the Advance Vote are as described for Voting Day above.

Procedure for Closing during Advance Voting Period

The vote totals from all of the Advanced Votes and from a voting location that closes early under subsection (46) (3) of the Act shall not be printed until after 8:00 PM on Voting Day, Monday, October 24, 2022 at the Help Centre, 2 Milles Roches Road, Long Sault.

After the close of the voting each day during the Advance Voting Period, the DRO seals the Ballot box to ensure the box cannot be re-opened without breaking the seals and covers the Ballot entry slot.

The DRO looks at the display on the Tabulator and writes down the number of Ballots processed through the unit.

The DRO will shut down the Tabulator and store it in the vault. Further details are described in the DRO / ADRO Handbook.

In full view, leave the Zero Report attached to the Tabulator. The smart card remains with the Tabulator.

Complete the statement of the number of:

- blank Ballots received from the Clerk for the start of voting day
- Ballots counted by the Tabulator;
- Spoiled/cancelled Ballots;
- Declined Ballots; and
- blank unused Ballots at the end of voting day.

The DRO signs the statement and places the statement in the return envelope to be delivered to the Clerk.

Ensure that the original signed statement, the security envelope containing the Zero Report is included in the package to be returned to the Clerk.

Place all other used forms, unused forms and supplies into the Ballot transfer carrying case.

The DRO or designate shall deliver all Ballot boxes, voting compartments, the Tabulator, and the return envelopes to the Clerk at the Help Centre, 2 Mille Roches Road, Long Sault, for secure storage in the vault until the counting of the Ballots, after the close on Voting Day.

Voting Procedure - Internet

Service Provider

The service provider for the 2022 Municipal Elections is Intelivote System Inc. A copy of the contract with Intelivote Systems Inc. is available from the Clerk, upon request.

System Integrity

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

- ensuring the election system can only be accessed by eligible electors using their unique Voting Credentials (Voter ID, PIN number) and year of birth;
- ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed VIL containing the elector's unique PIN, by first class mail;
- ensuring that no one except the Clerk, or designate, can access PINs maintained by Intelivote System Inc. that match each elector's name and address; and
- 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 22, at 8:00 PM.

Auditor

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

- checking the Help Centre internet access;
- checking script and input timing;
- attempting to use a PIN more than once;
- balancing a predetermined number of votes with those cast;
- matching PINs to names and addresses;
- 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 Oath of Election Official" Form 32.

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 Intelivote by September 9, 2022 in electronic format in order that Intelivote may provide this information to for VIL printing.

VILs shall be delivered by Intelivote to Canada Post and distributed by first class mail to all eligible electors no later than October 7, 2022 to enable them to use the internet voting service.

VILs may be delivered via email to electors who have applied to be added to the Voters' List following necessary verification through the Voter Registration system within Voterview and whose verification meets the satisfaction of the RO.

The VIL will contain but not be limited to the following:

- the elector's PIN to cast their vote and the designated internet address (URL) to access to cast their vote using the Internet;
- instructions on how to vote;
- dates and hours of voting;
- the location and telephone number of the Help Centre;
- elector eligibility criteria;
- office and Candidate information; and
- information on illegal and corrupt practices.

A person cannot give their VIL to another eligible elector for the purpose of voting. Acceptance of another person's VIL 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.

Eligible electors who attend at the Help Centre will be able to request a replacement VIL under certain circumstances:

- where a person on the Voters' List has lost/not received their VIL and the PIN has not been used, they can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon completion of Form 24 "Application to Amend the Voters List" to correct the erroneous address or elector information in addition to providing proof of identity and residence as prescribed in O. Reg. 304/13, the authorized Election Official may re-assign the PIN and print a new Voter Information Letter.
- where a person on the Voters' List has attempted to vote and their PIN has already been used, they can attend the Help 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 Imposter)" Form 39 shall be taken by the elector and a new VIL containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where internet access is available to eliminate any further misuse of the PIN.

Candidates Module

The Candidates shall receive login ID(s) and password(s) allowing them to access the Candidates Module to view the List of Electors.

When using this authorization, Candidates may access the voting system and review elector list information to discern which electors have participated in the Election. This capability does not provide the Candidate information on how an elector has voted, it only provides information on whether they have participated in the Election.

Candidates may view this information at any time after the start of the voting period using the Candidates Module.

Voting

Voting will commence on October 19, 2022 at 9:00 AM and continue through to October 24, 2022 at 8:00 PM.

During the Voting Period, the Help Centre will be open Monday to Friday, during Regular Office Hours, Saturday and Sunday from 10:00 AM to 3:00 PM and on Voting Day between the hours of 8:30 AM and 8:00 PM. At 8:00 PM the doors of the respective Voting Places shall be locked and those inside will be permitted to cast their Ballot.

Prior to the activation of the system by Intelivote Systems Inc., on October 18, 2022 at 9:00 AM, Intelivote Systems Inc. shall allow access by the Auditor to the voting system at the Help Centre 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.

Candidates or their Scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Intelivote System" Form 40 that attests to this fact.

Eligible electors will be able to access a designated internet address and cast their vote(s) by entering the required PIN and their date of birth.

Once an elector has selected for a race, the voting system shall indicate the elector's choice and shall allow the elector to either confirm their selection and cast their vote or return to the race to change their selection. If the selection of a particular race is not confirmed and the vote is not cast, the elector is able to reenter the system and make their selection casting their vote for that race or any other race that has not been previously voted.

Once the Voter PIN has been used to complete all races and/or any questions, associated with the Election, it cannot be used again and further access shall not be granted to the internet voting service using that PIN.

Intelivote Systems Inc. shall record the PIN and corresponding name of all electors who have voted. This does not provide information on who an elector has voted for.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the Intelivote Systems Inc. system using the Clerk's assigned password. This report titled "Voter Participation Status" report will be created in an electronic file format suitable for electronic distribution and will only be done under the control and direction of the Clerk.

If requested in writing by a Candidate(s) on the "Declaration of Proper Use of the Voters' List" Form 23, the Clerk will provide a copy of the daily "Voter Participation Status" report. This information will be made available to Candidates through the Clerk's Office.

Notwithstanding the foregoing, the Voter Participation Status report may only be provided to Candidates who have opted not to use the Candidates module.

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 elector receive more than one VIL, the eligible elector may only vote once and must return the other VIL(s) to the municipal Help Centre.

All electors who vote more than once or who improperly use the VIL shall be reported to the Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

VILs 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 VIL will

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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.

Voter Information Letter Tracking

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

- that were sent to eligible electors;
- 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;
- that were set to a status that prevented them from being used to vote;
- that were re-issued to an eligible elector; and
- that were assigned by Election Officials to eligible electors that have completed "Application to Amend Voters' List" Form 24.

PIN Procedures - Problems Accessing the System

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

- shall advise the elector that the PIN is valid and has not been used. The Election Official may suggest the elector try the PIN again or attend at the Help Centre to obtain assistance in voting; and
- they have determined that it has already been used, the elector can present themselves at the Help Centre with proof of identity and residence as prescribed in O. Reg. 304/13 and have an Election Official confirm that the elector's PIN has been used. If this is the case, follow the procedure outlined under "Preparation of Voter Information Letters" (page 54).

PIN Procedures - Incorrect Information on Voter Information Letter

Where an eligible elector has received an incorrect VIL in terms of school support, the elector can attend at the Help Centre and have the proper category applied to the existing PIN.

If the elector has used the PIN to vote, and the elector determines that the ward, if applicable, and/or school support is incorrect, and they have not voted those races, the elector can attend at the Help Centre and have the proper category applied to the existing PIN. The elector 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 24.

PIN Procedures - New PIN(s)

:

New PIN(s) shall not be given out over the telephone without the expressed approval of the RO or their designate. A VIL containing a PIN shall not be given to any elector without proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form(s).

Count Procedures

The Clerk shall keep its public voting access and Voting Places open until 8:00 PM Monday, October 24, 2022. The DRO shall confirm and report to the Clerk that all eligible electors in the Voting Place, including the Voter Help Centre, at 8:00 PM on Monday, October 24, 2022 have completed voting.

The Clerk, at 8:00 PM on Voting Day, shall arrange for the close and deactivation of the internet voting service at the Help Centre.

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

The Clerk shall then request the tabulation of the results for each Candidate to be sent by email to the Help Centre: loriann@southstormont.ca

When the unofficial results are received from Intelivote Systems Inc., they shall be entered into the "Vote Count Summary Report" Form 41, along with the results received via telephone from the various Voting Places for the composite paper Ballots.

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

Only the Clerk, DRO, 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.

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.

Before being admitted to the Help Centre, a person appointed as a Scrutineer shall also produce and show their Form 27 to the Clerk for the receiving of the voting results at the Help Centre and take the "Oral Oath of Secrecy" Form 28 from the Clerk before being permitted to remain at the Help Centre.

Entrance to the Help Centre will not be permitted after 8:00 PM on Voting Day and only Election Officials will be allowed to enter thereafter. Candidate's and Scrutineers are to arrive between 7:45 PM and 8:00 PM. 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.

The Candidate or Scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the public.

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

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.

Report Unofficial Results

The Clerk shall report the "unofficial" results, using the "Unofficial Election Results" Form 42 at the Municipal Office as soon as practicable after the close of the Election.

The Clerk shall send each school board's Election results to the respective Clerk handling the school board Election as soon as possible after the close of voting on Voting Day.

Should results for Municipal offices be received in advance of results for the School Board office, the results for the Municipal offices will be announced.

The results of each Candidate and voting subdivisions shall be available as soon as possible after Voting Day.

Declaration (s. 55 (4))

As soon as possible after Voting Day, the Clerk shall declare the Official Results using the "Declaration of Election Results" Form 43 and post the results at the Town Hall 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 – School Board", Form 44. Note – only include the school board results and not your municipality's municipal Election results.

Recount

Recount (s. 56-58)

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 [Section 60 (1)], unless ordered otherwise by a judge as per Section 60 (3).

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.

Municipal Recount Policy

The Township of South Stormont adopted a Municipal Elections Recount Policy on March 28, 2018; a copy is appended to these 2022 Municipal Elections Policies and Procedures as Appendix "F".

Candidates Financial Statements

Candidates Financial Statements (s. 88. 25 (1) and (9))

All Candidates shall file with the Clerk, the "Financial Statement – Auditor's Report" Form 4 on or before 2:00 PM on March 31, 2023, 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 2023.

At least 30 days before the filing date, but no later than November 30, 2022, the Clerk shall give every Candidate whose nomination was filed notice of:

- all the filing requirements of this section;
- the Candidate's entitlement to receive a refund of the nomination filing fee if they meet the requirements of section 34 (Refund); and
- 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 46.

Notice of Default (s. 88.23 (1) - (3), 88.25)

A "Notice of Default" Form 47 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" Form 4 on or before 2:00 PM on March 31, 2023.

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.

Candidates should seek their own advice and counsel regarding campaign finances. A campaign period may be extended in keeping with the procedure and timeframes outlined in the Act.

Refund of Nomination Filing Fee (s. 34)

A Candidate is entitled to receive a refund of the nomination filing fee if they file the Financial Statement and Auditor's Report, each in the prescribed form, on or before 2:00 p.m. as of March 31, 2023.

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

Third Party Advertising

Campaign Period (s. 88.28)

Contributions can only be made to a Registered Third Party for Third Party Advertisements, and can only be made during the campaign period under section 88.12. A Third Party Advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules.

For the 2022 Municipal Elections - the Election campaign:

- begins on the day the third party registers for the Election (registration must be certified by the Clerk); and
- ends on December 31, 2022.

If the Third Party Advertiser becomes involved in a compliance audit after the campaign ends on December 31, 2022, and the Third Party Advertiser incurs expenses, the campaign is deemed to be recommenced. Once the Third Party Advertiser notifies the Clerk in writing of the campaign period recommencement, the Clerk shall pay the Third Party Advertiser any surplus being held in trust for the Candidate, together with interest. Where the campaign period has recommenced, the Third Party Advertiser may incur expenses and accept contributions until June 30, 2023 or where an alternate provision of the Municipal Elections Act has been met under section 88.28(4).

Filing Requirements (s. 88.29, s. 88.30)

All Registered Third Parties are required to file a financial statement using the prescribed Form 8. Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor's report with the financial statement. A Registered Third Party whose campaign contributions in the municipality are \$10,000 or whose total campaign expenses exceed \$10,000 are required to file an auditor's report with the financial statement.

The Registered Third Party must file their financial statements and auditor's report using the prescribed Form 8 by 2:00 PM on March 31, 2023 for the filing period ending December 31, 2022.

Third Party Advertisers also have a maximum amount for parties etc. after Voting Day. The Clerk is to calculate the maximum amount no later than September 26, 2022. When a third party originally registers, the Clerk is to provide a certificate setting out the maximum amount for parties etc. after Voting Day, Form 27.

Application by Third Party for Extension of Filing Date (s. 88.27(3))

The Registered Third Party may before the last day for filing a financial statement under section 88.30, apply to the Ontario Superior Court of Justice to extend the time for filing the document. The court may grant an extension of up to 90 days. The third party shall notify the Clerk in writing before 2:00 pm on the last day for filing a financial statement under s.88.29 or 88.32 that an application has been made.

Clerk to Give Notice (s. 88.29)

The Clerk shall give notice of all the filing requirements and of the penalties under s.88.27(1) and s.92(4), Form 46, to every third party at least 30 days before the filing date. Before Voting Day, the Clerk is also required under section 33.1 to give notice of the penalties related to Election campaign finances.

Campaign Period (s. 88.28)

If the Third Party Advertiser has a deficit at the time the Election campaign period would otherwise end and the Third Party Advertiser has notified the Clerk in writing on or before December 31, 2022, the campaign period is extended until the earliest of:

- June 30, 2023.
- The day the third party notifies the Clerk in writing that they will not accept further contributions.

Supplementary Reporting Periods/Filing Dates (s. 88.30)

Supplementary filing dates apply where the Election campaign period has been extended. The supplementary reporting period is the 6 month period following the year of the Election or in the case of a by-election, the supplementary reporting period is the 6 month period following the 45th day after Voting Day.

Where a Third Party Advertiser campaign period continues, they shall file a supplementary financial statement (including auditor's report if required) for the supplementary reporting period on or before 2:00 PM on the last Friday in September (September 29, 2023). It should be noted that even if a campaign has been extended, a Third Party Advertiser is required to file the initial financial statement for the reporting period ending December 31, 2022.

Campaign Surplus (s. 88.31)

Where a Third Party Advertiser's financial statement (or supplementary financial statement) indicates an Election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing and the Clerk shall hold the monies in trust. If the Registered Third Party subsequently incurs expenses related to a compliance audit, the Clerk shall pay the amount held in trust, with interest, to the third party, MEA. s.88.32.

The surplus becomes the property of the municipality/local board when all the following conditions are satisfied:

- The campaign period has ended under s.88.28;

- It is no longer possible to recommence the campaign period (s.88.28);
- No compliance audit proceeding has been commenced; and
- The period for commencing a compliance audit proceeding has expired.

Third Party Filing Default (s. 88.27(1))

A Registered Third Party cannot participate in the next regular Election if;

- They did not file their financial statement;
- There was a surplus and this surplus was not paid to the Clerk;
- The financial statement shows that the Third Party Advertiser exceeded their expense limit; or
- If a document filed under s.88.32 has a surplus and the third party registered has not paid the surplus to the Clerk by the relevant date.

Clerk to Give Notice of Default (s. 88.27(2))

The Clerk is required to notify the Registered Third Party, Form 49, in writing that a default has occurred and the nature of the default. The Clerk also must make this information public.

Compliance Audit Committee

Compliance Audit Committee (s. 88.37)

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

In the United Counties of Stormont, Dundas and Glengarry a joint Compliance Audit Committee will be established and Council shall approve the appointment of members by resolution or by-law.

Review of Contributions to Candidates (s. 88.34 (1) to (4))

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

Report, Contributions to Candidates for Council

As soon as possible after May 2, 2023, the Clerk shall prepare a report identifying each contributor to a Candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

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

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

The Clerk shall forward each report prepared to the Compliance Audit Committee.

Decision of Compliance Audit Committee – Candidates (s. 88.34 (8))

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

Review of Contributions to Registered Third Parties (s. 88.36 (1) to (4))

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor

appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

As soon as possible after May 2, 2023, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

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

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

The Clerk shall forward each report prepared to the Compliance Audit Committee.

Decision of Compliance Audit Committee – Registered Third Parties (s. 88.36 (5))

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

Compliance Audit Application (s. 88.33 (1) and 88.35 (1))

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

Compliance Audit Committee (s. 88.33 (4), (14))

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

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

Accessibility

Electors and Candidates with Disabilities (s. 12.1 (1))

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

Plan re Barriers (s. 12.1 (2))

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

Location – Accessibility (s. 45 (2))

In establishing the locations of Voting Places or Help Centres the Clerk shall ensure that each Voting Place or Help Centre is accessible to electors with disabilities.

Attendance on Electors with Disabilities (s. 45 (9))

To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.

Electors Needing Assistance (s. 52 (1) 4)

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

Report (s. 12.1 (3))

Within 90 days after Voting Day in a regular Election but no later than Friday, January 23, 2023, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and Candidates with disabilities and shall make the report available to the public.

Municipal Elections Accessibility Plan

The Township of South Stormont 2022 Municipal Elections Accessibility Plan is appended to these 2022 Municipal Elections Policies and Procedures as Appendix "G".

Emergencies

Emergencies (s. 53)

The Clerk may declare an emergency if they are 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 they consider 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.

If required, the Clerk may consider alternate options for the following:

- reporting results
- notification of electors
- Election Officials
- voting period [ex. delay of Voting Day, extension of voting hours or day(s)]
- alternate Help Centre or alternate facility

If any part of the voting for an office is not completed, do not release the results until the voting for that office is complete.

In the event of an emergency, Intelivote Systems Inc. will take direction from the Clerk as to what actions will be taken, shall stop the Intelivote System Inc. system from connecting to the Internet, thus preventing the Election from continuing, or starting.

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 electors 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 an 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 their candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration to induce a person to become a Candidate, refrain from becoming a Candidate or withdraw their 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 their office for further investigation.

Offences (s. 89, 90)

A person is guilty of an offence if they:

- vote without being entitled to do so;
- vote more times than the Act allows;
- vote in a Voting Place in which they are not entitled to vote;
- induce or procure a person to vote when that person is not entitled to do so;
- having appointed a voting proxy that remains in force, vote otherwise than by the proxy;
- having been appointed a voting proxy, vote under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
- before or during an Election, publish a false statement of a Candidate's withdrawal;
- furnish false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supply a PIN/Ballot to anyone;
- deliver to the DRO to be placed in a Ballot box a paper other than the Ballot the DRO gave him/her;
- take a Ballot away from the voting place;
- at an Election, take, open or otherwise deal with a Ballot, Ballot box, or a book or package of Ballots without having authority to do so;
- deal with a PIN, without having authority to do so;
- solicit a Voter Information Letter / Voter Kit / Ballot, containing a PIN, from an eligible elector;
- contravene any provision of the Act or a regulation under the Act or a by-law passed by a municipality under the Act;
- attempt to do something described above.

The following are guilty of an offence that constitutes a corrupt practice:

- A DRO or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;
- A DRO who knowingly places in a Ballot box a paper that purports to be, but is not, a Ballot capable of being used as such at an Election;
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the Act.

Penalties - Elector (s. 90 (2))

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.

Penalties - Candidate (s. 91 (1))

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

- a) any office to which the person was elected is forfeited and becomes vacant; and
- b) the person is ineligible to be nominated for or elected or appointed 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.

Penalties - Individual (s. 94 (1))

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.

Penalties - Trade Unions (s. 94 (2))

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

Mail Tampering – Criminal Offence and Prosecution

Notification of the voting process and how electors can vote will be provided in the VIL 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 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 Authority of Clerk

Discretionary Authority (s.12)

A Clerk who is responsible for conducting an Election may provide for any matter or procedure that;

- is not otherwise provided for in an Act or regulation; and
- in the Clerk's opinion, is necessary or desirable for conducting the Election.

The discretionary authority provided to the Clerk in the Municipal Elections Act brings with it a degree of risk and inherent liability.

Under the revised MEA, Clerks have expanded powers/discretion, where no Council approval is required in the following areas:

- establishment of advance voting dates, locations and hours;
- establishment of reduced voting hours at long term care facilities;
- management of the Voters' List (additions/deletions/modifications); and
- determination of whether filing of financial statements electronically will be permitted and any conditions or limits associated with electronic filing.

The following chart outlines the Implied and Direct Discretionary Authority of the Clerk. It is not an exhaustive list, but captures a large amount of the legislation.

**The Municipal Elections Act, 1996, as amended, as amended
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
7;8(7);45	The Clerk has authority and control over the costs incurred for an Election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs of a recount in a regular Election for a local board or municipality, a by-law or question submitted by an upper tier or local board or Minister.
7(3)4	The Clerk shall bill for costs when the Clerk counts the votes or conducts a recount of a ranked Ballot Election for an upper-tier municipality, if the member of council of the upper-tier municipality is not also elected to the council of the lower-tier municipality within the upper-tier municipality.
7(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
8(6)	The Clerk is responsible for giving notice to the public for any question on the Ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11(1)	The Clerk is responsible for conducting Elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided by the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given the Clerk does not include the power to require a person for the purposes of s.52(1) – voting procedure – to furnish proof of identity and residence in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and Candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and Candidates with disabilities and shall make the plan available to the public before Voting Day in a regular Election.
12.1(3)	Within 90 days after Voting Day in a regular Election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and Candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	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.
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the Election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the Election.
53(4)	The Clerk determines when the emergency has passed.

**The Municipal Elections Act, 1996, as amended, as amended
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
55(4.1)	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.
	Cost of Elections
7(2)(4); 8(7)	The Clerk has authority and control over the finances of an Election.
	Notice of By-laws and Questions
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the Ballot.
	Certification of Vote Results
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	Information to Electors
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and Candidates with disabilities.
12.1(2)	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.
12.1(3)	Within 90 days after Voting Day in a regular Election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and Candidates with disabilities.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
	Appointment of Election Officials
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each voting place.
15(1)	The Clerk may appoint other Election officials in addition to DRO's. The Clerk determines what instruction and training is provided to Election officials.
	Delegation of Authority
15(2)(3)(4)	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.
	Creation of Voting Subdivisions
18(1)	The Clerk may divide the municipality into voting subdivisions (on or before March 31 in the year of regular Election).
18(2)	If the Clerk creates voting subdivisions, they shall inform MPAC (on or before March 31 in the year of a regular Election).
	Correction of Preliminary List of Electors
19(1)(1.1)	The Clerk and MPAC may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1). If no date agreed upon or prescribed – July 31.
22(1)	The Clerk may correct any obvious errors in the Preliminary List of Electors, and shall notify MPAC of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.

**The Municipal Elections Act, 1996, as amended, as amended
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
	Reproduction / Revision of Voters' List
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1 st and determine where and at what time applications for revisions to the Voters' List may be made under s.24 and s.25.
24(1)(2)	From September 1 st to the close of voting on Voting Day, 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.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	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.
27(2)(a)(b)	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.
28(1)	The Clerk shall prepare and certify the Voters' List for use in each voting place.
	Nominations
11.1(4)	The upper-tier Clerk responsible for accepting nominations can determine the format in which to send the names of Candidates to lower-tier Clerk.
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedure under this act.
33(1.3)	The Clerk is entitled to rely upon the information filed by the Candidates (endorsements).
35(2)(3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	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.
	Acclamations
37(1)(2)	The Clerk can determine the method of declaring acclamations.
	Notice of Election
40(a)(b)(c)(d)	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, 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.
	Ranked Ballots
41.1(4)2	The regulation may establish the powers that the Clerk may exercise in administering ranked Ballot Elections.
41.1(5)	Regulation may authorize the Clerk to establish procedures.
	Ballot Form
41(2)3	The Clerk can agree to permit another name that a Candidate uses to appear on the Ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or in the Clerks opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the Ballots as the Clerk considers appropriate.

**The Municipal Elections Act, 1996, as amended, as amended
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
41(3)	The Clerk shall change some or all the Ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite Ballots.
	Voting or Vote Counting Equipment or Alternative Voting Method
42(3)(a)(i)(ii)	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.
42(3)(b)	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 their nomination is filed.
	Advance Vote
42(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b)(ii)	The Clerk determines how to keep safe any Advance Vote Ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	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.
	Proxies
44(7)	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.
	Voting Places and Procedures
45(1)(3)(5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of voting places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1,2,3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of Canadian Forces; an institution which on September 1 st 20 beds or more are occupied by persons who are disabled; chronically ill or infirm; and in a retirement home which on September 1 st , 50 beds or more are occupied.
45(8)	The Clerk may issue instructions to DRO's regarding attending on an elector in an institution or retirement home to allow him or her to vote.
45(9)	The Clerk shall issue instructions to DRO's regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific voting places to open on Voting Day before 10:00 am.
46(3)	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.
47(1)(a)	The Clerk has the discretion to go to or remain in voting places during voting or when votes are being counted.

**The Municipal Elections Act, 1996, as amended, as amended
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
	Emergency
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the Election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the Election.
53(4)	The Clerk determines when the emergency has passed.
	Opening Ballot Box
55(3)	The Clerk shall determine the results of the Election by compiling the statements of results received from the DRO.
55(4)	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.
55(4.1)	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.
55(5)	The Clerk, in the presence of the DRO, can decide to open a Ballot box to assist with interpreting the statement of results.
	Recounts
56(1)(1.1)(2)	The Clerk shall hold a recount in accordance with policy within 15 days after declaration of results.
59	The Clerk may decide to include other Candidates for an office in a recount.
61(1)1	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 – s.56,57,58,63
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a Ballot or the counting of votes in a Ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3)63(10)	If the recount leaves two Candidates tied, the Clerk shall choose the successful Candidate by lot.
	By-Elections
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 finance to each person nominated for an office.

**The Municipal Elections Act, 1996, as amended, as amended
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
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(expenses, parties etc.) 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.
88.25(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)	The Clerk shall retain the financial statements until the next Election.
88(9.1)	The Clerk shall make the documents filed under s.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.

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**Form 1 - Prescribed
Township of South Stormont
Nomination Paper – Prescribed Form**
Municipal Elections Act, 1996, as amended s. 33, s. 35

Instructions

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

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

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

Declaration of Qualification

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

Signature of Nominee

Date (yyyy/mm/dd)

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

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

Signature

Date Certified (yyyy/mm/dd)

**Form 2 - Prescribed
Township of South Stormont
Endorsement of Nomination – Prescribed Form**
Municipal Elections Act, 1996, as amended s. 33

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Personal information collected on this form is obtained under the authority of sections 33 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

Name of person seeking nomination

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of _____ in the year _____.

Name of person providing endorsement – 1

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 2

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 3			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 4			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 5			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 6			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 7			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 8			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 9			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 10			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 11			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 12			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 13			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 14			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 15			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 16			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 17			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 18			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 19			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 20			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 21			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 22			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 23			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 24			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 25			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

**Form 3 - Prescribed
Township of South Stormont
Appointment for Proxy
NOT APPLICABLE**

**Form 4 - Prescribed
Township of South Stormont
Financial Statement – Auditor’s Report Candidate**
Municipal Elections Act, 1996, as amended s. 88.25

Instructions

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

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

For the campaign period from (day clerk received nomination)

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

to

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

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

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

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Spending Limit

General

\$

Parties and Other Expressions of Appreciation

\$

Contribution Limit

Contributions from Candidate and Spouse

\$

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

Box B: Declaration

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

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Candidate or Agent (if filed in person)

Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

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

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

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

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. _____ + \$

2. _____ + \$

3. _____ + \$

4. _____ + \$

5. _____ + \$

6. _____ + \$

Total Campaign Income (Do not include loan)

= \$ _____ **C1**

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign
(list details in Table 2 of Schedule 1)

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

Salaries, benefits, honoraria, professional fees incurred until voting day

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. _____ + \$

2. _____ + \$

3. _____ + \$

4. _____ + \$

5. _____ + \$

6. _____ + \$

Total Expenses subject to general spending limit

= \$ _____ **C2**

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

1. _____ + \$

2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit		+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+ \$	_____
Office expenses incurred after voting day		+ \$	_____
Phone and/or internet expenses incurred after voting day		+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____
Bank charges incurred after voting day		+ \$	_____
Interest charged on loan after voting day		+ \$	_____
Expenses related to recount		+ \$	_____
Expenses related to controverted election		+ \$	_____
Expenses related to compliance audit		+ \$	_____
Expenses related to candidate's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses not subject to spending limits		= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+ \$	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign		- \$	_____
Surplus (or deficit) for the campaign		= \$	D2

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

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+	\$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+	\$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+	\$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+	\$	
Less: Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	–	\$	
	–	\$	
Total Amount of Contributions (record under Income in Box C)	=	\$	1A

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services

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

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

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

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

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

Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

Table 3: Monetary contributions from individuals other than candidate or spouse

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

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

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

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

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

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

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

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

Part I – Ticket revenue

Admission charge (per person) \$ _____ **2A**

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

Number of tickets sold x _____ **2B**

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

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

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

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

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

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

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

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

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

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)
Contact Information		
Last Name or Single Name		Given Name(s)
Licence Number		
Address		
Suite/Unit Number	Street Number	Street Name
Municipality		Province
Postal Code		
Telephone Number	Email Address	

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

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

Report is attached

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

**Form 5 - Prescribed
Township of South Stormont
Financial Statement – Subsequent Expense**
Municipal Elections Act, 1996, as amended s. 88.32

Instructions

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

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

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

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

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

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

Box A: Name of Candidate and Office

Candidate's name as shown on ballot	
Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)
Municipality	

Box B: Name of Registered Third Party

Name of Registered Third Party	Municipality
Official Representative (if trade union or corporation)	
Last Name or Single Name	Given Name(s)

Box C: Summary of Expenses

Surplus at Start of Reporting Period	\$	(A)
Expenses related to compliance audit (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
Total Expenses	= \$	(B)
Surplus Remaining (A) – (B)	= \$	
Amount Paid to Clerk (if applicable)	\$	

Box D: Declaration

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

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

Date (yyyy/mm/dd)

Time Filed	Date Filed (yyyy/mm/dd)	Signature of Clerk or Designate

**Form 6 – Prescribed
Township of South Stormont
Notice of Extension of Campaign Period**
Municipal Elections Act, 1996, as amended s. 88.24, 88.25

Instructions

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

Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Declaration

I, _____, hereby give notice and declare to the clerk that I (or the registered third party that I represent) have a deficit and wish the campaign period to be extended in accordance with section 88.24.

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

Date (yyyy/mm/dd)

**Form 7 - Prescribed
Township of South Stormont
Notice of Registration – Third Party**
Municipal Elections Act, 1996, as amended s. 88.6

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.

Instruction

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

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

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

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number ext.	Telephone Number 2
---------------	--------------------------	--------------------

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

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number ext.	Telephone Number 2
---------------	--------------------------	--------------------

Box C: Additional Information (Corporations)

Business Name

Ontario Corporation Number

Names of Principal Officers

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

Box D: Declaration of Qualification

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

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

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

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

Certification by Clerk or Designate

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

Signature of Clerk or Designate

Date Certified (yyyy/mm/dd)

**Form 8 – Prescribed
Township of South Stormont
Financial Statement – Auditor’s Report Third Party**
Municipal Elections Act, 1990, s. 88.29

Instructions

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

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

For the campaign period from

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

 to

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

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

Box A: Name of Registrant

Name of Registrant (individual, trade union or corporation)

Official Representative (name of person signing on behalf of trade union or corporation)

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General
\$

Spending Limit – Parties and Other Expressions of Appreciation
\$

Box B: Declaration

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

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Registrant, Official Representative
or Agent (if filed in person)

Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

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

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

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

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Campaign Income (Do not include loan)

= \$ **C1**

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign
(list details in Table 2 of Schedule 1)

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

Salaries, benefits, honoraria, professional fees incurred until voting day

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Expenses subject to general spending limit

= \$ **C2**

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

1. + \$

2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit		+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+ \$	_____
Office expenses incurred after voting day		+ \$	_____
Phone and/or internet expenses incurred after voting day		+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____
Bank charges incurred after voting day		+ \$	_____
Interest charged on loan after voting day		+ \$	_____
Expenses related to recount		+ \$	_____
Expenses related to controverted election		+ \$	_____
Expenses related to compliance audit		+ \$	_____
Expenses related to registrant's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses not subject to spending limits		= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+ \$	D1
If there is a surplus, deduct any refund of registrant's or spouse's contributions to the campaign		- \$	_____
Surplus (or deficit) for the campaign		= \$	D2

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

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from registrant and (if individual) spouse	+	\$	
Contributions in goods and services from registrant and (if individual) spouse (include value listed in Table 1 and Table 2)	+	\$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from registrant or spouse).	+	\$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+	\$	
Less: Ineligible contributions returned or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	–	\$	
	–	\$	
Total Amount of Contributions (record under Income in Box C)	=	\$	1A

Part II – Contributions from registrant or spouse

Table 1: Contributions in goods or services

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

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

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

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

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

Part III – Contributions exceeding \$100 – contributors other than registrant or spouse

Table 3: Monetary contributions from individuals other than registrant or spouse

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

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

Table 4: Monetary contributions from corporations or trade unions

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total						

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

**Table 5: Contributions in goods or services from individuals other than registrant or spouse
(Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
------	--------------	----------------------------------	-------------------------------	------------	--

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total					

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

**Table 6: Contributions in goods or services from corporations or trade unions
(Note: Must also be recorded as Expenses in Box C.)**

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total							

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

Total for Part III (Add totals from Tables 3-6) (Record in Part 1 – Summary of Contributions) \$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

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

Part I – Ticket revenue

Admission charge (per person) \$ _____ **2A**

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

Number of tickets sold x _____ **2B**

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

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

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

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

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

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

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

Auditor's Report

Municipal Elections Act, 1996 (Section 88.25)

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

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)
Contact Information		
Last Name or Single Name		Given Name(s)
		Licence Number
Address		
Suite/Unit Number	Street Number	Street Name
Municipality		Province
		Postal Code
Telephone Number	Email Address	

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

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

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.29 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

Form 9
Township of South Stormont
Declaration of Identity

Municipal Elections Act, 1996, as amended (s. 52 (1) ii))

Instructions

- To be completed by persons whose names appear on the voters' list and who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

Voting Place

Municipality

Ward Name or Number (if any)

Declaration

I, _____, hereby declare that I am

at

(Name of Elector)

(Address)

as shown on the voters' list, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before Deputy Returning Officer

in the _____

Date (yyyy/mm/dd) _____

Signature of Deputy Returning Officer

Signature of Person Requesting a Ballot

Form 10
Township of South Stormont
Estimated Maximum Campaign Expenses
Municipal Elections Act, 1996, as amended, as amended, s.33.0.1(1)

To: _____ / _____
(Name of Candidate) (Office)

(Address) (Postal Code)

I hereby certify the estimated maximum campaign expenses that a Candidate is permitted to incur for the office of:

- Mayor _____ *
- Deputy Mayor _____ *
- Councillor _____ *
- Trustee English Public _____ *
- Trustee English Separate _____ *
- Trustee French Public _____ *
- Trustee French Separate _____ *

I further certify the estimated maximum campaign expenses that a Candidate is permitted to contribute to a Candidates **Own Campaign** for the of:

- Mayor _____ *
- Deputy Mayor _____ *
- Councillor _____ *
- Trustee English Public _____ *
- Trustee English Separate _____ *
- Trustee French Public _____ *
- Trustee French Separate _____ *

in the Municipal Election to be held October 24, 2022.

Date

Loriann Harbers,
Clerk/Returning Officer

Form 11
Township of South Stormont
Notice of Penalties – Candidates

Municipal Elections Act, 1996, as amended s. 88.23, 88.29. 1

_____ / _____	_____
(Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) if they fail to file documents with the Municipal Clerk as required under section 88.25 or 88.32 by the relevant date;
- b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the Municipal Clerk by the relevant date;
- c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

PENALTIES [88.23 (2)]

In the case of a default described above:

- a) the candidate forfeits any office to which they were elected and the office is deemed to be vacant; and
- b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the *Municipal Elections Act* applies.

REFUND (34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 PM on the filing date in accordance with that subsection.

Date

Loriann Harbers, Clerk/Returning Officer

Form 12
Township of South Stormont
Consent to Release Personal Information
Municipal Freedom of Information and Protection of Privacy Act

I, _____, being Candidate for the office of _____, acknowledge that the Nomination Form filed by me contains personal information and I hereby authorize the Clerk to disclose it to the public.

Declaration by Candidate:

I am a nominated Candidate for the above-mentioned office for the election to be held on Monday, October 24, 2024 in the Township of South Stormont.

I shall file a financial statement, and if required, an auditor's report, each in the prescribed form, on or before 2:00 PM, March 31, 2023, pursuant to the Municipal Elections Act, 1996, as amended.

I request and authorize the Clerk or designate, to include up to two social media and/or website link(s), provided below, as part of the contact information to be shared with the public on the Township's website. I further understand that this is provided for information purposes only and should derogatory content be identified, the link(s) may be removed.

1. _____

2. _____

_____ Date _____ Signature of Candidate

Declared before me at the Township of South Stormont, on this _____ of _____, 2022.

Clerk or designate

Candidate

Personal information is collected pursuant to Freedom of Information & Protection of Privacy Act and will be used for the purposes of the 2022 Municipal Election. Questions about this collection should be directed to the Ministry's Freedom of Information and Privacy Coordinator, P.O. Box 4100, 200 First Avenue West, North Bay, ON P1B 9M3

Form 13
Township of South Stormont
Consent to Release Personal Information
Municipal Freedom of Information and Protection of Privacy Act

I, _____, being a Third Party Advertiser, registered for the 2022 Municipal Elections acknowledge that the Registration Form filed by me contains personal information and I hereby authorize the Clerk to disclose it to the general public.

Declaration:

I am/I represent a Registered Third Party Advertiser for the Municipal Elections to be held on Monday, October 24, 2022 in the Township of South Stormont.

I shall file a financial statement, and if required, an auditor's report, each in the prescribed form, on or before 2:00 PM, March 31, 2023, pursuant to the Municipal Elections Act, 1996, as amended, as amended.

Date Signature

Name (Please print)

Declared before me at the Township of South Stormont, on this _____ of _____, 2022.

Clerk or designate

Candidate

Personal information is collected pursuant to Freedom of Information & Protection of Privacy Act and will be used for the purposes of the 2022 Municipal Election. Questions about this collection should be directed to the Ministry's Freedom of Information and Privacy Coordinator, P.O. Box 4100, 200 First Avenue West, North Bay, ON P1B 9M3

Form 14
Township of South Stormont
Unofficial List of Candidates
Municipal Elections Act, 1996, as amended

Name of Candidate (in alphabetical order)	Office	Contact Information

As of _____, 2022

Loriann Harbers
Clerk/Returning Officer

Form 15
Township of South Stormont
Notice of Rejection of Nomination
Municipal Elections Act, 1996, as amended (s. 35 (4))

To: _____ / _____ (Name of Candidate)	_____ (Office)
_____ (Address)	_____ (Postal Code)

Take Notice that your nomination filed with the undersigned has been examined and the same has been rejected for the following reasons:

<input type="checkbox"/> I am not satisfied that you are a "person qualified to be nominated" as required by the Municipal Elections Act, 1996, as amended, or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

<input type="checkbox"/> I am not satisfied that your "nomination complies with" the requirements of the Municipal Elections Act, 1996, as amended, as amended.

_____ Date

Loriann Harbers
Clerk/Returning Officer

Note: The Clerk's decision to reject a nomination is final and where rejected, the Clerk shall give notice of such rejection to the person who sought to be nominated and to all Candidates for that same office (s.35 (4), (5)). The Clerk may choose to expand on the above options to include specific reasons for the rejection of the nomination.

Form 16
Township of South Stormont
Withdrawal of Nomination
Municipal Elections Act, 1996, as amended

I, _____ hereby withdraw my name as a
(Name of Candidate)

Candidate for the Office of _____
(Name of Elected Office)

Date

Signature of Candidate

This withdrawal, delivered to me at _____ on this _____ day of
(time)
_____, 2022.

Loriann Harbers
Clerk/Returning Officer

A person who has been nominated may withdraw their nomination by filing a written withdrawal in the Clerk's office by 2:00 PM on Nomination Day if the person was nominated under subsection 33(4) or before 2:00 PM on the Wednesday following nomination day, if the person was nominated under subsection 33 (5).

Form 17
Township of South Stormont
Official List of Certified Candidates
Municipal Elections Act, 1996, as amended

Notice is hereby given to the Municipal Electors that during the period commencing May 1, 2018 and completed on Nomination Day, August 19, 2022, the following persons filed all necessary papers, declarations and fees. As Clerk, I am satisfied that such person(s) are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996, as amended. I have, therefore, certified such Candidates for the office(s) noted below:

Name of Candidate	Telephone	Email
Mayor		
Deputy Mayor		
Councillor		
School Trustee		

Dated this ____ day of August, 2022.

Loriann Harbers,
Clerk/Returning Officer

Form 18
Township of South Stormont
Declaration of Acclamation to Office
Municipal Elections Act, 1996, as amended (s. 37)

I hereby declare the certified Candidates listed below to be acclaimed to the office that follows their respective names pursuant to s.37 of the Municipal Elections Act, 1996, as amended:

Name of Certified Candidate	Office

Dated this ____ day of August, 2022.

Loriann Harbers,
Clerk/Returning Officer

Form 19
Township of South Stormont
Notice of Additional Nominations
Municipal Elections Act, 1996, as amended (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 AM and 2:00 PM on August 24, 2022 subject to the provisions of s.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 way nominations shall be filed is set forth in s.33 of the Municipal Elections Act. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of August, 2022.

Loriann Harbers,
Clerk/Returning Officer

Form 20
Township of South Stormont
Declaration of Acclamation to Office – Additional Nominations
Municipal Elections Act, 1996, as amended (s. 37)

I hereby declare the certified Candidates listed below to be acclaimed to the office that follows their respective names pursuant to s.37 of the Municipal Elections Act, 1996, as amended:

Name of Certified Candidate	Office

Dated this ____ day of August, 2022.

Loriann Harbers,
Clerk/Returning Officer

Form 21
Township of South Stormont
Certificate of Maximum Campaign Expense
Municipal Elections Act, 1996, as amended (s. 33.0.1)

To:	
_____ / _____	_____
Name of 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 24, 2024, is _____.

Date

Loriann Harbers
Clerk/Returning Officer

Within 10 days after Nomination Day, the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each Candidate. S. 33.0.1(1) O. Reg. 101/97, s. 1 (1); O. Reg. 383/02, s. 1.

Form 22
Township of South Stormont

Certificate of Maximum Contributions to a Candidates Own Election Campaign

Municipal Elections Act, 1996, as amended (s. 88.9.1)

To:	
_____ / _____	_____
Name of Candidate	Office
_____	_____
Address	Postal Code

I hereby certify that the Maximum Contribution that a Candidate
is permitted to incur for their own campaign for the office of
_____ in the Municipal Election to be held October 24,
2022, is _____.

Date

Loriann Harbers
Clerk/Returning Officer

Form 23
Township of South Stormont
Declaration of Proper Use of Voters' List
Municipal Elections Act, 1996, as amended (s. 23 (3-5))

I, _____, being a:
Name

- Candidate for the office of English Separate School Board Trustee
or
- a person entitled to a copy of the Voters' List pursuant to s.23 of the
Municipal Elections Act, namely

**hereby request the Clerk to provide me with the following
information, or make available:**

- a copy of the Voters' List;
- a copy of the Revisions made to the Voters' List after the preparation
of the Interim List of Changes (September, 2022).

Internet:

- Candidates module to view the list of electors as of September ____,
2022.

**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.**

Signature

Date

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 23 as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Copies for local boards – municipalities – Minister

On **written request**, the Clerk shall provide a copy of the Voters' List to, (s.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 they have submitted a question to the electors; and
- an individual, corporation or trade union that is registered under s.39.1.

Requests for Copies and Proper Use of the Voters' List

Upon written request, the Clerk shall give every Candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. Each Candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form 23.

Copies – for MPs and MPPs

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

Form 24
Township of South Stormont
Application to Amend the Voters' List
Municipal Elections Act, 1996, as amended (s. 17 (24, 25))

Application to Amend Voters' List *Municipal Elections Act, 1996 (s.17, s.24, s.25)* **Form EL15**

- Check only one **add** applicant's name to list
 correct applicant's information on list
 delete applicant's or family member's name from list (deceased mo

Name of applicant	date of birth	year	month	day							
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
last	first	middle									

Qualifying address on voting day	<input type="checkbox"/> commercial property	At qualifying address, applicant is:					
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>					<input type="checkbox"/> owner <i>since</i> _____	
street number & name apt. #	roll number	ward number	voting subdiv.	<input type="checkbox"/> tenant <i>since</i> _____			
city	postal code	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)					
				<input type="checkbox"/> other <i>since</i> _____			
				<input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p. date _____			
				<input type="checkbox"/> unqualified (deleted name only)			

Previous qualifying address (if applicable)		At previous address, applicant was:					
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>					<input type="checkbox"/> owner	
street number & name apt. #	roll number	ward number	voting subdiv.	<input type="checkbox"/> tenant			
city	postal code	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)					
				<input type="checkbox"/> other			
				<input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p.			

Current mailing address of applicant (if different than Qualifying address above)		At mailing address, applicant is:					
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>					<input type="checkbox"/> owner	
street number & name apt. / unit #	city	postal code		<input type="checkbox"/> tenant			
				<input type="checkbox"/> other			
				<input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p.			

s.s.p. = same sex partner

School Support

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

Applicant wishes to be an elector for the following school board

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

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

_____ signature of applicant _____ date

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

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

Approved

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

Refused (state reason)

_____ signature of clerk or designate _____ date

Form 25
Township of South Stormont
Application for Removal of a Deceased Persons Name from the Voters' List
Municipal Elections Act, 1996, as amended (s. 25 (2-4))

Municipality		
Surname of Applicant		Given Names
Full Address of Residence	Apt #	Postal Code

In respect of:

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

Entered on list for:

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

Statement by Applicant

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

Signature of Applicant

Date Signed

Form 26
Township of South Stormont
Certificate of Voters' List
Municipal Elections Act, 1996, as amended (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 24, 2022, for the Township of South Stormont.

Dated this 6th day of September, 2022.

Loriann Harbers,
Clerk/Returning Officer

Form 27
Township of South Stormont
Estimated Maximum Third Party Expenses
Municipal Elections Act, 1996, as amended

TO:

(Name of Third Party)	/ (Name of Representative)
(Address)	(Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 24, 2022, is _____*.

Dated this _____ day of _____, 2022.

Loriann Harbers,
Clerk/Returning Officer

The Clerk shall give the individual filing a Notice of Registration for Third Party Advertising a Preliminary Calculation of the estimated maximum third party expenses at the time of filing, based upon the number of electors on the 2014 Voters' List. [Section 88.21 (13)(a)]

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 Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. 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 made under Sections 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 made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

* *Formula for calculation provided in Ontario Regulation 101/97.*

Form 28
Township of South Stormont
Notice of Penalties – Registered Third Parties
Municipal Elections Act, 1996, as amended (s. 88.29 (7))

TO:

<hr/> <p>(Name of Individual, Corporation or Trade Union, if applicable)</p> <hr/> <p>(Name of Individual)</p> <hr/> <p>(Address) (Postal Code)</p>
--

EFFECT OF DEFAULT BY REGISTERED THIRD PARTY [88.27 (1)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL, subject to subsection 88.27 (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
- (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date

OFFENCES [92 (4)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL be guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

:

Form 29
Township of South Stormont
Certificate of Maximum Third Party Expenses
Municipal Elections Act, 1996, as amended (s. 88.21)

TO:

<hr/> <p>(Name of Individual, Corporation or Trade Union, if applicable)</p> <hr/> <p>(Name of Individual Who Registered)</p> <hr/> <p>(Address) (Postal Code)</p>

I hereby certify that the maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 24, 2022, is _____*.

Dated this _____ day of _____, 2022.

Loriann Harbers,
Clerk/Returning Officer

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 Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. 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 made under Sections 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 made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

* Formula for calculation provided in Ontario Regulation 101/97.

Form 30
Township of South Stormont
Official List of Registered Third Parties

Municipal Elections Act, 1996, as amended (s. 88.12 (9, 10))

NOTICE is hereby given that during the period commencing May 2, 2022 and ending on October 21, 2022, the following third parties have filed all the necessary papers and declarations and as Clerk, I am satisfied that such third parties are qualified and that their Notice complies with the requirements of the *Municipal Elections Act, 1996*. I have, therefore, certified the following third parties:

Name of Third Party	Telephone	Email

Dated this _____ day of _____, 2022.

Loriann Harbers,
Clerk/Returning Officer

Form 31
Township of South Stormont
Appointment of Scrutineer
Municipal Elections Act, 1996, as amended

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 Intelivote Voting System
- at the Help Centre during hours of operation
- at the Voting Place during the Advance Vote
- at the Voting Place(s) on Election Day
- at the receipt of the voting results
- at a recount (if such becomes necessary)

in the Township of South Stormont in respect of the Municipal Elections
to be held on Monday, October 24, 2022 under the Municipal Elections Act, 1996,
as amended.

Date

Signature of Appointing Authority

Conduct of Scrutineers at Help Centre or any Voting Place

- **Anyone** who is creating a disturbance at the Help Centre will be removed as directed by the Clerk.
- Before being admitted to the Help Centre, a person appointed as scrutineer shall produce and show their Form 31 to the Election Official for the Help Centre and take the "Oral Oath of Secrecy" Form 32 from the Election Official before being permitted to remain in the Help Centre. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
- **All mobile device(s) shall be turned off** upon entering the Help Centre and are prohibited while in the Help Centre.
- The Clerk is responsible for the conduct of the Help Centre and no Candidate or scrutineer has the right to interfere with the Clerk in the discharge of their duties.
- Candidates and Scrutineers may observe at the Help Centre, but shall not interfere with the electors or Election Officials.

Results

- Candidates or their Scrutineers present for the results shall sign the report indicating the results and votes cast.
- Candidates and Scrutineers will be required to provide proof of identity prior to entry and electronic devices will be remitted to ensure results are only publicly available no earlier than 8:20 PM. Entry will not be permitted before 7:45 PM. **Anyone** who is creating a disturbance will be removed.
- The total of votes cast for each Candidate as tabulated by the system is final. The Clerk is not required to do a recount/second count.
- In the event of a recount, s.61 of the Act prescribes the number of Scrutineers entitled to be present and their rights.

Opening of System

- Candidates and Scrutineers can be present to verify and ensure that all totals of votes cast are at "0" and may be required to sign documentation that attests to this fact.

Scrutineers and Candidates are prohibited from the following:

- attempting, directly or indirectly, to interfere with how an elector votes, and from attempting to campaign or persuade an elector to vote for a Candidate;
- displaying a Candidate's election campaign material in the Help Centre;
- 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 at the Help Centre 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.

Form 32
Township of South Stormont
Oral Oath of Secrecy
Municipal Elections Act, 1996, as amended

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 marking the ballot;
- I will not obtain or attempt to obtain, at a Voting Place or Help Centre or counting location, information about how an elector intends to vote or has voted; or
- I will not communicate any information obtained at a Voting Place or Help Centre or counting location about how an elector intends to vote or has voted.

To be declared by a Scrutineer, Candidate or Elector (in the case of a recount) wishing to remain at the Voting Place or Help Centre.

Name of Scrutineer, Candidate or Elector	Signature	Name of Candidate (if applicable)	Location	Date

Form 33

Township of South Stormont
Appointment and Oath of Election Official
Municipal Elections Act, 1996, as amended

I Loriann Harbers, Clerk of the Township of South Stormont and Returning Officer for the 2022 Municipal Elections do hereby appoint:

as:

- Deputy Returning Officer**
- Assistant Deputy Returning Officer**
- Election Official**
- Tabulator Operator / Constable**

With the following delegated responsibilities and appropriate corresponding authority:

1. To receive and certify applications for Additions, Corrections and Deletions to the Voters' List;
2. To receive and certify applications for Voter's Identification Letter – Lost and Unused;
3. To receive and certify application for Voters' Identification Letter – Impersonator;
4. To administer oaths as may be required under the Election Policies and Procedures including all forms, as approved by the Clerk of the Township of South Stormont, in addition to oaths that may be required under the Municipal Elections Act, 1996;
5. To attend at the Help Centre of the Township of South Stormont and all other locations that the Clerk may establish for voting purposes;
6. To maintain an audit trail of all Voter Information Letters and Personal Identification Numbers issued or cancelled;
7. To report to the Clerk any complaints or knowledge of infractions to the Municipal Elections Act, 1996 including any voting irregularities or corrupt practices.

The Clerk may also assign, in writing or by way of an amendment to this appointment, any other election duties as deemed appropriate.

I, the undersigned, 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 they are marking their ballot;
- obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to show their marked ballot to any person.
- directly or indirectly influence how an elector votes.

Sworn or affirmed before me

at the Township of South Stormont,

in the County of Stormont,

this _____ day of _____, 2022.

Signature of Election Official

A Commissioner for Taking Affidavits

**** form to be amended as required based on election position***

Oral Oath to Vote with Assistance

I, _____ being an elector entitled to vote in the Township of South Stormont 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 this Township of South Stormont, swear and solemnly affirm:

That I will mark the ballot as directed by the elector, and that I will keep the way this elector voted, secret.

Oral Oath of Interpreter

I, _____ acting as interpreter for _____, an elector entitled to vote in this Township of South Stormont 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.

Form 35
Township of South Stormont
Notice of Offence Notice of Corrupt Practice
Municipal Elections Act, 1996 s. 89

Section 89 of the *Municipal Elections Act*, 1996 provides that a person is guilty of an offence, if they,

- (a) votes without being entitled to do so;
- (b) votes more times than the *Act* allows;
- (c) votes in a voting place in which they are not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;
- (g) before or during an election, publishes a false statement of a candidate's withdrawal;
- (h) furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
- (m) attempts to do something described in clauses (a) to (l)

Section 90 of the said *Act* provides that if, when a person is convicted of an offence under Section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

Prohibition

48 (1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No Election

48 (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.

Secrecy

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.

Offences

49 (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

49 (3) No elector shall show their marked ballot to any person to reveal how they have voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).

No requirement

49 (4) No person shall, in a legal proceeding relating to an election, disclosure be required to disclose how they voted at the election.

Form 37
Township of South Stormont
Certificate and Receipt of Ballots
Municipal Elections Act, 1996, as amended

Voting Place		
List of Ballots by type and quantity		
BALLOT TYPE	QUANTITY (as delivered by Clerk)	CORRECTED QUANTITY (as verified by DRO)
Council and English Public		
Council and English Separate		
Council and French Public		
Council and French Separate		
Council and no school support		

I, the undersigned Clerk (or designated election official) of this Municipality, do hereby declare that I have supplied to the Deputy Returning Officer of the said voting subdivision, the types and quantities of ballots as listed above.

Municipal Clerk or designate

I, the undersigned Deputy Returning Officer for the said voting subdivision, do hereby declare that I received from the Clerk of this municipality, the types and quantities of ballots as delivered to me or, if different, as verified by me.

Deputy Returning Officer

Form 38
Township of South Stormont
Application for Re-Issue of a Voter Information Letter
Municipal Elections Act, 1996, as amended

Name:	Date:	
Qualifying Address:	City:	Postal Code:
Tel. Number:	Roll Number:	

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

1. 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;
2. That I have not received by mail a Voter Information Letter from the municipality,

OR (check appropriate)

 That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the Voter Information Letter for the purpose of voting by internet.
3. 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 _____ of _____, 2022.

I further understand that making a false statement is an offence under the Municipal Elections Act, 1996, as amended and that I will be subject to prosecution.
I hereby acknowledge receipt of a **new** Voters Information Letter provided by the Election Official.

Signature of Applicant

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

Form 39
Township of South Stormont
Application for Re-Issue of a Voter Information Letter (Imposter)
Municipal Elections Act, 1996, as amended

Name:	Date:	
Qualifying Address (Street No. & Name):	City:	Postal Code:
Tel. Number:	Roll Number:	

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

1. That I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voter's List, and;
 - That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.

OR (check applicable box)

- That I have lost or misplaced the Voter Information Letter provided by the municipality and am unable to locate the said Voter Information Letter for the purpose of voting by internet and that an imposter has voted.

OR (check applicable box)

- That I have received the Voter Information Letter provided by the municipality and that an imposter has voted.

2. That I have not voted or have not personally used the Voter Information Letter to vote, nor have I provided and given my Voter Information Letter to another person for the purpose of voting.

3. That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.

OR (check applicable box)

- I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.

4. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be

communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.

5. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Help Centre in the municipality.
6. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

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 _____, 2022 and do hereby accept the terms and conditions of this application.

I, _____, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

Signature of Applicant

Signature of Election Official
(Witness as to the Signature of the Applicant)

PROCEDURES OF ELECTION OFFICIAL	
<p>1. Verification that the Voter Personal Identification Number (PIN) has been used.</p> <p>2. Issuance of Voter Information Letter and NEW Personal Identification Number (PIN).</p> <p>3. Activation of Personal Identification Number (PIN).</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(signature of Election Official)</p>	
SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT	
<p>I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official and agree that I will vote immediately at the Help Centre and further understand that should I leave the Help Centre WITHOUT VOTING that the Voter Information Letter received will be deactivated and that I will not be further entitled to vote.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant _____ Date</p>	
<p>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.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Election Official _____ Date</p>	
FOR USE BY THE ELECTION OFFICIAL VOTER LEAVES THE HELP CENTRE	
<p>1. Voter has left the Help Centre after voting:</p> <p style="padding-left: 40px;">Verify if Personal Identification Number (PIN) has been used to confirm that the elector has voted. If the PIN has not been used, the following must be completed:</p> <p style="padding-left: 40px;">Deactivate Voter Personal Identification Number immediately</p> <p>SIGNATURE OF ELECTION OFFICIAL CONFIRMING THAT VOTER HAS LEFT THE HELP CENTRE WITHOUT VOTING.</p> <p style="text-align: center;">_____</p> <p>Signature Date / Time</p>	

Form 40
Township of South Stormont
Activation of Intelivote System
Municipal Elections Act, 1996, as amended

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

THAT at 8: AM, October 19, 2022, 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 South Stormont, County of Stormont, this 19th day of
October, 2022.

Name and capacity in which such person is attending. (if scrutineer, name candidate)	Signature of person taking above oath	Signature of person administering above oath

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

Form 41
Township of South Stormont
Vote Summary Report
Municipal Elections Act, 1996, as amended

INTERNET VOTING	ADVANCE POLL	TOWN HALL	SENIORS' SUPPORT CENTRE	ST. ANDREW S WEST FIREHALL	NEWINGT ON FIREHALL	VOTES
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MAYOR							
DEPUTY MAYOR							
COUNCILLORS							
ENGLISH PUBLIC SCHOOL BOARD TRUSTEE							
ENGLISH SEPARATE SCHOOL BOARD TRUSTEE							
FRENCH PUBLIC SCHOOL BOARD TRUSTEE							
FRENCH SEPARATE SCHOOL BOARD TRUSTEE							

Form 42
Township of South Stormont
Unofficial Election Results
Municipal Elections Act, 1996, as amended

Office	Name	Votes	Elected
Mayor			
Deputy Mayor			
Councillors			
English Public School Board			
English Separate School Board			

Form 43
Township of South Stormont
Declaration of Election Results – SS Council
Municipal Elections Act, 1996, as amended

I, Loriann Harbers, Clerk of the Corporation of the Township of South Stormont, hereby declare that the following candidate or candidates elected because of the Municipal Election held October 24, 2022:

Office	Votes	Elected
Mayor		
Deputy Mayor		
Councillors		

Date

Loriann Harbers,
Clerk/Returning Officer

Form 44
Township of South Stormont
Declaration of Election Results – School Board
Municipal Elections Act, 1996, as amended

I, Loriann Harbers, Clerk of the Corporation of the Township of South Stormont, hereby declare that the following candidate or candidates elected because of the Municipal Election held October 22, 2018:

Office	Name	Votes	Elected
English Public School Board			
English Separate School Board			

Date

Loriann Harbers,
Clerk/Returning Officer

Form 45
Township of South Stormont
Declaration of Recount Results
Municipal Elections Act, 1996, as amended s. 62(4)

I, Loriann Harbers, Clerk (or designated official) of the Corporation of the Township of South Stormont, declare that:

(1) On the _____ day of _____, 2022, I conducted a recount of the ballots cast in the Municipal Election held October 24, 2022, for:

the office(s) of:

the following question or by-law:

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

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

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

Loriann Harbers,
Clerk/Returning Officer

Form 46
Township of South Stormont
Notice to Candidate of Filing Requirements
Municipal Elections Act, 1996, as amended s. 88.25

TO: _____

FROM: LORIANN HARBERS
Clerk/Returning Officer
Township of South Stormont

TAKE NOTICE EVERY CANDIDATE SHALL FILE the "Financial Statement – Auditor's Report" FORM 4 on or before 2:00 pm on **March 31, 2023**, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with section 88.25 of the *Municipal Elections Act, 1996* 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,*
 - (a) *in the case of a regular election, as of December 31 in the year of the election; and*
 - (b) *in the case of a by-election, as of the 45th day after voting day.*
- (2) *If a candidate's election campaign 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

Loriann Harbers
Clerk/Returning Officer

Form 47
Township of South Stormont
Notice of Default

Municipal Elections Act, 1996, as amended, s. 88.23

TO: _____

FROM: LORIANN HARBERS
Director of Corporate Services/Clerk
Township of South Stormont

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act* (MEA) because you failed to file documents with the Township Clerk as required by Section 88 of the of the MEA on or before **March 31, 2023, at 2:00 PM.**

A Candidate is subject to penalties of the MEA if they fail to file a document as required under Section 88.23. By failing to file your financial statement you are automatically in default and the following penalty applies:

Until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the MEA applies.

Dated this _____ day of March 2023.

Loriann Harbers
Clerk/Returning Officer

Form 48
Township of South Stormont
Notice to Registered Third Party of Filing Requirements
Municipal Elections Act, 1996, as amended s. 88.29

TO: _____

FROM: LORIANN HARBERS
Clerk/Returning Officer
Township of South Stormont

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the "Financial Statement – Auditor's Report" Form 4, on or before 2:00 PM on **March 31, 2023**, 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 they have 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.*
- (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.

(7) 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

Loriann Harbers
Clerk/Returning Officer

Form 49
Township of South Stormont
Notice to Registered Third Party of Default
Municipal Elections Act, 1996, as amended s. 88.27 (1) & (2), 88.29, 92 (4)

TO: _____

FROM: LORIANN HARBERS
Clerk/Returning Officer
Township of South Stormont

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because: (circle all that apply)

- | |
|---|
| A. You failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 88.29 (Financial Statements, etc. of Registered Third Parties) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (4) (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996</i> , or |
| C. A document (a financial statement and if applicable, an auditor's report) filed under Section 88.29 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 (Registered Third Parties' Expenses) of that Act. |
| D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> . |

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

(i) until the next regular election has taken place, you are ineligible to be a

registered third party in the municipality to which the *Municipal Elections Act, 1996* applies.

NOTICE OF PENALTIES

Offences by registered third party

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

Exception, action in good faith

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

Additional penalty, registered third parties

- (6) *If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act*

Dated this _____ day of _____.

Loriann Harbers
Clerk/Returning Officer

Form 50
Township of South Stormont
Witness Statements as to Destruction of Records
Municipal Elections Act, 1996, as amended, as amended s.88(2)

FIRST WITNESS

I, _____, state that I was present on _____ and did witness the destruction of election material and other documentation used with respect to the 2018 Municipal Elections held on October 24, 2022, for the Township of South Stormont.

(Signature of Witness)

SECOND WITNESS

I, _____, state that I was present on _____ and did witness the destruction of the election material and other documentation used with respect to the 2022 Municipal Elections held on October 24, 2022 for the Township of South Stormont.

(Signature of Witness)

List of offices for which Election Material was destroyed:

- Mayor
- Deputy Mayor
- Councillor
- Councillor
- Councillor
- School Trustee
- School Trustee

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

all other material relating to the election held on October 22, 2018

The Clerk shall retain the ballots and all other documents and materials related to an Election for 120 days after declaring the results of the election under Section 55 and, unless there is a court order that they be retained or a recount has been commenced and not finally disposed of, shall then destroy election material in the presence of two witnesses (s.88). ALL other documents and other materials related to the Election (with exception of documents filed regarding election expenses and finances) may also be destroyed.

I, Loriann Harbers, Clerk for the Township of South Stormont swear or solemnly affirm:

THAT the destruction of the October 24, 2022, Municipal Election material for the Township of South Stormont has taken place, pursuant to Section 88 of the *Municipal Elections Act*.

Signature

Form 51
Township of South Stormont
Declaration of Proper Use of Public Records
Municipal Elections Act, 1996, as amended (s. 88 (5) and (10))

I, the undersigned, do hereby acknowledge and I understand that I am prohibited by the Municipal Elections Act from using information obtained from public records in Section 88 (5), except for election purposes.

Name (print)

Signature

Date

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2022

Appendix "A" Use of Corporate Crest, Township Logo and/or Images



TOWNSHIP OF SOUTH STORMONT

Schedule "A" to By-law No. 2018-018

Title: Use of Corporate Crest, Township Logo and/or Images

Department: Corporate Services

Date: March 14, 2018

1. POLICY

1.1 The Township of South Stormont recognizes that building a consistent professional and distinct image can be made through the use of official identifiers that are easily recognizable and associated with the community. This policy establishes the appropriate use of the Corporate Crest, Township Logo and/or Images and was identified with the creation of the Corporate Strategic Plan and its vision "Growth and innovation through responsible caring leadership".

2. PURPOSE

2.1 This policy guides the proper use and display of the official Corporate Crest, Township Logo and/or Images. By governing the use of these visual identifiers, the Township of South Stormont identifies that only supported initiatives endorsed by its Council are granted permission to use the Corporate Crest, Township Logo and/or Images.

3. SCOPE

- 3.1 For purposes of corporate consistency, this policy shall apply to members of Council, all Township employees, contracted service providers and volunteers.
- 3.2 Third party use of the Corporate Crest, Township Logo and/or Images shall require permission from the Township of South Stormont as outlined in this policy and procedures.

4. DEFINITIONS

For the purpose of this policy, the following definitions and interpretations shall govern:

4.1 "Crest" refers to the circular identifier show here, created at the time of the amalgamation of the former Townships of Cornwall and Osnabruk by combining the two former crests.



4.2 "Logo" refers to the Township identifier shown here, blue in color with "Township of South Stormont" in white and created as part of marketing efforts in 2013.



- 4.3 "Images" refers to all images owned by the Township of South Stormont including, but not limited to, digital photos, mascots, mascot images, artwork, slogans, audio clips and video clips.

5. RESPONSIBILITY

- 5.1 The Chief Administrative Officer is responsible for supporting compliance measures, confirming authorization practices and directing a review of this policy as required.
- 5.2 The Directors of the respective departments are responsible for ensuring employees and others working on behalf of the Township are informed of and abiding by this policy.
- 5.3 The Director of Corporate Services/Clerk is responsible for providing guidance, authorizing use and suggesting revisions as necessary.
- 5.4 Employees and other authorized users are responsible for ensuring that their use of the Corporate Crest, Township Logo and/or Images are in accordance with this policy.

6. PROCEDURES

- 6.1 Corporate Crest – The Corporate Crest symbolizes the early heritage of the community and can only be used for official Township purposes and on Township flags.
- 6.2 Township Logo – The use of the Township Logo is restricted to corporate activities, including but not limited to, official Township letterhead, business documents, awards, wearing apparel and uniforms, vehicles and buildings and wayfinding signage uses.
- 6.3 Township Images – The use of Images is restricted to corporate activities.
- 6.4 The Corporate Crest, Township Logo and/or Images shall not be modified, copied, distributed, reproduced, published, transferred in whole or in part without the written consent of the Township. Use of the Corporate Crest, Township Logo and/or Images without the express prior written consent of the Township is a violation of the Township's intellectual property rights and the Township will protect such rights to the fullest extent of the law.
- 6.4 In order to protect the integrity of the Township and maintain its identity, organizations, businesses or individuals wishing to use the Corporate Crest, Township Logo and/or Images must submit a

written request to the Director of Corporate Services/Clerk detailing the intended use of the Corporate Crest, Township Logo and/or Images. Only when written approval has been granted may the Township's visual identifiers be used.


- 6.5 The Director of Corporate Services/Clerk, or designate, in consultation with the CAO, will consider requests to use the Corporate Crest, Township Logo and/or Images based on the following, while reserving the right to review other factors:
- use is for genuine Township of South Stormont activity;
 - the material on which the Corporate Crest, Township Logo and/or Images will appear is appropriate and acceptable; and
 - placement in material, i.e. brochures, posters, business cards etc., on websites, social media sites or otherwise, shall not be used to promote any business corporation, member of the public including employees, members of Council and/or election candidates, even if that candidate has been previously elected as a member of Council, or in other items that could be perceived to imply support for one candidate over another.
- 6.6 If approval is granted:
- unless otherwise authorized by the Township in writing, the Corporate Crest, Township Logo and/or Images do not imply endorsement or sponsorship by the Township of any kind and an external user shall not use the Corporate Crest, Township Logo and/or Images to imply such endorsement or sponsorship;
 - use of the Corporate Crest, Township Logo or Images does not imply any endorsement or sponsorship and users will acknowledge and agree that the Township assumes no liability with respect to the use of the Corporate Crest, Township Logo and/or Images and the user shall release, defend and indemnify the Township and hold it harmless from any demands, claims, damage, losses or liabilities which directly or indirectly arising from the use of the Corporate Crest, Township Logo and/or Image;
 - permission constitutes a license to use the Corporate Crest, Township Logo and/or Images and the Township reserves the right, in its sole discretion, to terminate or modify permission to use the Corporate Crest, Township Logo and/or Images at any time and without prior notice. Upon termination, all use of the Corporate Crest, Township Logo and/or Images must cease immediately.

6.7 For programs or initiatives that the Township undertakes with another level of government agency or private organization, either directly or as part of a grant or sponsorship program or intergovernmental initiative, approval must be obtained.

7.0 CONTRAVENTIONS

Any failure to adhere strictly to this Policy and to any subsequent written directions from the Township may result in legal action by the Township.

Nothing herein shall limit or derogate from any legal protections which the Township may have based upon the provisions of the Copyright Act or any other relevant federal or provincial legislation.

Drafted By: Loriann Harbers Director of Corporate Services/Clerk	Last Revision Date:	Approved Date:	Signature:
	March 14, 2018	March 14, 2018	

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2022

Appendix "B" Use of Corporate Resources During an Election Policy

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-019

BEING a by-law to amend By-law No. 2018-021.

WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Elections Act, 1996*, s. 88(18) requires Council to establish rules and procedures with respect to the use of municipal or board resources;

AND WHEREAS Council of the Corporation of the Township of South Stormont did, on the 28th day of March, 2018, pass By-law No. 2018-021, being a by-law to Adopt a Use of Corporate Resources During Municipal Elections Policy;

AND WHEREAS Council deems it necessary to amend By-law No. 2018-021, for reflect necessary updates.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That By-law No. 2018-021, Schedule "A" be deleted in its entirety and replaced with a revised Schedule "A", being Schedule "A" attached hereto and forming part of this By-law.
2. All other relevant sections of By-law No. 2018-021 shall remain.

READ AND PASSED in open Council, signed and sealed this 9th day of March, 2022.

Mayor



D/Clerk





TOWNSHIP OF SOUTH STORMONT

Title: Use of Corporate Resources During an Election Policy
Schedule "A" to By-law No. 2022-019 (2018-027)

Department: Corporate Services

Date: March 28, 2018

Revised: March 9, 2022

Policy Statement:

The Township of South Stormont and its local boards are committed to ensuring accountable and transparent election practices relating to the use of Corporate Resources.

Scope:

This policy applies to Members of Council and its local boards, Municipal and local board employees, registered election Candidates (including acclaimed candidates), Registered Third Parties, and members of the public.

Purpose:

The purpose of this Policy is to clarify that all parties are required to follow the provisions of the Act about the use of Corporate Resources for election purposes.

This Policy also ensures that the Municipality's operations, events, and facilities are used for non-partisan purposes and are not used for election campaign related purposes/activities.

1.0 DEFINITIONS

Acclaimed means a Candidate elected by acclamation pursuant to section 37 of the Act.

Act means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

Campaigning means a municipal election-related activity for supporting or opposing the election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distribution of materials, advertising, display of signage, etc.

Candidate means a person who has filed a nomination for an office pursuant to section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

Clerk means the Clerk of the Municipality or their designate.

Corporate Resources means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Municipal information technology

systems and resources, databases, social media, intellectual property, and supplies.

Council means the Council of the Municipality.

Member means a member of the Council of the Municipality and includes the Mayor of the Municipality.

Nomination Day means the deadline to file a nomination, for a regular election, pursuant to the Act.

Staff means all full-time and part-time persons hired by the Municipality, including but not limited to the Chief Administrative Officer, Directors, Supervisors, Coordinators, salaried employees, administrative staff, contract and temporary employees and students.

Municipality means The Corporation of the Township of South Stormont.

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.

Voting Day means, in the case of a regular election, the fourth Monday in October in the year of the election or, in the case of a by-election, the 45th day after Nomination Day, as noted in section 5 and subsection 65(4) of the Act.

Voting Place means the location, both convenient and accessible to the electors, for the purpose of casting a ballot as established by the Clerk.

2.0 GENERAL PROVISIONS

2.1 In accordance with the provisions of the Act:

- a) Corporate Resources and funding may not be used for any campaign related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office.
- b) Staff may not canvass or actively work in support of a Municipal Candidate or Third Party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- c) Municipal facilities/property may not be used for any campaign related purposes, which includes displaying of any campaign

related signs or materials on such premises unless all Candidates are afforded the same opportunity.

- d) Benefit from the use of any Municipal pricing established under the Municipality's purchasing policy.

3.0 CORPORATE RESOURCES - TECHNOLOGY

3.1 Members of Council, Candidates and Third-Party Advertisers shall not:

- a) Use the Municipality's computer network, including the Municipal email system, for campaign related correspondence.
- b) Use websites or domain names that are funded by the Municipality. The Municipality's official election website or webpages will provide Candidate contact information, including a link to a Candidate's website, but shall in no way endorse any Candidate.
- c) Notwithstanding 3.1 b) above, a Candidate or Third-Party Advertiser may provide a link to the Municipality's official election website or webpages in their campaign materials for electors to access additional information about the election and the voting process.

4.0 CORPORATE RESOURCES - COMMUNICATIONS

4.1 Members of Council, Candidates and Third-Party Advertisers, shall not:

- a) Use any photographs produced for and owned by the Municipality or any photos taken utilizing Municipal equipment or sent through Municipal email accounts for any campaign related purposes.
- b) Notwithstanding 4.1 a) above, the foregoing, Council, Candidates or Registered Third Parties may capture their own photos of Municipal property for use in Campaign Material, provided the photo is taken from a publicly accessible area, and does not contain a Municipal sign, logo, crest, coat of arms or slogan in the background.

5.0 CORPORATE RESOURCES – FACILITY/PROPERTY

5.1 Members of Council, Candidates and Third-Party Advertisers, shall not:

- a) Use any Municipal facility/property or Voting Place location for any campaign related purpose unless the rental fee is paid, and the rental of such location is available to all Candidates and Third-Party Advertiser.
- b) Notwithstanding 5.1 a), no facility/property or Voting Place location shall be rented or used for any Municipal campaign related purpose

by Members of Council, Candidates, Third Party Advertiser, or the public while voting is taking place on the property. This includes the time for set-up, hosting, or take-down activities; or

c) Rent space as part of a Municipally organized event, (e.g., a booth).

6.0 STAFF INVOLVEMENT

6.1 Staff, are discouraged from assisting with or have any involvement in Municipal election campaigns, including posting election signs on their property, phone, and email solicitations, signing nomination papers, distribution of brochures and wearing candidate buttons. This is due to a perceived conflict of interest.

6.2 Staff, including full time, part time and contract employees shall:

a) Behave in a manner that is impartial, fair, and unbiased toward all registered Candidates and Third Parties.

b) Consult with their direct Supervisor prior to agreeing to perform any task requested by a Member of Council, Candidate, or Third-Party Advertiser that exceeds their normal duties or could be construed as contributing to an election campaign.

c) Not rent any Municipal facility/property for any Municipal campaign related purpose to Members of Council, Candidates, Third-Party Advertiser, or the public during any day that voting is taking place anywhere on the property, including set-up, hosting, or take-down activities; and

d) Take care to separate personal activities from their official positions and shall not canvass or actively work in support of a Candidate or Third-Party Advertiser during normal working hours unless on a leave of absence without pay, lieu time, float day or vacation leave.

7.0 POLICY MANAGEMENT

7.1 Staff are authorized and directed to take the necessary action to give effect to this policy.

7.2 Enforcement of this policy is provided through the Municipal Elections Act, 1996.

7.3 Nothing in this Policy shall preclude a Member of Council from performing their duties as a Councillor, nor inhibit them from representing their constituents.

7.4 The Clerk is delegated the authority to make administrative changes to this Policy that may be required from time to time due to legislative

changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Policy during an election period.

5.0 LIMITATION

Nothing in this Policy shall prohibit a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them. This policy is subject to the exception of Members' actions associated with fulfilling their normal and ongoing representative roles as Members of Council (such as attending annual or regular scheduled events, up until the official end of the term they are serving).

Drafted By: Loriann Harbers Director of Corporate Services/Clerk	Last Revision Date: March 28, 2018 March 9, 2022	Approved Date: March 9, 2022
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TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2022

Appendix "C" Municipal Election Sign By-law

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW No. 2018-027

BEING a by-law to regulate Municipal and School Board Election signs within the Township of South Stormont.

WHEREAS the *Municipal Act, 2001*, c. 25 SS. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 SS. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS Council deems it advisable to have a by-law regulating Municipal Election Signs.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. Definitions

For the purpose of this by-law:

- 1.1 "Candidate" means, in relation to an election in a municipality or school board, an individual that is registered in accordance with the Municipal Elections Act, 1996 and the Education Act, 1990.
- 1.2 "Clerk" means a person appointed by Council under the Municipal Act, or designate and who is the person responsible for conducting the election in the lower tier municipality in accordance with the Municipal Elections Act, 1996, as amended.
- 1.3 "Municipal Election Sign" means any sign or poster displayed by, or on behalf of Municipal Council Candidates, Registered Third Party Advertisers or School Board Candidates.
- 1.4 "Municipal Law Enforcement Officer" means the Municipal Law Enforcement Officer for the Township of South Stormont.
- 1.5 "Registered Third Party Advertiser" means, in relation to an election in a municipality, an individual, corporation or trade union that is registered in accordance with the Municipal Elections Act, 1996, as amended.
- 1.6 "School Board" means the English Public, French Public, English Catholic and French Catholic school boards having authority over the Township of South Stormont.

2. Sign Deposit

- 2.1 Prior to any Municipal Election Sign being erected within the Township of South Stormont, Candidates and Registered Third Party Advertisers shall file a deposit fee of \$100.

- 2.2 Deposits must be submitted to the Clerk and may be in the form of cash or cheque payable to the Township of South Stormont.
- 2.3 Sign deposits are due and payable at the time of the filing of nomination papers/registration papers and prior to the erection of any signs for any Municipal or School Board Candidates.
- 2.4 Municipal Election Signs must be removed within five (5) days following the Municipal Elections. If not removed within five (5) days, the Clerk may direct that the signs be removed and the deposit retained by the municipality.
- 2.5 The Clerk's decision to retain the deposit shall be final and not subject to review.
- 2.6 In the event that the deposit is not retained, the Clerk shall direct the Treasurer to refund the deposit paid under this by-law upon satisfactory removal of all Municipal Election Signs. No interest will be paid on the deposit.

3. Restrictions and Enforcement

- 3.1 No Municipal Election Sign shall be larger than 4.8 square meters (16 square feet or 4 feet X 4 feet).
- 3.2 Only Candidates, Registered Third Party Advertisers, or their agents are permitted to erect Municipal Election Signs.
- 3.3 No Municipal Election Sign shall be located within 100 meters of, or on any voting location property, including the parking lot and road allowance in front of any voting location property.
- 3.4 No Municipal Election Sign shall be posted in the Township of South Stormont for a Candidate in another municipal jurisdiction.
- 3.5 No Municipal Election Sign shall be erected prior to the second Friday in September of an election year, or forty-five (45) days prior to Voting Day in the case of a bi-election.
- 3.6 No Municipal Election Sign shall be placed on any municipal property other than a road allowance. This may include, but is not limited to, parks, trails, or sites with municipal buildings. For example, the fire halls, libraries and/or South Stormont Seniors' Support Centre.
- 3.7 Notwithstanding Section 3.6 above, when a municipal building is secured within the provisions of the Township's Use of Corporate Resources During an Election Policy, Municipal Election Signage is permitted on the inside of the building as long as it is not visible from the outside.

Furthermore, all Municipal Election Signage must be removed at the end of the event.

- 3.8 No Municipal Election Signs shall be placed so as to:
- a) Obstruct the visibility of any pedestrian or driver;
 - b) Obstruct the visibility of any traffic sign or device;
 - c) Interfere with vehicular traffic in any manner;
 - d) Obstruct openings required for light, ventilation ingress, egress or fire or medical emergencies; or
 - e) Constitute a danger or hazard to the general public.
- 3.9 No Municipal Election Sign shall be posted on private property without the express consent of the owner.
- 3.10 All other provisions included in the Municipal Elections Act, 1996, as amended shall apply. It is the responsibility of Candidates and Registered Third Party Advertisers to ensure compliance with applicable legislation.
4. Removal of Signs
- 4.1 Where Municipal Election Signs have been posted in contravention of this by-law, the Clerk or Municipal Law Enforcement Officer may notify the owner, Candidate or their agent to remove the sign and take the necessary action to ensure that the sign complies with the provision of this by-law within 24 hours of notice.
- 4.2 Where action is not taken under Section 4.1, the Clerk or Municipal Law Enforcement Officer may remove, cause to be removed or direct that the signs be removed and the deposit retained by the municipality.
5. Severance
- 5.1 If any sections, sections of part of a section of the by-law are found by any Court to be illegal or beyond the power of Council to enact, such sections or section of part of a section shall be deemed to be severable and all other sections of parts of section of this by-law shall continue in full force and effect.
6. Force and Effect
- 6.1 The By-law shall be called the Municipal Election Sign By-law.
- 6.2 This by-law takes force and effect on the day of passing.

READ and passed in open Council, signed and sealed this 25th day of April, 2018.

Mayor

Clerk

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2022

Appendix "D" Provincial Election Sign Policy

Election Sign Policy

Under the authority of the Public Transportation and Highway Improvement Act the Ministry through the issuance of a permit controls all visible signing upon or within 400 metres of the provincial highway right-of-way.

Election signs placed by, or on behalf of, a candidate or a political party and signs designed to encourage citizens to vote must follow these restrictions governing election signs that are visible from a provincial highway system.

1. An election sign **must not** be placed upon or adjacent to the right-of-way of a Class 1 - Freeway or a Class 2 - Staged Freeway (i.e. Hwy 401, 115, etc). See attached typical diagram for freeway/staged freeway interchange election sign placement.
2. Election signs may be erected on the right-of-way or adjacent to a Special Controlled Access, Major or Minor Highway (i.e. Hwy 7, Hwy 35) **after an official election has been issued** or for **municipal elections** in accordance with any By-Law outlining a time frame for the placement of municipal election campaign signs.
3. Signs up to 0.7 m² (8 sq. ft.) in size **must be** placed at least 4 m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 sq. ft.) and up to 3.7 m² (40 sq. ft.) must be placed at the outer limit of the right-of-way (i.e. fence line). Election signs must not exceed 3.7 m² (40 sq. ft.).
4. An "election sign" **must not** be affixed to a permanent or an official sign or to guide rail or other highway structure or facility and **must not** be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.
5. Portable read-o-graph sign trailers **must not** be placed upon a provincial highway right-of-way. Portable read-o-graph sign trailers may be utilized providing they are erected on private property that is zoned commercial and meets all the requirements of the ministry for portable read-o-graph signing.
6. A Sign Permit or a Letter of Approval for any signs erected under these instructions is not required.
7. Election signs **must be** removed from the Ministry right-of-way and adjacent properties within three (3) working days after Election Day.
8. Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.,) for a period of two weeks. After this time they will be disposed of.

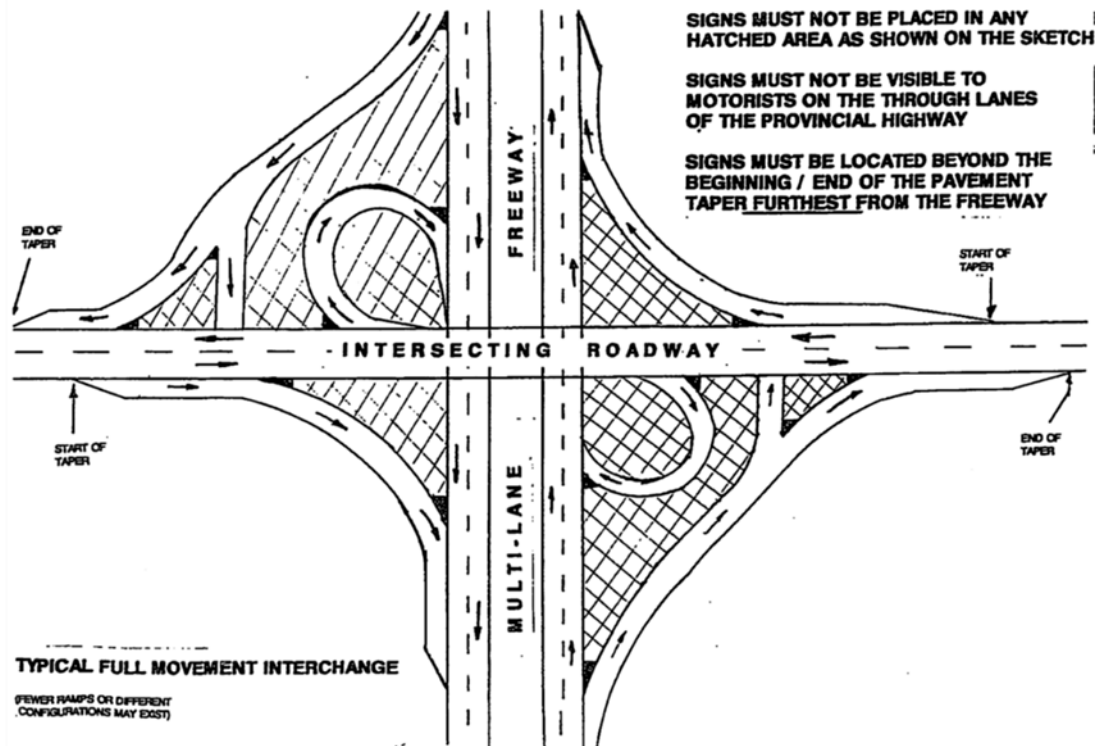
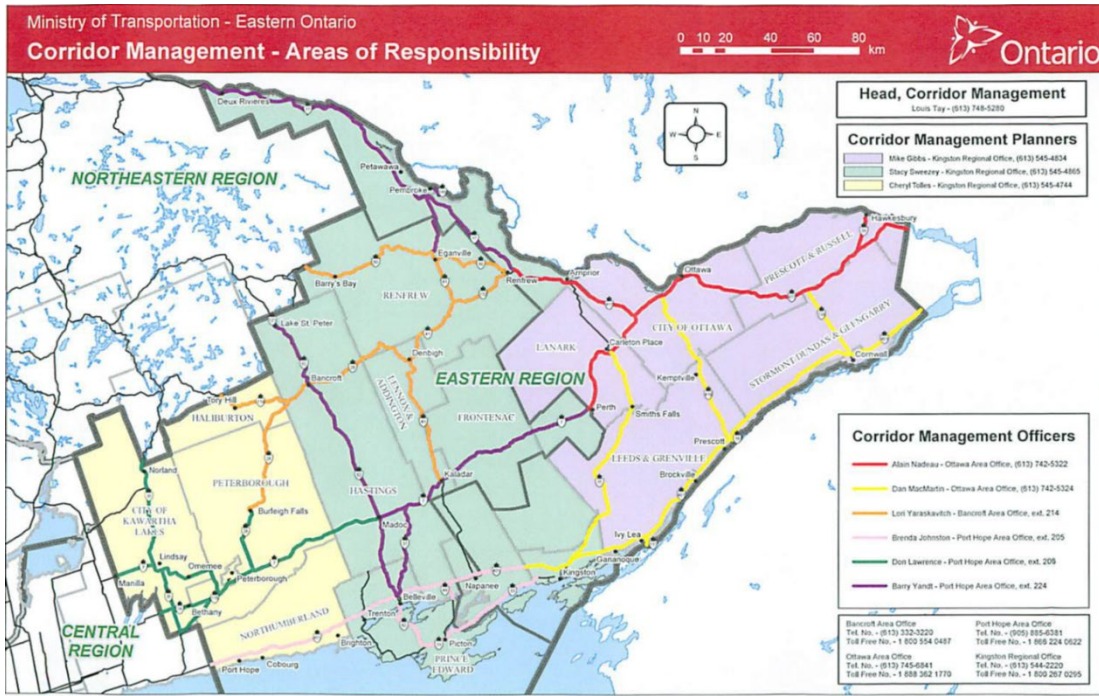
Please contact a Corridor Management Officer in your area, with the telephone numbers provided below, to obtain additional information. Thank you for your co-operation.

**Ministry of Transportation
Operational Services
Bancroft Area Office**
50 Monck Street
Bancroft, ON K0L 1C0
Tel. No.: (613) 332-3220
Toll Free: 1-800-554-0487
Fax No.: (613) 332-3751

**Ministry of Transportation
Operational Services
Port Hope Area Office**
138 Hope Street North
Port Hope ON L1A 2P1
Tel No.: (905) 885-6381
Toll Free: 1-866-224-0622
Fax No.: (905) 885-9273

Provincial Election Sign Policy

Appendix D



TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2022

Appendix "E" Municipal Elections Accessibility Plan

Township of South Stormont

Municipal Elections Accessibility Plan



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1. INTRODUCTION

This plan will address the specific accessibility requirements in relation to the 2022 Municipal Elections in the Township of South Stormont.

The Township of South Stormont has made great efforts in promoting a barrier free community. In an effort to ensure that the 2022 Municipal Elections is consistent with the core principles of the Accessibility for Ontarians with Disabilities Act, 2005, this planning document was developed in advance of the election in order to identify measures to be taken and reported to Council following the election.

2. OBJECTIVES

This plan is intended to highlight measures that the Township of South Stormont will be implementing to ensure equal opportunity for all electors and candidates. These objectives include:

That persons with disabilities are able to independently cast their vote and verify their selection.

- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates.
- That persons with disabilities can fully participate in the Municipal Elections as an elector, candidate, or election official.
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as the newspaper, media launches, the Township of South Stormont website and social media.
- That all Voting Places and the Help Centre are accessible.

3. DEVELOPMENT OF THE PLAN

This Plan is a “living” document which will be improved and updated as best practices are identified and new opportunities for improvement arise. In order to develop the plan below, several steps were taken in order to ensure that the statutory requirements were met and a feasible implementation plan was in place. During the development of the 2022 Municipal Elections Accessibility Plan, the following steps shall be implemented:

- Review and analysis of documents, policies and other supporting materials from AMCTO, neighboring municipalities, the Ministry of Municipal Affairs and Housing, technology suppliers and other various stakeholder groups.
- Establish staff training standards and practices directly related to the Elections to ensure that people with disabilities are able to vote in a positive customer service environment, and ensure that all Election Officials recognize that a voter’s needs shall be accommodated.

4. VOTING METHODS

The 2022 Township of South Stormont Municipal Elections will be working with Intelivote Systems Inc. to provide internet voting to eligible electors. This includes the convenience and independence of voting from anywhere via internet or in-person at a Voting Place during the October 19 – 24, 2022 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

The Intelivote Voting System provides voters with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation. Additionally, persons who have assistive devices set up in their homes can now use them to assist with casting a ballot privately and independently.

By allowing persons with disabilities to vote from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the

same independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at in-person Polling Locations offered across Township of South Stormont, throughout the voting period.

4.1 Internet Voting

Eligible voters may vote online, using a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter.

The Intelivote System has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA), so that persons with disabilities can perceive, understand, navigate and interact with the online voting system. It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.

4.2 In-person Voting at Voting Place(s)

For those individuals without means to access voting via internet, or who require the assistance of a trained Election Official, an advance Voting Place and several Election Day Voting Places will be open to provide in-person internet voting and/or paper voting opportunities via a laptop or paper ballots.

Access to the Voting Place interior and voting area shall be level and slip-resistant. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. The voting area shall be well lit and seating shall be available. Entrance corridors shall be clear of obstructions and tripping hazards and will allow sufficient space for use of a wheelchair or scooter.

An accessible voting area will be available at each Voting Place location. These areas shall be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively.

The Township of South Stormont will be operating the following Voting Places during the Advance Voting Period:

October 19 to 21 - 9:00 a.m. to 4:00 p.m.
Town Hall, Community Hall (Help Centre)
2 Mille Roches Road, Long Sault
Internet and Paper Ballot with Tabulator

October 22 to 23 – 10:00 a.m. to 3:00 p.m.
Town Hall, Community Hall (Help Centre)
2 Mille Roches Road, Long Sault
Internet and Paper Ballot with Tabulator

October 20 - 10:00 a.m. to 12:00 p.m.
Woodland Villa Long Term Care Facility (residents only)
30 Mille Roches Road, Long Sault
Internet with touch screen device and/or laptop

October 20 - 1:30 p.m. to 3:30 p.m.
Sunset Cove Retirement Residence (residents only)
53 Long Sault Drive, Long Sault
Internet with touch screen device and/or laptop

The following Voting Places will be open on Election Day, Monday October 24, 2022 from 10:00 a.m. to 8:00 p.m.

Town Hall, Community Hall (Help Centre)
2 Mille Roches Road, Long Sault
Internet and Paper Ballot with Tabulator

Ingleside (Location to be Confirmed)
Internet and Paper Ballot with Tabulator

Newington Fire Hall
3931 County Road 12, Newington
Internet and Paper Ballot with Tabulator

St. Andrews West Fire Hall
5201 Highway 138, St. Andrews West
Internet and Paper Ballot with Tabulator

5. VOTING LOCATION(S)

An accessibility assessment of each physical polling location will be conducted. The following considerations are taken into account when determining which location(s) will be used:

5.1 Accessible Route

Proximity of the voting location to accessible public transit routes shall be considered in the selection of voting location(s). The name and/or address of the voting location shall be clearly visible. An easily navigable route will be marked for entry into the voting location and into the voting area within the location. The voting area shall be identified with clear and understandable signage. Seating areas shall be provided throughout the voting location for individuals needing a rest.

5.2 Entrance and Exit

The route to the entrance of the voting location shall be unobstructed and accessible. The route shall be wide enough to allow for an individual using a wheelchair, scooter, other assistive device, or service animal to travel safely. Doors into the voting location and voting area shall be accessible and easy to open or shall remain propped open for the duration of the voting location hours. Routine checks of entrance and exit routes will be made throughout the hours of operation.

5.3 Parking

Accessible parking shall be available at all voting locations. The designated parking space(s) shall be clearly marked with the international Symbol of Accessibility and will be on firm and level ground, close to the entrance of the voting location. By-law officers will monitor and enforce parking at voting locations throughout the day.

6. VOTING ASSISTANCE

6.1 Support Person/Friend of the Voter

Pursuant to the Township of South Stormont Accessible Customer Service Policy people with disabilities shall be permitted to be accompanied by a support person at any Voting Place. A designated support person and/or 'Friend of the Voter' will be administered an oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

6.2 Service Animals

Pursuant to the Township of South Stormont Accessible Customer Service Policy individuals requiring service animals are permitted to be accompanied by a service animal at any Voting Place.

6.3 Election Officials

At in-person Voting Places, upon request, Election Officials are available to assist any voter who requires assistance in casting their online or paper ballot. All individuals working in the capacity of an Election Official are formally appointed as such and administered an oath of secrecy prior to voting day.

7. COMMUNICATION

The 2022 Municipal Elections Accessibility Plan will be made available at Town Hall and by way of the Township of South Stormont web site www.southstormont.ca. Alternative formats will be made available upon request.

Information regarding the accessibility measures provided for the 2022 Municipal Elections shall be included in general election advertising as well as in the 2022 Municipal Elections Nomination Package.

7.1 Election Materials

The Township of South Stormont is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that takes into account the person's disability.

Alternate Formats

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Township of South Stormont and the person with a disability may agree upon the format to be used for the document or information.

In the event the information is not generated by the Township of South Stormont or is supplied by a third party, the Township of South Stormont will make every effort to obtain the information from the third party in an alternate format and/or will attempt to assist the Elector by providing assistive equipment.

General Election Materials

Large Print – Printed material generated by the Township of South Stormont will be provided in a Verdana font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

Website – Information generated by the Township of South Stormont on the website in relation to the election will be compliant with WCAG 2.0 Level AA, and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information.

Video – Promotional and educational videos created for the 2022 Municipal Elections shall incorporate audio and captioning.

7.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Township of South Stormont control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.

In these instances of service disruptions, the Township of South Stormont shall provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities.

Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location(s) and information shall also be posted on the Township of South Stormont website. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

Accessible services in relation to this plan include voting places, election materials and/or voting provisions for Electors with disabilities at the voting place.

In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the advance vote or on Election Day, notices of disruption will be posted in real time on the Township of South Stormont website and election website.

8. CANDIDATES

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order to ensure that they are fully accessible.

9. REPORTING

Pursuant to Section 12.1 of the Municipal Elections Act, 1996, within 90 days after voting day, the Township of South Stormont Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2022

Appendix "F" Municipal Recount Policy



TOWNSHIP OF SOUTH STORMONT

Title: Municipal Elections Recount Policy
Schedule "A" to By-law No. 2018-023

Department: Corporate Services

Date: March 28, 2018

Policy Statement:

The Township of South Stormont recognizes that elections conducted with integrity are fundamental to our democratic society. The results of an election must instill confidence among candidates, electors and administrators and accurately reflect the votes cast. Where questions exist to the accuracy of the results, a recount will provide certainty that the results are correct.

Purpose:

The purpose of this policy is to establish criteria that will require the completion of an automatic recount in accordance with Section 56(1.1) of *the Municipal Elections Act, 1996 (Act)*, as amended.

Authority:

A recount under Sections 56, 57, or 58 of the Act, shall be conducted in the same manner as the original count as per Section 60 (1) unless ordered otherwise by a Judge under Section 60 (3).

The Act now provides the Clerk with the authority to adopt a policy by May 1 of an election year to define circumstances under which a recount would be conducted other than those listed above.

Policy:

If the number of votes separating candidates from winning an office is a variance of one of the following:

1. ten (10) votes or less; or
2. 1% of voters who have cast their votes for the office, whichever is the lesser amount.

The Clerk shall hold a recount of the votes for the candidate(s) in question.

Procedures for the recount process will be in accordance with Schedule "A" to this policy. These procedures may be amended from time to time pending procedural reviews and/or legislative amendments.

Schedule "A" to Recount Policy Recount Procedures

Examples are provided below to further explain the difference of 10 votes or 1% of voters who have voted, being the Recount Policy provided above:

Example 1:

Candidate A	500 votes cast
Candidate B	511 votes cast
Candidate C	550 votes cast
Votes Cast (A&B)	1011

Difference between Candidate A & B is 11 votes and 1% of difference separating Candidates is 1.09%, so **no recount**.

Example 2:

Candidate A	500 votes cast
Candidate B	509 votes cast
Candidate C	550 votes cast
Votes Cast (A&B)	1009

Difference between Candidate A & B is 9 and 1% of difference separating Candidates is 0.9%, so it is appropriate for a **recount**.

Example 3:

Candidate A	444 votes cast
Candidate B	436 votes cast
Votes Cast	880

Difference between Candidate A & B is 8, and 1% of difference separating Candidates is 0.91%, so it is appropriate for a **recount**.

Example 4:

Candidate A	495 votes cast
Candidate B	504 votes cast
Votes Cast	999

Difference between Candidate A & B is 9 and 1% of difference separating Candidates is 0.90%, so it is appropriate for a **recount**.

Legislative Requirements for Recounts:

A recount under Sections 56, 57, or 58 of the Act, shall be conducted in the same manner as the original count whether manually or by vote-counting equipment.

A recount would be required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic);
- by resolution of Council (for Council offices);
- by resolution of local board (for offices on a local board);
- by order of the Minister (for questions submitted by the Minister);
- by order of the Superior Court of Justice.

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

The costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the responsibility of the candidate i.e.: legal counsel in attendance on behalf of the candidate.

Who Conducts Recount (s.56)

The Clerk conducts all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

Tied Vote Recount (s.56)

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount **within 15 days after the declaration** required by s.55(4)a)b) of the results of the election.

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

Within 30 days after the Clerk's declaration of the results under s.55(4), a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

The recount is to be held within 15 days **after the resolution is passed or the order is made**. The resolution for a recount must be passed no later than Wednesday November 21, 2018. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

Application to Superior Court of Justice (s.58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

The application must be commenced within 30 days after the Clerk's official declaration of the results under s.55(4). The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

Votes for Candidates to be included in a Recount (s.56, 59)

The votes to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for candidates who are tied.
- In a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates).
- In a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates).

The Clerk may include the votes for any other candidate for the same office. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

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

- the Clerk and any other election official appointed for the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above;
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount.

Notification of Recount (s.56, 57, 58 and [O. Reg. 101/97](#))

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;
- notice of recount will be given by registered mail or personal service.

Process at Recount (s.61, 62)

The recount process shall follow the same process as used in the election and the count must be conducted in the same manner as the original count, unless otherwise ordered by a judge who issued an order for a recount.

Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount. Persons authorized to attend the recount may also be at the announcement of the results of the recount.

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote.

Recount Procedures - Tie Vote

Revised May 4, 2022

1. In the case of a tie vote, as provided under Section 56 of the Act, the Clerk of the Municipality shall conduct a recount of the votes cast in the same manner, being internet and paper ballots via tabulator.
2. Pursuant to Subsection 56(2) of the Act, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election. *November 8, 2022* at the Municipal Administration Office.
3. Pursuant to Subsection 61(1) of the Act, the following persons will be authorized to attend the recount:
 - The Clerk and any other election official appointed for the recount.
 - Every certified candidate for the office.
 - The applicant, in the case of a recount ordered under section 58.
 - For each person referred to in paragraphs 2 and 3, a lawyer, and one scrutineer for each recount station established by the Clerk.
4. At 12:00 noon on *November 8, 2022* the Clerk shall request Intelivote Systems Inc. to re-tabulate the results for the office(s) that are subject to the recount procedure. Intelivote Systems Inc. shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
5. At 12:00 noon on *November 8, 2022* the Clerk shall commence the re-tabulation of the paper ballots with the same equipment for the office(s) that are applicable. and these results will be compared to the results tabulated by the Auditor assigned to the election.
6. Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Act shall apply, being as follows:

"If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful candidate or candidates by lot".
7. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
 - The Clerk shall determine the texture and quality of the paper used for this process and each individual present will have an opportunity of examining the paper to be used to inscribed the names of the candidates;

- The Clerk shall inscribe the name of each candidate(s) on a similar size paper and each individual present, without touching the paper, examine the same. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;
 - Upon acceptance of all the candidates that the process outlined in paragraphs a) and b) have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
8. Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents has been displaced sufficiently and request the Municipal lawyer to draw only one (1) or the required number for the purpose of determining the successful candidate(s).
 9. The Municipal Lawyer shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.
 10. Once completed, the Municipal Lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

Declaration by Clerk and Notice of Final Certified Results – s.62(4)

Unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the "Declaration of Recount Results" form at the Municipal Office and on the website. Such Declaration shall be sent to everyone previously given notice of the recount.