



# APPENDIX 4

## FORMS AND NOTICES

MUNICIPAL ELECTIONS MANUAL 2018

APPENDIX 4

## Introduction

The following sample Forms and Notices have been developed to assist Municipal Clerks and Election Officials in the 2018 municipal election.

The Ministry of Municipal Affairs prescribes the following forms:

Form 1	Nomination Paper
Form 3	Appointment for Voting Proxy
Form 4	Campaign Financial Statement
Form 5	Financial Statement – Subsequent Expenses
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration (Question on the Ballot)
Form 8	Financial Statement – Auditor’s Report (Question on the Ballot)
Form 9	Declaration of Identity

These forms can be found at [www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca)

At the time of writing, the Ministry of Municipal Affairs website states that updated Guides and Forms will be posted at the beginning of April, 2018. With the recent changes to the *Municipal Elections Act, 1996*, there will be changes to the above noted forms, along with new forms added.

There were a number of changes made to the forms that were included within the 2014 Elections Manual, most notably a number of the forms required the referenced legislation to be updated. Noted below is a summary of changes made to the forms.

EL12(A) – Appointment of Scrutineer – Candidate. Updated to reflect a standard form that can be used throughout the municipality (without Wards). (Sample provided by the Town of Milton)

EL16 – Application for Removal of Another’s Name from the Voters’ List – this has been updated to remove the Hearing portion.

EL17 – there is now an (A) and (B). A suggestion was made to include a Notice for Additional Nominations. (A) is Notice of Nomination of Office and (B) Notice for Additional Nominations.

EL18 (A)(B) – Declaration of Qualification – These have been deleted as it was determined that it was best to utilize the prescribed Nomination form only.

EL25(A) – Sample Certificate of Receipt for Ballots deleted as this section of MEA repealed (s.41), so EL25(A) and (B) were updated to EL25 and is a sample Receipt for Ballots (sample received from City of Pickering)

EL29(B) – Voting Instructions (Optical Scan) – pictures have been updated.

EL31(B) – Statement of Election Results (Optical Scan) – this has been updated to reflect results from a 2014 election rather than 2006.

EL34 – Statutory Provisions Regulating Voting Procedures. Updated to include s.49(3).

EL37 – Certificate of Maximum Expenses. There is now an (A) Certificate of Maximum Expenses – Candidates; (B) Certificate of Maximum Amount of Contributions – Own Campaign and (C) Certificate of Maximum Expenses for Parties, etc. – Candidates.

EL42 – Notice to Candidate of Filing Requirements. There is now an (A) Notice to Candidate of Filing Requirements and (B) Notice to Registered Third Party of Filing Requirements. Also attached to this form is the penalties and a reminder on (A) to advise candidates of nomination filing fee refund.

EL43 – Notice of Default. There is now an (A) Notice of Default – Candidate and (B) Notice of Default – Registered Third Party.

EL49(B) – Sample – Optical Scan Ballot. (updated sample received from the Town of Whitby)

EL51(A) and (B) – these are new. (A) Certificate of Maximum Expenses – Registered Third Party and (B) Certificate of Maximum Expenses for Parties, etc. – Registered Third Party.

EL52- Consent to Release Personal Information. This is a new form.

EL53 – Application to Re-Issue Voter’s Information Letter. This is a new form.

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NOTICE TO ELECTORS- BY-LAWS OR QUESTIONS<sup>1</sup>

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Municipal Elections Act, 1996 (s.8(6))

NOTICE is hereby given to the Municipal Electors of the

TOWN OF DEEP RIVER

The Council of the Town of Deep River has passed By-Law #\_\_\_\_\_ authorizing the following question to be placed on the ballot in the municipal elections to be held on Monday October 22, 2018.

-or-

The (NAME OF LOCAL BOARD) has passed Resolution #\_\_\_\_\_ authorizing the following question to be placed on the ballot in the municipal elections to be held on Monday October 22, 2018.

-or-

The Minister of Municipal Affairs for the Province of Ontario has ordered the following question to be placed on the ballot in the municipal elections to be held on Monday, October 22, 2018.

On the question of (State issue in general terms)

Are you in favour of (State issue in detail)?

YES

☐

NO

☐

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

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<sup>1</sup> Councils have no jurisdiction over questions placed on the ballot by local boards or by the Minister. Clerks may wish to augment the above notice with directions to the elector where additional information and enquiries may be made.

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LIST OF CERTIFIED CANDIDATES<sup>2</sup>

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

NOTICE is hereby given to the Municipal Electors of the

## TOWN OF DEEP RIVER

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

NAME OF CANDIDATE	OFFICE

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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Municipal Clerk or designate

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

CERTIFICATE OF ELECTION RESULTS<sup>3</sup>

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

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

Name of Candidate	Office	Votes

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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

---

<sup>3</sup> This form may be used to report election results from one municipality to another municipality for candidates elected across more than one municipal jurisdiction. While Section 11 deals with Police Villages, this form may also be used by Clerks involved with shared School Trustee positions.

**FINAL SUMMARY OF ELECTION RESULTS<sup>4</sup>**

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

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

Name of Candidate	Office	Votes

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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Municipal Clerk or designate

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<sup>4</sup> This form may be used to report the accumulated election results for candidates elected across more than one municipal jurisdiction. While Section 11 deals with Police Villages, this form may also be used by Clerks involved with shared School Trustee positions.

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**APPOINTMENT AND OATH OF DEPUTY RETURNING OFFICER<sup>5</sup>**


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Municipal Elections Act, 1996, (s.15(1))

Ward No.:	Voting Subdivision No.:
Municipality:	
Name of Person Appointed as Deputy Returning Officer:	

The person named above is hereby appointed Deputy Returning Officer (DRO) for the above Voting Subdivision in this municipality and in addition to the duties and responsibilities of a DRO as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the Municipal Elections Act, 1996.

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

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

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

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

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

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

\_\_\_\_\_  
Deputy Returning Officer

<sup>5</sup> This form includes some suggested tasks to be delegated to the DRO. It may be amended to reflect the duties the Clerk wishes to delegate to the DRO.

APPOINTMENT AND OATH OF AN ELECTION OFFICIAL<sup>6</sup>

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

Ward No.(if applicable):	Voting Subdivision No.(one or more as applicable):
Municipality: Town of Deep River	
Name of Person Appointed as Election Official:	

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

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

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

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

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

Declared before me at the Town of Deep River, in the County of Renfrew, this \_\_\_\_\_day of\_\_\_\_\_, 2018.

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

\_\_\_\_\_  
Election Official

<sup>6</sup> This form includes some suggested tasks to be delegated to the Election Official. It may be amended to reflect the duties the Clerk wishes to delegate to the Election Official.

# **APPOINTMENT OF SCRUTINEER BY CANDIDATE<sup>7</sup>**

**Municipal Elections Act, 1996**

## **Candidate**

Name of Candidate (please print)

Candidate for the Office of (check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Mayor                                      | <input type="checkbox"/> _____ Public District School Board          |
| <input type="checkbox"/> Local and Regional Councillor, Wards _____ | <input type="checkbox"/> _____ Catholic District School Board        |
| <input type="checkbox"/> Councillor, Ward _____                     | <input type="checkbox"/> _____ French Public District School Board   |
|   | <input type="checkbox"/> _____ French Catholic District School Board |

## **Scrutineer Appointment**

Name of Scrutineer Appointed (please print)

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

Date

this          day of          , 2018

Signature of Candidate

## **Instructions to Scrutineer**

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

## **Rights and Prohibitions**

Scrutineers and candidates can:

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

<sup>7</sup> Amend this form to reflect the Conduct of Scrutineers for alternative voting methods being used in your municipality.

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

**Scrutineers and candidates cannot:**

- Be near enough to the vote tabulator to see how a voter has marked their ballot.
- Campaign at the voting place.
- Attempt, directly or indirectly, to interfere with how an elector votes
- Display a candidate's election material (including buttons, pins, etc.) in a voting place.
- Compromise the secrecy of voting.
- Obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of the Voting Place.

**Note:**

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

ORAL OATH OF SECRECY

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

☐

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

☐

That I will not, nor attempt to:

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

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



# APPOINTMENT OF SCRUTINEER<sup>8</sup>

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

VOTING PLACE # \_\_\_\_\_

☐

Check here if appointment applies to all Voting Places

Moved by \_\_\_\_\_

Resolution No. \_\_\_\_\_

Seconded by \_\_\_\_\_

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

"CARRIED"

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

\_\_\_\_\_  
Municipal Clerk (or Secretary), or designate

\_\_\_\_\_  
(Name of Municipality, local board, etc.)

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

(List Voting Places on Reverse)

<sup>8</sup> Amend this form to reflect the Conduct of Scrutineers for alternative voting methods

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**CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST<sup>9</sup>**

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

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

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

OR

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

AND

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

I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the Municipal Elections Act, 1996 from using the Voters' List for commercial purposes.

\_\_\_\_\_  
 Signature:

\_\_\_\_\_  
 Date

Name: \_\_\_\_\_  
 (please print)

\_\_\_\_\_  
<sup>9</sup> Form can be amended to reflect Vote by Mail; Internet/Telephone and if Voters' List available in CD/memory stick etc.

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

Check only one

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

Name of applicant			date of birth		
last	first	middle	year	month	day

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

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

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

## School Support

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

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

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

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

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

\_\_\_\_\_  
date

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

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

☐ Approved

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

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

\_\_\_\_\_  
date

☐ Refused (state reason)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Prepare in triplicate)

**APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST**

Municipal Elections Act, 1996 (s. 25)

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

## IN RESPECT OF

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

## ENTERED ON LIST FOR

Ward No. (if any)	Voting Subdivision No. (if any)	Assessment Roll Number (to be completed by Clerk or designated election official)
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## STATEMENT BY APPLICANT

I, the undersigned, hereby state:

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

---

 (signature of applicant)

---

 (date signed)

NOTICE OF NOMINATION FOR OFFICE

---

Municipal Elections Act, 1996 (s.32)

NOTICE is hereby given to the Municipal Electors of the  
Town of Deep River

Nominations in the Town of Deep River for the offices of:

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

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

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

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

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

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

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

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2018

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

NOTICE OF ADDITIONAL NOMINATIONS

---

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

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

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

Offices for Which Persons May be Nominated:

_____	_____ to be elected.
(Office)	(Number)

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

Dated this \_\_\_\_ day of July, 2018.

\_\_\_\_\_  
Clerk

WITHDRAWAL OF NOMINATION<sup>1011</sup>

Municipal Elections Act, 1996 (s.36)

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

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

\_\_\_\_\_  
Date

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

THIS WITHDRAWAL DELIVERED TO ME AT \_\_\_\_\_  
(time)

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

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

10 A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (July 27, 2018) if the nomination was filed on or before Nomination Day and by 2 p.m. on August 1, 2018, if the nomination was filed under subsection 33(5).

11 Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission.

---

**DECLARATION OF ACCLAMATION TO OFFICE**

---

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

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

Name of Certified Candidate	Office

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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



NOTICE OF DEATH/INELIGIBILITY OF CANDIDATE

---

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

Notice is hereby given that \_\_\_\_\_ a candidate  
(name of candidate)

for the office of \_\_\_\_\_ has died/become ineligible  
to hold the office.

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

or

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

---

**CERTIFICATE OF THE VOTERS' LIST<sup>12</sup>**

---

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

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

Municipality	
Ward No (if applicable)	Voting Subdivision No(s) (if applicable)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

---

Municipal Clerk or designate

---

<sup>12</sup> The Voters' List for use in the Voting Subdivision should be prepared as late as possible so that as many revisions made to the List as possible can be included. Clerks may choose to create this List from a computer database.

# SAMPLE VOTING PLACE AGREEMENT

Municipal Elections Act, 1996

ELECTION 2018, WARD \_\_\_\_\_  
 MONDAY, OCTOBER 22, 2018  
 VOTING LOCATION AGREEMENT

BETWEEN: (Name of Municipality) Telephone: 000 000-0000  
 Corporate Services Department Fax: 000 000-0000  
 City Clerk's Division, Elections Section  
 (Address), (City, Prov, PC)

AND: Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Name of Building:

\_\_\_\_\_

Address of Building:

\_\_\_\_\_

Location of Voting Station within Building:

\_\_\_\_\_

Superintendent or Contact Person \_\_\_\_\_

Telephone No. \_\_\_\_\_

Will you be able to provide \_\_\_\_\_ Tables? Yes ( ) No ( )

Will you be able to provide \_\_\_\_\_ Chairs? Yes ( ) No ( )

I, the undersigned, hereby agree to rent the premises above for voting purposes for the (Name of Municipality) Election. I further agree that such premises:

- a) shall be accessible to the election officials from 9:00 am to 10:00 pm on Monday, October 22, 2018. (Change accessible hours to reflect method of voting being used)
- b) shall have open, unobstructed and hazard free access for all voters during voting hours and allow easy access to persons who have a physical disability or mobility impairment
- c) shall be clean, well lighted, comfortably heated and have washroom facilities for election officials.
- d) shall have accessible telephone service available to election officials.

- e) shall be free of any political signs and/or other political advertising material or literature.
- f) shall have accessible electrical outlet available to election officials<sup>13</sup>
- g) shall allow access to non-residents of apartment/condo (if applicable) ☐ (not applicable)

\_\_\_\_\_  
Signature of Building Official      Cheque, if applicable, to be sent to name and address below if different from information at left:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

For office use only

Ward No. _____	Voting Subdivision No. _____	Furniture Required _____	Table _____	Chairs _____
----------------	------------------------------	--------------------------	-------------	--------------

<sup>13</sup> f) is ONLY applicable if the municipality is using vote-counting equipment

**SAMPLE NOTICE OF ELECTION INFORMATION (FOR NEWSPAPER AD)**

---

Municipal Elections Act, 1996 (s.40)

Municipal Elections in the Town of Deep River for the offices of:

(LIST OF MUNICIPAL POSITIONS)

(LIST OF POSITIONS ON LOCAL BOARDS)

(LIST OF SCHOOL BOARD POSITIONS SHARED WITH OTHER MUNICIPALITIES)

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

- ☐ location of voting places
- ☐ dates and times on which voting places will be open
- ☐ dates and times for advance voting
- ☐ manner in which electors may use voting proxies<sup>14</sup>
- ☐ additional information as appropriate to the circumstance

\_\_\_\_\_  
(date)

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

---

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

## Certificate for Receipt of Ballots

Ward	Voting Subdivision

## Ballots Received from the Clerk (Line a from Ballot Inventories)

English Language Public Ballots	
English Language Separate Ballots	
French Language Public Ballots	
French Language Separate Ballots	
No School Board Ballots	
Total Ballots Received	

I, the undersigned, 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.

---

City 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

## Ballot Count

Ballots Counted by Vote Tabulator	
Cancelled Ballots	
Defective Ballots	
Audio Ballots	
Unused Ballots	
Total Ballot Count	

DRO's Signature	
Poll Clerks Signature	

OATH OF QUALIFICATION<sup>15</sup>

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

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

NAME (please print)	SIGNATURE

<sup>15</sup> This form to be used for electors who have been objected to under paragraphs 2 and 3 of subsection 52(1) of the MEA.

**ORAL OATH OF FRIEND OR INTERPRETER/ASSISTANCE**

---

Municipal Elections Act, 1996

**ORAL OATH OF FRIEND OF ELECTOR**

I, (name of friend), a friend of (name of elector), an elector who is unable to vote without assistance, and who is entitled to vote in this municipality declare that I will:

- ☐ mark the ballot as directed by the elector; and
- ☐ keep secret the manner in which this elector voted.

**ORAL OATH OF INTERPRETER**

I, (name of interpreter) acting as interpreter for (name of elector), an elector entitled to vote in this municipality, declare that I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this voting place.

**ORAL OATH OF VOTE WITH ASSISTANCE**

I, (name of elector) being an elector entitled to vote in this municipality of (insert municipality) swear or solemnly affirm I require assistance to mark my ballot.



**LIST OF PERSONS WHO VOTED AT AN ADVANCE VOTE**

Municipal Elections Act, 1996 (s.43(5) b)

Name of Municipality	
Ward No. (if any)	Voting Subdivision (one or more)

I hereby certify that during the advance voting held on \_\_\_\_\_ for the  
(Date of advance vote)

above advance vote station(s), the following persons voted:

NAME OF ELECTOR	QUALIFYING ADDRESS	SUBDIVISION WARD & VOTING

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Deputy Returning Officer

If your municipality is not capable of preparing a Voters' List for use on Voting Day which has the Advance Poll voters already struck from the List, a form similar to EL28 may be used to advise each DRO of the names of the voters shown on the list for the polling subdivision in which they will be working on Voting Day that voted at an Advance Poll. This list will be certified by the Clerk and direct the DRO to cross the name off the Voters' List and indicate that the voter voted at the Advance Poll.

VOTING INSTRUCTIONS (Manual Count Ballot)<sup>16</sup>

---

Municipal Elections Act, 1996 (s.52(3), (4))

ELECTORS PLEASE FOLLOW THESE  
4 STEPS TO VOTE

1. MARK THE BALLOT - make a cross (X) or other mark in the space after the name of the candidate for whom you are voting.
2. FOLD THE BALLOT - the ballot should be folded so that the front of the ballot does not show.
3. RETURN THE FOLDED BALLOT to the Deputy Returning Officer.
4. WATCH THE DEPUTY RETURNING OFFICER place your ballot into the ballot box.

---

<sup>16</sup> This notice should be posted in the voting place and in the voting booth. If alternative voting equipment is used, the notice may need to be amended accordingly.

---

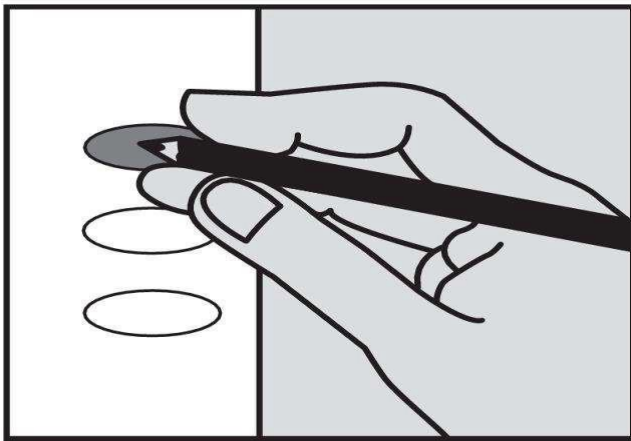
VOTING INSTRUCTIONS (Optical Scan)  
Municipal Elections Act, 1996 (s. 52 (3), (4))

---

VOTING INSTRUCTIONS

In the 2018 Municipal Elections, voters in our municipality will vote using optical scan technology.

Voters will vote by filling in the circular oval to the right of the candidates' names.



Upon completion of ballot, place the ballot into the secrecy folder, the voter will then proceed to the vote tabulator and, with the assistance of the vote tabulator operator, will have their ballot processed immediately.



---

**LIST OF OBJECTIONS TO VOTE COUNT (Manual Count)<sup>17</sup>**

---

Municipal Elections Act, 1996 (s.54(4))

Following is a list of the ballots that were objected to, in whole or in part, by a scrutineer or certified candidate, and a summary of the objections to the vote or ballot.

DRO to place the corresponding number on the back of the ballot objected to together with D.R.O.'s initials.	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

---

<sup>17</sup> This form is to be completed by DRO, placed in the ballot box and sealed with the ballots along with the other material and documents related to the election.

## STATEMENT OF ELECTION RESULTS – MANUAL COUNT

**Form EL31(A)****DEPUTY RETURNING OFFICER  
STATEMENT OF ELECTION RESULTS (MANUAL COUNT)***Municipal Elections Act, 1996 (s.55(1) a)*

(NAME OF MUNICIPALITY) \_\_\_\_\_

WARD NO. \_\_\_\_\_

**Black**

Office of the Mayor	
Candidate's Name	Number of Votes

**Colour**

Office – Councillor Ward	
Candidate's Name	Number of Votes

**Colour**

Member – Public School (Eng)	
Candidate's Name	Number of Votes

**Colour**

Member – Public School (Fr)	
Candidate's Name	Number of Votes

**Colour**

Member – Separate School (Eng)	
Candidate's Name	Number of Votes

**Colour**

Member – Separate School (Fr)	
Candidate's Name	Number of Votes

Total Number of Electors who voted at this voting subdivision: \_\_\_\_\_

	Mun. Office (black)	Public (eng) Yellow	Public (Fr) Blue	Sep. (Eng) Green	Sep. (Fr) Pink
Total Number of Ballots received from the Clerk					
A) Other Ballots (Count these ballots BEFORE opening the ballot box)					
Cancelled Ballots					
Forfeited					
Declined					
B) Unused Ballots					
C) Used Ballots (Count these ballots upon opening the ballot box)					
Used Ballots (Counted in whole or in part)					
Totally Rejected Ballots					
Used but totally unmarked					
TOTAL of A B and C (Total should equal number of ballots received from the clerk)					

Dated this \_\_\_\_\_ day of October, 2014

We, the appointed DRO and the appointed Voting Place Clerk for the said Voting subdivision in this municipality do declare:

- A) THAT we have performed all the duties and processed and completed all the documents as required of us by law
- B) THAT to the best of our knowledge and belief, the voting list for this voting subdivision has been kept correctly and contains a true and exact record of the electors who voted, and
- C) THAT the number of votes recorded in this statement is correct.

Deputy Returning Officer \_\_\_\_\_ Voting Place Clerk \_\_\_\_\_

Signature of Scrutineer (if present) \_\_\_\_\_

Signature of Scrutineer (if present) \_\_\_\_\_

Signature of Scrutineer (if present) \_\_\_\_\_

The Original Statement of the DRO is to be placed in the colour envelope marked 'XXX' and delivered to the Clerk after the close of voting when the ballot box is returned. It is NOT placed in the ballot box.

The duplicate (colour) copy of this statement is to be placed in the ballot box.

## STATEMENT OF ELECTION RESULTS – OPTICAL SCAN

Page: 1 of 4

10/29/2014 1:22:20 PM

**Election Summary Report**

General Election

City of Pickering

October 27, 2014

Summary for: All Contests, All Districts, All Counting Groups

Official Results

Precincts Reported: 29 of 29 (100.00%)

Registered Voters: 22,877 of 66,564 (34.37%)

Ballots Cast: 22,877

**Mayor (Vote for 1)**

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		22,877 / 66,564	34.37%
Candidate		Total	
Edoh Apaloo		838	
Maurice Brenner		7,205	
Dave Ryan		14,410	
Total Votes		22,453	

**Regional Chair - Regional Municipality of Durham (Vote for 1)**

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		22,877 / 66,564	34.37%
Candidate		Total	
Roger Anderson		8,436	
Arthur Augustine		3,188	
Michael Deegan		2,046	
Peter Neal		1,736	
Lynn Porteous		2,101	
Barbara Pulst		2,507	
Total Votes		20,014	

### Regional Councillor - Ward 1 (Vote for 1)

Precincts Reported: 10 of 10 (100.00%)

		Total	
Times Cast		8,043 / 22,674	35.47%
Candidate		Total	
Jennifer O'Connell		5,555	
Myma Picotte		656	
Enrico Pistritto		638	
Shawn Sandrasagara		126	
Nick Tsatsakos		732	
Total Votes		7,707	

### Regional Councillor - Ward 2 (Vote for 1)

Precincts Reported: 10 of 10 (100.00%)

		Total	
Times Cast		6,198 / 17,014	36.43%
Candidate		Total	
Keith Falconer		1,820	
Bill McLean		4,033	
Total Votes		5,853	

### Regional Councillor - Ward 3 (Vote for 1)

Precincts Reported: 11 of 11 (100.00%)

		Total	
Times Cast		8,636 / 26,876	32.13%
Candidate		Total	
David Pickles		4,301	
Peter Rodrigues		4,003	
Total Votes		8,304	

### City Councillor - Ward 1 (Vote for 1)

Precincts Reported: 10 of 10 (100.00%)

		Total	
Times Cast		8,043 / 22,674	35.47%
Candidate		Total	
Kevin George Ashe		3,581	
Deborah Bissett		2,213	
Lisa Robinson		1,742	
Peter Tijiri		204	
Total Votes		7,740	

### City Councillor - Ward 2 (Vote for 1)

Precincts Reported: 10 of 10 (100.00%)

		Total	
Times Cast		6,198 / 17,014	36.43%
Candidate		Total	
Ian Cumming		2,592	
Doug Dickerson		2,293	
Cody Morrison		1,053	
Kooper Nuckchedee		74	
Total Votes		6,012	

### City Councillor - Ward 3 (Vote for 1)

Precincts Reported: 11 of 11 (100.00%)

		Total	
Times Cast		8,636 / 26,876	32.13%
Candidate		Total	
Shaheen Butt		1,743	
Rick Johnson		4,586	
Ken Nash		972	
Nick Nikopoulos		745	
Total Votes		8,046	

### Trustee - Durham District School Board (Vote for 2)

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		17,550 / 50,679	34.63%
Candidate		Total	
Corey Besso		2,545	
Chris Braney		6,853	
Paul Crawford		6,164	
Michelle Francis-Cleary		4,828	
Total Votes		20,390	

### Trustee - Durham Catholic District School Board (Vote for 1)

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		5,053 / 14,982	33.73%
Candidate		Total	
Jim McCafferty		3,391	
Joe Przybylo		1,363	
Total Votes		4,754	



### Trustee - French Language Catholic School Board (Conseil scolaire de district catholique Centre-Sud) (Vote for 1)

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		152 / 348	43.68%
Candidate		Total	
Roger Brideau		45	
Olga Lambert		69	
Chanel Tarala-Chahine		21	
Total Votes		135	

### Trustee - French Language School Board (Conseil scolaire Viamonde) (Vote for 1)

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		102 / 237	43.04%
Candidate		Total	
Sylvie A. Landry		77	
Claude K. Mbuyi		17	
Total Votes		94	

### Question 1 (Vote for 1) Regional Representation

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		22,877 / 66,564	34.37%
Candidate		Total	
Yes		18,225	
No		3,250	
Total Votes		21,475	

### Question 2 (Vote for 1) Casino/Entertainment Complex

Precincts Reported: 29 of 29 (100.00%)

		Total	
Times Cast		22,877 / 66,564	34.37%
Candidate		Total	
Yes		13,100	
No		8,812	
Total Votes		21,912	

DECLARATION OF ELECTION CANDIDATE<sup>18</sup>

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

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

of the Corporation of the Town of Deep River

in the County of Renfrew

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

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

OFFICE	ELECTED CANDIDATE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

\_\_\_\_\_  
Date

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

<sup>18</sup> The Clerk shall as soon as possible after Voting Day declare the candidate or candidates who received the highest number of votes to be elected (s.55(4) a)

**DECLARATION OF RESULTS - BY-LAWS OR QUESTIONS<sup>19</sup>**

Municipal Elections Act, 1996 (s. 55(4) b)

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

of the Corporation of the Town of Deep River in the

County of Renfrew

declare the following results in respect to

(State by-law or question)

conducted in the Municipal Election held October 22, 2018.

BY-LAW OR QUESTION  
OPTION

YES \_\_\_\_\_

NO \_\_\_\_\_

\_\_\_\_\_  
Date

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

<sup>19</sup> The Clerk shall as soon as possible after Voting Day declare the results of any by-law or question voting held during the municipal election (s.55(4) b)

STATUTORY PROVISIONS REGULATING VOTING PROCEDURES<sup>20</sup>

Municipal Elections Act, 1996 (s.48, 49)

**Prohibition**

s.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 Campaign Material**

s.48(2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.

**Secrecy**

s.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**

s.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, Revealing a Vote**

s.49(3) No elector shall,  
 (a) take a photograph or video recording of his or her marked ballot; or  
 (b) show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).

**No Requirement of Disclosure**

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

<sup>20</sup> The Clerk may post copies of this notice in the voting place

NOTICE OF OFFENCE  
NOTICE OF CORRUPT PRACTICE<sup>21</sup>

---

Municipal Elections Act, 1996 (s. 89)

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

- (a) votes without being entitled to do so;
- (b) votes more times than the Act allows;
- (c) votes in a voting place in which he or she is 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.

---

<sup>21</sup> The Clerk may choose to post this notice in the voting place.

(prepare in triplicate)

**DISCLAIMER TO RIGHT TO OFFICE**

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

I, \_\_\_\_\_, hereby disclaim all right to the office of  
(Name of Elected Candidate)

\_\_\_\_\_ to which I was elected in the Municipal  
(Name of Elected Office)

Election of October 22, 2018.

\_\_\_\_\_  
Date

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

THIS DISCLAIMER DELIVERED TO ME AT \_\_\_\_\_ (time) THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

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

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

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

**ALSONOTE:** Clerk may want to require the elected official to appear in person, with identification, in order to disclaim rights to an office. If not, anytime that a disclaimer is submitted by someone other than the elected official, the Clerk should follow up to ensure that the disclaimer was submitted with the elected official's permission.

**CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATE**

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

TO:

_____ (Name of Candidate)	_____ (Office)
_____ (Address)	_____ (Postal Code)

FROM:

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

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of \_\_\_\_\_ in the Municipal Election to be held October 22, 2018, is \_\_\_\_\_.<sup>22</sup>

.

_____ Date	_____ Municipal Clerk or designate
---------------	---------------------------------------

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

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

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

<sup>22</sup> Formula for calculation provided in Section 88.20(6) (15).

CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS  
OWN CAMPAIGN

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

TO:

(Name of Candidate)	/	(Office)
(Address)	(Postal Code)	

FROM:

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

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of \_\_\_\_\_

\_\_\_\_\_ in the Municipal Election to be held  
October 22, 2018, is \_\_\_\_\_.<sup>23</sup>

•

---

Date \_\_\_\_\_

Municipal Clerk or designate

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

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

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

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



CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. -  
CANDIDATE

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

TO:

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>	/	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>
(Name of Candidate)		(Office)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>		
(Address)		(Postal Code)

FROM:

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>
(Name of Municipality)

I hereby certify that the maximum amount of expenses for parties, etc. that a candidate is permitted to incur for the office of \_\_\_\_\_ in the Municipal Election to be held October 22, 2018, is \_\_\_\_\_.<sup>24</sup>

\_\_\_\_\_

Date
Municipal Clerk or designate

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

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

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

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

**WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS<sup>25</sup>**

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

Town of Deep River in the County of Renfrew

**FIRST WITNESS**

I \_\_\_\_\_ state that I was present upon \_\_\_\_\_  
(name of witness) (date)

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

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

\_\_\_\_\_  
(Signature of Witness)

**SECOND WITNESS**

I \_\_\_\_\_ state that I was present upon \_\_\_\_\_  
(name of witness) (date)

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

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

\_\_\_\_\_  
(Signature of Witness)

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

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:


---

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

---

---

---

NOTICE OF RECOUNT<sup>26</sup>

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

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

of the Corporation of the

Town of Deep River in the County of Renfrew

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

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

\_\_\_\_\_ shall be held commencing at \_\_\_\_\_ on  
(time)

\_\_\_\_\_ at \_\_\_\_\_.  
(date) (location)

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

Date \_\_\_\_\_

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

<sup>26</sup> A recount may be held pursuant to Sections 56, 57 or 58.

## RECOUNT RESULTS

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

The recount results for the following office or the by-law/question conducted on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, in the Town of Deep River  
are: (name of municipality)

Office _____	Number of Votes	Number of Votes if all disputed ballots excluded
List Candidates or By-law/Question		

Total Number of Ballots Disputed \_\_\_\_\_

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

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

DECLARATION OF RECOUNT RESULTS

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

I, \_\_\_\_\_, Clerk (or designated election official)

of the Corporation of the Town of Deep River

in the County of Renfrew declare that:

(1) On the \_\_\_\_\_ day of \_\_\_\_\_, 2018, I conducted a recount of the

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

- the office(s) of

- the following question or by-law:

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

## NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.25)

TO:

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

FROM:

The Clerk or designated election official of

\_\_\_\_\_

(Name of Municipality)

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

- 88.25 (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
- (a) in the case of a regular election, as of December 31 in the year of the election;
  - (b) in the case of a by-election, as of the 45<sup>th</sup> day after Voting Day.
- (2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
  - (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
  - (4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
  - (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
  - (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
  - (7) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.

- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

\_\_\_\_\_  
Date

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

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

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

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and consequences or limitations associated with.



NOTICE OF PENALTIES

- 88.23(2) Subject to subsection (7), in the case of a default described in subsection (1),
- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant, and
  - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.
- 92(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
  - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

## NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.29)

TO:

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Name of Registered Third Party)	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Address)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Postal Code)

FROM:

The Clerk or designated election official of

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Name of Municipality)
--

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

- 88.29 (1) On or before 2:00 p.m. on the filing date, a registered third party shall file with the Clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,
- (a) in the case of a regular election, as of December 31 in the year of the election;
  - (b) in the case of a by-election, as of the 45<sup>th</sup> day after Voting Day.
- (2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.
- (5) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.
- (6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

.

.

\_\_\_\_\_  
Date

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

Note: At least 30 days before the filing date, the Clerk shall give notice to registered third parties of all the filing requirements under MEA, s.88.29 and the penalties set out in subsections 88.27(1) and 92(4).

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

Also Note: If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and consequences or limitations associated with it.

## NOTICE OF PENALTIES

- 88.27(1) Subject to subsection (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,
- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
  - (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31(4) to the clerk by the relevant date;
  - (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
  - (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date.
- 92(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),
- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
  - (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

NOTICE OF DEFAULT-CANDIDATE

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

TO:

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

FROM:

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

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

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

(Insert Appropriate Wording or Use the Following Suggestions)

NOTICE OF DEFAULT<sup>27</sup>

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

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

TO A SUCCESSFUL CANDIDATE

- (i) you forfeit any office to which you were elected and the office shall be deemed to be vacant
- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

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

<sup>27</sup> this portion of the suggested notice of default form provides suggested wording depending on the status of the candidate (elected or not elected) and the type of default.

## Notice of Penalties

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

### Corrupt practice and ineligibility for office

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

### Exception

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

### Offences by candidate

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

### Exception

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

### Additional Penalty, Candidates

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

### General Offence

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

\_\_\_\_\_  
Date

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

NOTICE OF DEFAULT-REGISTERED THIRD PARTY

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

TO:

(Name of Registered Third Party)		
(Address)		(Postal Code)

FROM:

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

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

A.	You failed to file documents with the Municipal Clerk as required by Section 88.29 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
B.	You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996, or
C.	A document filed under Section 88.29 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 of that Act.
D.	You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

(Insert Appropriate Wording or Use the Following Suggestions)

NOTICE OF DEFAULT

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

MEA, s.88.27(1) - Subject to MEA, s.88.27(6), and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place.

### Notice of Penalties

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

#### Offences by registered third party

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

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

#### Exception

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

#### Additional Penalty, Registered Third Party

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

#### General Offence

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

\_\_\_\_\_  
Date

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



# NOTICE OF BY-ELECTION<sup>28</sup>

Municipal Elections Act, 1996 (s. 65(1))

TAKE NOTICE THAT pursuant to Section 65 of the Municipal Elections Act, 1996 a

By-election shall be conducted in the Town of Deep River  
(name of municipality)

in the County of Renfrew on the \_\_\_\_\_ day of \_\_\_\_\_, 2018  
(District/County/Region) (month) (year)

for the purpose of

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

Nomination Day is \_\_\_\_\_.  
(day / month / year)

\_\_\_\_\_  
Date

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

<sup>28</sup> The clerk shall conduct by-elections in accordance with Section 65

VOTER NOTIFICATION CARD

Municipal Elections Act, 1996 (s. 65(1))

Figure 1(below): Reserved areas on an envelope or card

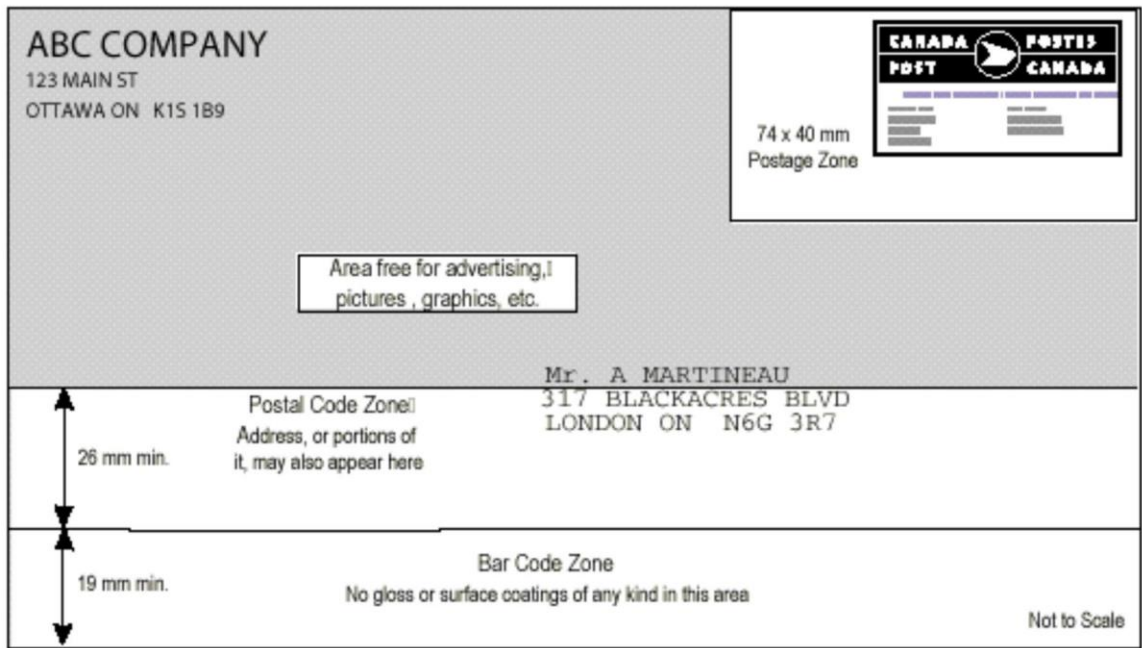
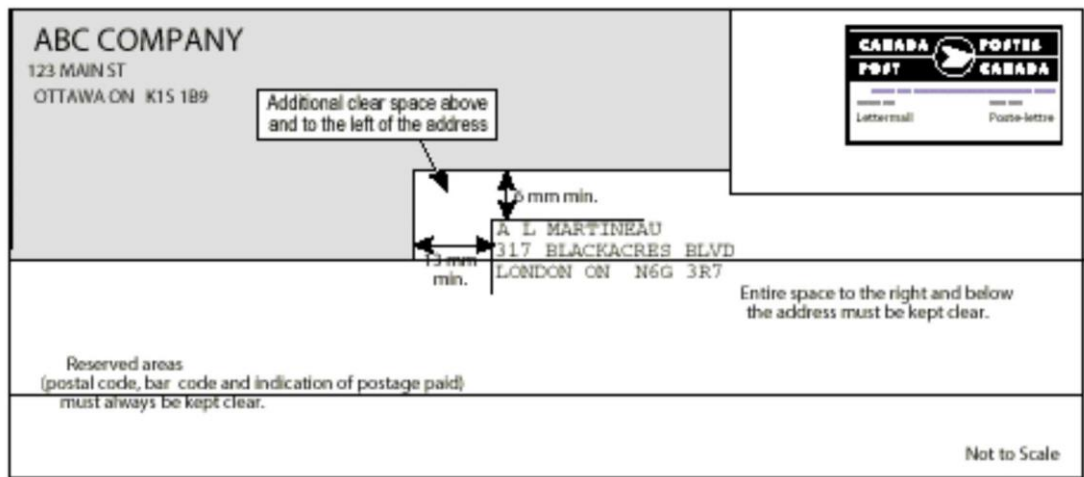


Figure 2 (below): Diagram showing the clear space around the address block on an envelope or card

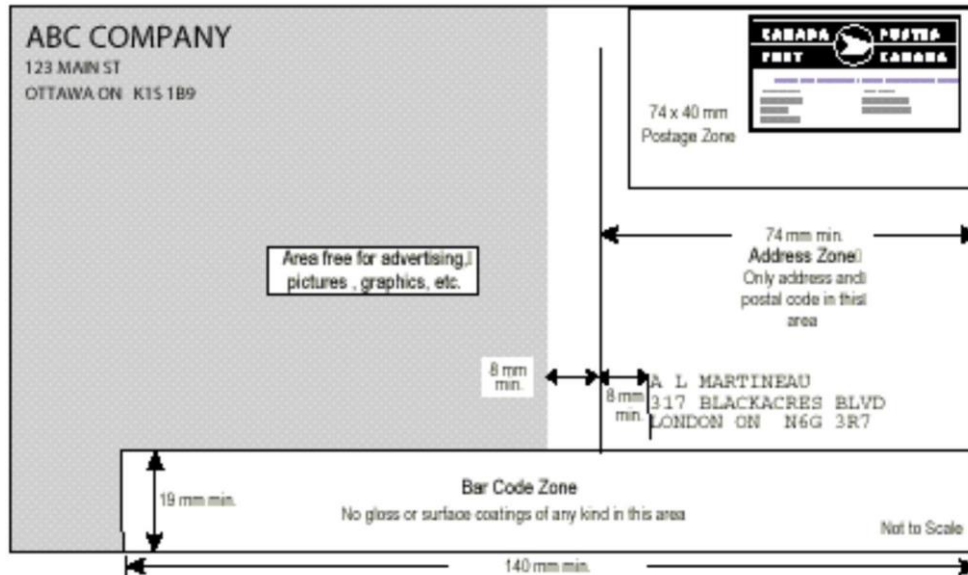


## VOTER NOTIFICATION CARD

Municipal Elections Act, 1996 (s. 65(1))

Figure 3: Diagram showing the clear space and advertising area on a card.

Sample information for the advertising area in Figure 3:



Sample information for the advertising area in Figure 3:

**Corporate Logo**

2014 Municipal Elections  
Monday, October 27, 2014

**Voting Day You vote at**

**Ward Poll**

**Elections for the offices of:**

- Mayor
- Regional Councillors
- Local Councillors
- School Board Trustees

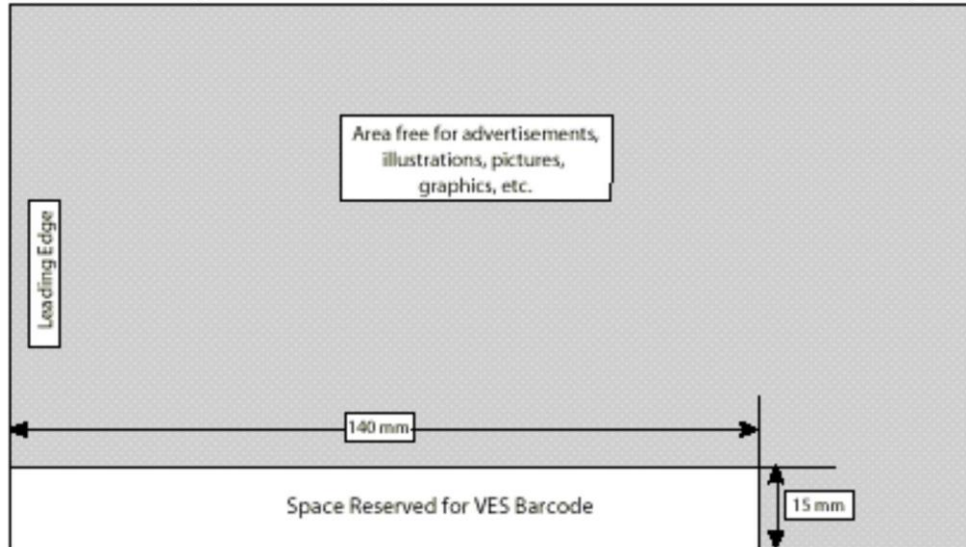
Inform voters on this card of this information

Canada Post logo and meter stamp: 01163350

## VOTER NOTIFICATION CARD

Municipal Elections Act, 1996 (s. 40)

Figure 4: Diagram showing the VES barcode area on an envelope or card



Sample information for the advertising area in Figure 4:

2018 Municipal Elections  
 EARLY VOTING OPPORTUNITIES  
 (insert details)

You are Entitled to Vote only Once In XX

#### VOTER QUALIFICATIONS

- ☐ You must be a Canadian Citizen.
- ☐ You must be 18 years of age on or before October 22, 2018.
- ☐ You, your spouse or must live, rent or own property in XX

at any time on October 22, 2018.

#### REVISIONS TO THE VOTERS' LIST

If an eligible voter in your household is not listed on this card, direct them to City

Clerk Services, City Hall, (insert address)

For information call (905) xxx-xxxx

CANADA POST SPECIFICATIONS VOTER NOTIFICATION CARD<sup>29</sup>

Municipal Elections Act, 1996 (s. 40)

Re:

Machineable Mail Standards Guidelines - Lettermail
S/L Envelopes & Cards

Updated January \_\_, 2018

These guidelines are extracted from the Canada Postal Standards Manual; for a list of all requirements refer to this web address:

<http://www.canadapost.ca/tools/pg/standards/PSIm-e.pdf>

Requirements – Machineable Envelopes & Cards      Refer to Figure # 1.

**Barcode Zone:** A 19 mm (3/4 inch) band across the entire bottom is reserved for the bar code. It must be kept clear of any printing. Destination addresses must be placed above this band.

**Postal Code Zone:** A 26 mm band (above the 19 mm band) is reserved for the postal code and address. It can only contain the postal code line and the address (or portions of it).

**Indicia or Postage Zone:** An area in the top right-hand corner, 74 mm long by 40 mm high is reserved for the Indicia or Postage. No other printing in this area.

**Return Address:** The return address must be contained within the top 40 mm area (measured from the top edge down) of the envelope or card.

**Clear Area around Address Block:** There must be no “other” (non-address) printing or graphics to the right or below the address block.

**Graphics or “other” printing:** Graphics or other printing may be placed:

- to the left of the address block (provided it is at least 45 mm (19+26 mm) up from the bottom edge) and 13 mm to the left of it;
- 6 mm above the address block; and

in the top 40 mm band (except the postage zone).

**VES Barcode Area – Back side:** An area, 15 mm high and 140 mm long on the back side of an envelope or card should be kept clear of any printing or graphics.

Requirements – Cards Only      Refer to Figure # 2.

**General:** A machineable card is divided into two halves by a vertical division line, 0.5 mm thick, and extending to within 19 mm from the bottom edge. The right side is reserved for the address, any service instructions and the indicia or postage, while the left side is reserved for the return address and may also contain any graphics, advertisements and “other” printing.

<sup>29</sup> Please check with Canada Post to confirm current guidelines for printing of cards early in the process

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CANADA POST SPECIFICATIONS VOTER NOTIFICATION CARD

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Municipal Elections Act, 1996 (s. 40)

**Barcode Zone:** An area, 19 mm high and 140 mm long along the bottom edge of the card, measured from the right-hand edge, is reserved for the barcode. It must be kept clear of any printing. Destination addresses must be placed above this band.

**Address Zone:** An area at least 74 mm wide, of the right side of the card, is reserved for the address block and any service instructions. This area begins at 19 mm up from the bottom and ends within 40 mm from the top edge down.

**Indicia or Postage Zone:** An area in the top right-hand corner, 74 mm long by 40 mm high is reserved for the Indicia or Postage. No other printing may appear in this area.

**Return Address:** The return address must be placed on the left side of the card within the top 40 mm band.

**Clear Area around the Address Block:** There must be a clear area of at least 8 mm between the vertical division line and the left side of the address.

**Graphics or “other” printing:** Graphics, advertisements, or other printing may be placed on the left side of the card:

- at least 19 mm up from the bottom; and
- beginning at 8 mm to left side of the division line.

**VES Barcode Area – Back side:** An area, 15 mm high and 140 mm long on the back side of a card should be kept clear of any printing or graphics.

**Address Printing**

**Fonts:** Recommended suitable fonts for address printing are:

- Courier or Courier New, size 12 points;
- OCR B;
- Letter Gothic, size 10 to 12 pts;
- Ariel, size 10 to 12 pts;
- Helvetica, size 10 to 12 pts

**Type of Print:** Laser or high density inkjet.

**Format:** Refer to Figure 1

If you have any questions or need further clarifications, please feel free to contact your Canada Post representative, or refer to the above noted Web address.

## BALLOTS ACCOUNT

Municipal Elections Act, 1996 (s.54)

Place in Special Packet.      Ward\_\_\_\_\_Voting Subdivision \_\_\_\_\_

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

French Language Public Ballots		
French Language Separate Ballots		
English Language Public Ballots		
English Language Separate Ballots		
No School Board Ballots		
Total Ballots Received		

### Ballot Count

Ballots Counted By Vote Tabulator		
Cancelled Ballots		
Defective Ballots		
Unused Ballots (Total all Line E's on Ballot Inventories)		
Total Ballot Count (should equal Total Ballots Received)		

DROs' Signature	
Election Officials' Signatures	
Scrutineers' Signatures	

Distribution: yellow (original) - to be placed in special packet, blue (duplicate) - to be attached to voters' list and placed in carrying case.

## ELECTION OFFICIAL APPLICATION

Municipal Elections Act, 1996 (s. 15)

Vote 2018  
Election Official Application

Thank you for your interest in the 2018 Municipal Elections to be held in (name of municipality). Completed application forms can be returned, in person, to (municipality name and address). Every applicant will be required to complete a brief written exam followed by an oral interview upon submitting a completed application form.

Voting Day: Monday, October 22, 2018

Advance Voting Days: To be determined

Part I (Print clearly in space provided.)	
Surname	Given Names
Mailing Address	
City/Town	Postal Code
Home Phone	Business Phone
Ward	E-Mail Address

Part II (Check Yes or No)	Yes	No
Are you a candidate or the spouse of a candidate running in the 2018 Municipal Election in (name of municipality)		
Have you worked on a federal, provincial, or municipal election before?		
Do you have a valid driver's licence?		
Will you have a car at your disposal on Voting Day?		
Do you know how to use a computer?		
Do you feel comfortable using automatic vote counting equipment?		

Part III (Check preference)			
I would prefer to work in the following position:			
Technical DRO	DRO	Revision Clerk	Information Clerk
Attendance at an election training session is mandatory for all election personnel. Training sessions will be held from ?, and ?. What is the best time for you to attend a training session?			
Daytime		Evening	
I declare that the information provided by me in this application for employment is, to the best of my knowledge, an accurate statement of the facts. I understand			



that falsified statements on this application shall be considered sufficient cause of dismissal.	
Signature	Date

Part IV – For Office Use Only	
Home Voting Subdivision	Assigned Voting Subdivision
Assigned Voting Place	Assigned Position

**NOTES:**

The telephone numbers of election personnel will be shared with voting place staff for contact purposes only.

Election personnel are asked to vote on one of the scheduled advance voting days.

Every attempt will be made to place election personnel in the ward in which they reside; however, this may not be possible in every case.

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**SAMPLE ELECTION OFFICIAL EXAM**


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Municipal Elections Act, 1996 (s.15)

TOWN OF DEEP RIVER  
Vote2018

**ELECTION PERSONNEL EXAM**

1. Using the voters' list excerpt provided at the back of the Exam Handbook, locate the following voters and indicate their occupancy status, voting subdivision number and their school support in the space provided.

NAME	ADDRESS	OCCUPANCY STATUS	VOTING SUB. (POLL)	SCHOOL SUPPORT
(insert relevant name from your Voters' List)	(insert relevant address from your Voters' List)			

2. Using the Exam Handbook provided, please answer the following questions:

- a. How must the voter mark the ballot?

---

- b. At the end of Voting Day, what 5 items must be delivered to municipal staff at the designated site?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

SAMPLE ELECTION OFFICIAL EXAM

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c. What are the qualifications of a public school voter?

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d. What time must you arrive at the voting place on Voting Day?

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e. Voting places are open from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.?

3. Using the map provided in the Exam Handbook:

A voter comes into your voting place. She lives at the intersection of King Street North and Rossland Road West. Looking at the map, what ward does she live in?

---

4. Using the information indicated below, complete Section 1 of the Final Statement of Results for Ward 1, Voting Subdivision 1.

Facts:

- ☐ You received 600 public school ballots from the Clerk.
- ☐ 10 public school ballots were cancelled.
- ☐ 5 voters declined to vote.
- ☐ 79 ballots remain unused at the close of voting.
- ☐ You processed 506 voters in total.

## SAMPLE ELECTION OFFICIAL EXAM

TOWN OF DEEP RIVER

MUNICIPAL ELECTION OCTOBER 22, 2018

FINAL STATEMENT OF RESULTS

WARD \_\_\_\_\_ VOTING SUBDIVISION \_\_\_\_\_

LINE	SECTION 1	NUMBER OF BALLOTS
1	Number of Ballots Received from the Clerk	
2	Number of Cancelled Ballots	
3	Number of Declined Ballots	
4	Number of Unused Ballots	
5	Number of Used Ballots (Hint: add Lines 2,3 and 4; subtract this total from Line #1)	
6	Total Number of Ballots Accounted For (Hint: add Lines 2,3,4, and 5)  **Please note: line 6 should equal (=) line 1.	

Note: For the 2018 election, s.55(4.1) requires the Clerk as soon as possible after Voting Day to make the following information available; # of votes for each candidate; # of declined and rejected ballots; # of votes affirmative or negative on a by-law or question.

# SAMPLE OF COMPOSITE BALLOT

## TOWN OF DEEP RIVER

Election: Monday, October 22, 2018

### PUBLIC SCHOOL BALLOT

<p><b>For the Office of Mayor</b> You can vote for ONE (1) Candidate for this Office</p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p>	<p><b>For the Office of CONCILLOR</b> You can vote for SIX (2) Candidates for this Office</p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p>
<p><b>For the Office of Regional Councillor</b> You can vote for TWO (2) Candidates for this Office</p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p>	<p><b>On the BYLAW 2003-70</b> Are you in favour of the passage of By-Law 2003-70 to combine the existing hydro and water commissions into a single public utility commission?</p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p><b>For the Office of SCHOOL TRUSTEE</b> You can vote for TWO (2) Candidates for this Office</p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p> <p>First Name LAST NAME <input type="checkbox"/></p>	<p><b>On the QUESTION</b> Are you in favour of a ByLaw being passed to permit local stores to remain open for business on Sundays and Holidays?</p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>

The Numbering of Candidate names is optional  
Manual Count system should use a reverse ballot (i.e. white on black)

## SAMPLE OF OPTICAL SCAN BALLOT

TOWN OF WHITBY 2014 Municipal Election Monday, October 27, 2014		North Ward 1 English-Language Public School	BALLOT ID 101	ORO	POLL 0 0 1 1 1 2 2 3 3 4 4 5 6 7 8 9
<p>To vote, fill in the oval <input type="radio"/> next to your choice(s), like this: <input checked="" type="radio"/></p> <p>Use only the marking pen provided.</p> <p>Pour voter, remplissez l'ovale <input type="radio"/> à côté de votre choix, comme ceci: <input checked="" type="radio"/></p> <p>Utilisez uniquement le stylo fourni.</p>					
<b>Office of Poste de</b> <b>Mayor</b> Vote for no more than 1 Ne voter que pour 1	<b>Office of Poste de</b> <b>Regional Councillor</b> Vote for no more than 3 Ne voter que pour 3		<b>Office of Poste de</b> <b>Regional Chair</b> Vote for no more than 1 Ne voter que pour 1		
Donna BUTLER <input type="radio"/>	Lorne Earle COE <input type="radio"/>		Roger ANDERSON <input type="radio"/>		
Bob HARTLEY <input type="radio"/>	John DOLSTRA <input type="radio"/>		Arthur AUGUSTINE <input type="radio"/>		
Don MITCHELL <input type="radio"/>	Joe DRUMM <input type="radio"/>		Michael DEEGAN <input type="radio"/>		
Lumy OMAT <input type="radio"/>	Stacey LEADBETTER <input type="radio"/>		Peter NEAL <input type="radio"/>		
Ros WHITBY <input type="radio"/>	Elizabeth ROY <input type="radio"/>		Lynn PORTEOUS <input type="radio"/>		
			Barbara PULST <input type="radio"/>		
<b>Office of Poste de</b> <b>Town Councillor North Ward 1</b> Vote for no more than 1 Ne voter que pour 1	<b>Office of Poste de</b> <b>Durham District School Board Trustees</b> Vote for no more than 2 Ne voter que pour 2		<b>Question</b> Are you in favour of the Council of the Town of Whitby passing a resolution requesting that the Council of the Region of Durham take the necessary steps to reduce the size of Regional Council by distributing the seats based on the population of each municipality? Êtes-vous en faveur que le Conseil de la ville de Whitby adopte une résolution demandant que le Conseil de la région de Durham prenne les mesures nécessaires pour réduire la taille du conseil régional de la répartition des sièges en fonction de la population de chaque municipalité?		
Sameena ASGHAR <input type="radio"/>	Akilah HANEEF-JABARI <input type="radio"/>				
Derrick GLEED <input type="radio"/>	Liam NICHOLS <input type="radio"/>				
Bruce KNAGGS <input type="radio"/>	Andrea OMAT <input type="radio"/>				
Jim SKENDERIS <input type="radio"/>	Norman ORVISS <input type="radio"/>				
Bill WINDREM <input type="radio"/>	Gerald PARKER <input type="radio"/>				
	Christine WINTERS <input type="radio"/>				
	Kimberly ZEPPIERI <input type="radio"/>				
			YES / OUI <input type="radio"/> NO / NON <input type="radio"/>		

## Appointment of Voting Proxy

Municipal Elections Act, 1996, S 44

### Procedure

1. Form 3, Appointment of Voting Proxy, is used for appointment of a voting proxy and is given to the public upon request. Regulations for proxy voting are summarized on a separate information sheet (h:\election\proxvote.doc) which is given out to electors requesting proxy forms.
2. Point out that the completed form must be presented by the person being appointed as a voting proxy to the City Clerk's Department for certification.
3. A person shall not,
  - a) appoint more than one voting proxy;
  - b) act as a voting proxy for more than one other person.

Note, clause (b) does not apply if the proxy and the other person are spouses or siblings of each other, parent and child, or grandparent and grandchild.

4. Appointments of voting proxy are issued beginning after 2:00 p.m. on Nomination Day until 5:00 p.m. on Voting Day. Proxies may only be certified by the Manager of Elections and Records, Manager of Licensing, Licensing Section Staff, or the City Clerk.
5. Prior to certification, the person certifying the appointment should ensure the following:
  - a) the person appointing the voting proxy is qualified as an elector;
  - b) the person requesting certification is the person being appointed the voting proxy and this person is qualified for appointment;
  - c) the appointment has been made within the prescribed time frame;
  - d) verify that the elector has only appointed one proxy and that the proxy has not violated the requirements of item 3; and,
  - e) the form has been satisfactorily completed in all regards.
6. Upon certification, a photocopy is made and retained in file A-2140 Proxy Appointments. The original is returned to the appointed proxy for presentation to the Ballot Clerk on election day at the voting location of the person appointing the proxy.
7. The Clerk's file copy of Form 3 is referenced and the proxy details are immediately entered into the election administration system using the voters menu item "Proxy Appointments".
8. Unusual enquiries should be referred to the Manager of Elections and Records, Manager of Licensing or the City Clerk.

Approval		Date
Manager	Clerk	

## Appointment of Voting Proxy

Municipal Elections Act, 1996, S 44

### Instructions

Who may use this form:

Any qualified elector may use this form to appoint another person who is a qualified elector in the same municipality to vote on his/her behalf. The appointment of the voting proxy can only be made after the final opportunity for withdrawal of nominations.

Under Section 44 of the Municipal Elections Act, 1996, an elector may act on behalf of one other qualified elector who is not a relative or on behalf of one or more qualified electors who are relatives. In the case where an elector is acting on behalf of more than one qualified electors who are relatives, separate proxy forms are required. A relative means the parent, grandparent, child, grandchild, brother, sister, or spouse of the elector appointed.

Even if an elector is eligible to vote in more than one municipality he/she can only vote as a proxy for one non-relative.

This form is a public record and the copy on file with the Clerk may be inspected by any person.

### This form should be completed in the following manner:

#### Step 1: Complete Boxes A, B, and C

Boxes A, B, and C require the elector making the appointment to identify himself/herself and the individual being appointed to vote on the elector's behalf and to attest to their relationship.

The name of the elector appointed must be filled in at the time the elector making the appointment signs the statement. It is unlawful to sign this proxy form unless Box B is completed.

#### Step 2: Present duplicate copies to the Clerk or designate

The elector appointed must present both copies of this form in person to the Clerk at the Clerk's office, (or other location designated by the Clerk) during normal office hours, or during the hours of 12 noon to 5 P.M. on any day of an advance vote.

The Clerk may require proof of identity of the elector appointed, (including citizenship), before certifying the proxy.

#### Step 3: Take original form to voting place

After certification, the Clerk will return the original copy of the form to the elector appointed to be taken to the voting place to receive the proxy ballot.

#### Step 4: Oral Oath

Once at the voting place, you will be required to present identification and take an oral oath attesting that you are in fact the appointed elector. Once complete, you will vote on behalf of the elector whom you were appointed by.



## Appointment of Voting Proxy

Municipal Elections Act, 1996, S 44

### Box A: Elector Making Appointment

Municipality		
Ward number	Voting subdivision number	
Last name of elector making appointment	First name and middle initial	
Full address within (insert municipality)	Apt. Number	Postal Code
For Office Use (initial after Voters' List has been checked)		

### Box B: Elector Appointed

Municipality		
Ward number	Voting subdivision number	
Last name of elector appointed	First name and middle initial	
Full address within Oshawa	Apt. Number	Postal Code
Relationship of Elector Appointed to Elector Making the Appointment (Check one only)		
<input type="checkbox"/> Related (parent, grandparent, child, grandchild, brother, sister, spouse)		
<input type="checkbox"/> Not related		
For Office Use (initial after Voters' List has been checked)		

### Box C: Statement of Elector Making Appointment

I, the undersigned, a qualified elector in (INSERT MUNICIPALITY), do hereby appoint _____ (the person named in Box B that I have instructed), to vote on my behalf and, if related, do attest to his/her relationship to me.	
Signature of elector making appointment	Date appointed
Name of witness	Signature of witness

Note: The name of the elector appointed must be filled in at the time the elector making the appointment signs the statement. It is unlawful to sign this proxy form until Box B is completed.

Box D: Declaration by Elector Appointed	(To be completed in the presence of the Clerk or Designate at the Clerk's Office or other designated location.)
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I, the undersigned, a qualified elector in (MUNICIPALITY), affirm that I have been appointed to vote in good faith and have been instructed to do so on behalf of the elector who made the appointment, and that I have not been previously appointed to vote on behalf of any other non-related person.

Declared before me

at the City of xxxx in the Region of xxxx

this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Signature of Elector appointed

Signature of Clerk or Commissioner, etc.

Box E: Certification by Clerk
-------------------------------

I hereby certify that the elector making the appointment is qualified to vote in (MUNICIPALITY) and that the elector appointed is a qualified elector in (MUNICIPALITY) and is authorized to vote on behalf of the elector making the appointment.

Signature of Clerk or Commissioner, etc.

Date of certification

Note: The Clerk may require proof of identity of elector appointed before certifying proxy. This form is a public record and the copy on file with the Clerk may be inspected by any person.

Box F: Oral Oath
------------------

Oral Oath to be Taken at the Voting Place

I swear or solemnly affirm:

That I am the elector appointed; and

That I am voting in good faith on behalf of the elector who made the appointment; and

I have not been previously appointed to vote on behalf of any other non-related person.

Original – to Elector

Copy – Retained by City Clerk

**CERTIFICATE OF MAXIMUM AMOUNT OF CAMPAIGN EXPENSES – REGISTERED  
THIRD PARTY**

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

**TO:**

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Name of Registered Third Party)		
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Address)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Postal Code)	

**FROM:**

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> The Clerk, or designated election official, of
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Name of Municipality)

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

\_\_\_\_\_.

\_\_\_\_\_  
Date

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

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

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

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

Certificate to be given to registered third party in accordance with Section 13.

CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. –  
REGISTERED THIRD PARTY

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

TO:

_____ (Name of Registered Third Party)	
_____ (Address)	_____ (Postal Code)

FROM:

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

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

\_\_\_\_\_  
.

\_\_\_\_\_  
Date

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

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

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

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

Certificate to be given to a registered third party in accordance with Section 13.

## CONSENT TO RELEASE PERSONAL INFORMATION

Municipal Freedom of Information and Protection of Privacy Act

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Personal information on the Nomination Paper is collected under the authority of the Municipal Elections Act and will be used to assist the City Clerk in the administration of the 2018 Municipal Elections.

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

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Name of Candidate: \_\_\_\_\_

Candidate for the office of:

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

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

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

\_\_\_\_\_  
Signature of City Clerk or Designate

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2018

(2018))

**Application for Re-Issue of a Voter's****Information Letter (Lost and Unused)**

Surname:	Given Name(s):	
Qualifying Address (Street No & Name):	City:	Postal Code:
Mailing Address (if different):		
Tel Number:	Roll Number:	

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

1. That I am an eligible elector for the (municipality) and that I am on the Voters' List or have made an application to be included on the Voters' List;
2. ☐ That I have not received by mail a Voter Information Letter from the (municipality),  
OR (check appropriate)  
  
☐ That I have lost or misplaced the Voter Information Letter provided by the (municipality) and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.
3. That I understand that should the Voter Information Letter be received by mail or found the same shall be immediately returned to an Election Official of the (municipality) and that I shall not attempt to use or to give to someone else, for voting purposes, the Voter Information Letter.

I, \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act dated this \_\_\_\_\_ of \_\_\_\_\_, 2018. I further understand that making a false statement is an offense under the Municipal Elections Act, 1996 and that I will be subject to prosecution.

<p>_____</p> <p>Signature of Applicant</p>	<p>_____</p> <p>Signature of Election Official</p>
<p><b>For Use By Election Official Only - Procedural Policy For Re-Issuance</b></p>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1. De-activation of Identification (Reference) Number:</p> <p>2. Verification of de-activation of Voter Identification Number:</p> <p>3. Issuance of Voter Information Letter:</p> <p style="text-align: center;">NEW Voter Identification (Reference) Number:</p> <p>4. Activation of Voter Identification (Reference) Number:</p> </div> <div style="width: 35%; text-align: right;"> <p>_____</p> <p>(Reference No.)</p> <p>_____</p> <p>(signature of Election Official)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(signature of Election Official)</p> </div> </div>	
<p><b>Signature Of Acknowledgement</b></p>	
<p>I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p>Signature of Applicant</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div>	
<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> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p>Signature of Election Official</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div>	