



TOWN OF DEEP RIVER

PROCEDURES
2014 MUNICIPAL
ELECTION

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DEFINITIONS

DEFINITIONS

- a) **Act**.....means the Municipal Elections Act, 1996, S.O. 1996, C. 32, as amended.
- b) **Auditor**.....means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the Voting System.
- c) **Ballot**.....means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting, using a touchtone telephone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- d) **Candidate**.....means a person who has been nominated under Section 33 of the Act.
- e) **Certified Candidate**....means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
- f) **Clerk**.....means the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2014 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- g) **Election Official**....means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. (s.15(4))
- h) **Friend**.....means a person who has been requested by an elector to assist him or her in the voting process.
- i) **Help Centre**.....means a location designated by the Clerk to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process. It is supplied with a telephone and internet connection to accommodate voting during the Voting Period. The ability to vote at the Help Centre will be limited to regular office hours during the Voting Period, save and except on Voting Day when the offices will remain open until 8:00 pm.
- j) **Municipal Office**...means the municipal administration building located at 100 Deep River Road, Deep River, Ontario.
- k) **Regular Office Hours**..... means Monday to Friday, 8:30 a.m. to 4:30 p.m.
- l) **Password**.....means an additional access control word assigned by the Service Provider to each authorized user (ie. Auditor, Clerk, Election Official) to provide additional security for access to the Voting System.

- m) **Personal Identification Number (PIN)**.....means a unique multiple digit number assigned to each voter to provide security for access to the Voting System.
- n) **Preliminary List of Electors**.....means a list of electors for the municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality by July 31th of an election year.
- o) **Proof of Identification**.....means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- p) **Service Provider**.....means the company contracted to supply a telephone and internet Voting System for the 2014 municipal election.
- q) **Scrutineer**.....means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- r) **Time**.....means the time as indicated on the clock located in the lobby of the Municipal Office.
- s) **Voter Help Desk**.....means the phone number and email address which voters may contact to receive remote assistance with telephone and internet voting. The Voter Help Desk is open 24 hours a day throughout the voting period and is operated by the Service Provider.
- t) **Voter Information Letter**.....means a letter containing a PIN, a telephone number and an internet address for voting, a telephone number and address for assistance and a list of candidates for office. These letters shall be mailed individually to every person on the Voters' List or provided by Election Officials to persons who have completed an application for inclusion on the Voters' List.
- u) **Voters' List**....means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- v) **Voting Day** (not to be confused with Voting Period).....means the final day on which the vote is to be taken in an election and shall be **Monday, October 27, 2014** with the close of voting to be at 8:00 pm.
- w) **Voting Period**....means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from **Tuesday, October 14, 2014 at 8:30 a.m. to Monday, October 27, 2014 at 8:00 p.m.**
- x) **Voting System**....means the hosted software supplied by the Service Provider that operates telephone and internet voting, including the auditor, candidate and administrator interfaces.

AUTHORITY

AUTHORITY

Duties of Clerk

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

1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
3. Repealed: 2002, c. 17, Schedule. F, Table.
4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).

(2) Responsibility for conducting an election includes responsibility for,

- (a) preparing for the election;
- (b) preparing for and conducting a recount in the election;
- (c) maintaining peace and order in connection with the election; and
- (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

Powers of Clerk

11.(1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

- (a) is not otherwise provided for in an Act or regulation; and
- (b) in the clerk's opinion, is necessary or desirable for conducting the election.

Procedures and Forms

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

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

NOMINATIONS

2014 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

The giving of notice for nominations shall be on the "Notice of Nomination for Office" Form EL17 and shall be placed in a local newspaper and in one (1) conspicuous place in the municipality and on the municipal website.

"Nomination Paper" PR FORM 1 for the following offices will be available at the Clerk's Office from the first business day of **January in 2014 to Thursday, September 11, 2014 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, September 12, 2014 (Nomination Day)** and on the municipal website for the following offices:

- (1) Mayor**
- (1) Reeve**
- (5) Councillors**

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

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

Nominations must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- in person or through an agent
- during regular office hours at the Clerk's Office from first business day in January of 2014 to Thursday, September 11, 2014 and between 9:00 a.m. and 2:00 p.m. on Friday, September 12, 2014 (Nomination Day)
- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of \$200.00 for head of Council and \$100 for all other offices - the filing fee shall be paid by cash, certified cheque, money order payable to the municipality or by an electronic method of payment that the Clerk specifies
- with proof of identity and residence as prescribed in *O. Reg. 304/13*
- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required.

The Clerk will administer the Declaration of Qualifications on the Nomination Paper PR FORM 1 and the "Declaration of Qualifications - Council" Form EL18(A) or the "Declaration of Qualifications – School Trustee" Form EL18(B) oaths to the candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The nomination fee will be deposited with the Municipal Treasury Department.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES (SECTION 76(6))

The Clerk shall calculate the preliminary maximum campaign expenses for each office on the "Certificate of Maximum Campaign Expenses" Form EL37 and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk's calculation is final.

NOTICE OF PENALTIES (SECTION 33.1)

The Clerk shall before Voting Day, provide a notice of penalties on the "Notice of Penalties" Form LC31 to the candidate or their agent.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The candidate may sign the consent to release personal information Form LC02 authorizing the Clerk to release personal information to the public and media.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an "Unofficial List of Candidates" Form LC03 which is to be updated as each Nomination Paper is filed. The list should be clearly marked "UNOFFICIAL".

NOMINATION DAY – September 12, 2014 (SECTION 31)

Nomination Papers will be received at the Municipal Office between **9:00 a.m. and 2:00 p.m.** on Nomination Day.

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

CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

On or before Monday, September 15, 2014, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act, 1996*. Once satisfied the candidate is qualified, complete the “Certification by Clerk” section on “Nomination Paper” PR Form 1.

REJECTION OF NOMINATION PAPER (SECTION 35(3), (4))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” Form LC04 shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated, and
- all candidates for the office.

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on “Withdrawal of Nomination” Form EL19 with the Clerk before 2:00 p.m. on Nomination Day, Friday, September 12, 2014, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (September 17, 2014), if the person was nominated under Section 33(5) - Additional Nominations.

The withdrawal shall be noted on the “Unofficial List of Candidates” Form LC03.

OFFICIAL LIST OF CANDIDATES

The final list of certified candidates will be posted at the Municipal Office and on the website on or before Wednesday, September 17, 2014 using the “List of Certified Candidates” Form EL07.

DECLARATION OF ELECTION (SECTION 40)

If after 4:00 p.m. on Monday, September 15, 2014 the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give the electors notice of the following through the use of newspaper advertisements and the municipal website:

- a) Under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the internet/telephone voting method;
- b) The dates and times of the Voting Period;
- c) The location and hours of operation for the Help Centre.

The form and manner of such notice of election shall be as shown in "Sample Voter Information Letter" Form LC41 and "Notice of Election Information" Form TI12.

ACCLAMATIONS (SECTION 37(1))

If after 4:00 p.m. on Monday, September 15, 2014, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a "Declaration of Acclamation to Office" on Form EL20. In this situation there shall be no election conducted for this position(s).

FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES (SECTION 33(5))

If at 4:00 p.m. on Monday, September 15, 2014, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, September 17, 2014. The Clerk shall post a "Notice of Additional Nominations" Form LC06 advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, September 17, 2014, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

ADDITIONAL NOMINATIONS MORE THAN NUMBER OF OFFICES REMAINING (SECTION 33(5))

If between 9:00 a.m. and 2:00 p.m. on Wednesday, September 17, 2014, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

WITHDRAWAL OF ADDITIONAL NOMINATIONS

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, September 17, 2014. Follow the procedure in the Withdrawal of Nomination Paper section above.

**ADDITIONAL NOMINATIONS
EQUIVALENT TO NUMBER OF OFFICES (SECTION 35(2) and 37(2))**

If at 4:00 p.m. on Thursday, September 18, 2014 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a "Declaration of Acclamation To Office - Additional Nominations" on Form LC07.

**INSUFFICIENT NUMBER OF NOMINATION PAPERS FILED TO FORM A QUORUM -
MUNICIPAL COUNCIL (SECTION 37(4)1)**

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

**SUFFICIENT NUMBER OF NOMINATION PAPERS FILED TO FORM A QUORUM -
MUNICIPAL COUNCIL (SECTION 37(4)2)**

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) a of the *Municipal Act, 2001* shall apply.

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

- If a certified candidate dies or becomes ineligible before the close of voting and
- the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4) provides that the sixty day (60) period starts as of the date of death).
 - the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall post the notice of the death in a conspicuous place in every voting place and the election shall proceed as if the deceased or ineligible candidate has not been nominated.

In either case The Clerk shall post a "Notice of Death of Candidate" on Form EL21.

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

FINAL CALCULATION OF CAMPAIGN EXPENSES (SECTION 76(7))

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a final "Certificate of Maximum Campaign Expenses" Form EL37. The certificate shall be delivered to each candidate within 10 days after Nomination Day (September 13, 2014 to Monday, September 22, 2014). The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

CANDIDATE NAME PRONOUNCIATION

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to September 19, 2014.

VOTERS' LIST

VOTER QUALIFICATIONS (SECTION 17(2))

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 27, 2014) he/she:

- (i) is a Canadian citizen,
- (ii) is at least 18 years old,
- (iii) resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
- (iv) is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996* or otherwise, by law.

CERTIFICATION OF VOTERS' LIST

The Preliminary List of Electors (PLE) supplied by the Municipal Property Assessment Corporation shall be delivered to the Clerk by July 31, 2014 if no date is agreed upon with MPAC or prescribed by the Minister (Section 19 (1.1)).

The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land. The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once.

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

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

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2014 and notify the Municipal Property Assessment Corporation (MPAC). This notification can occur when the "Final List of Changes" to the Voters' List is sent to MPAC after the election (see the Final List of Changes section below). However, those changes affecting a ward and voting place designation, missing streets, buildings or subdivisions, should be forwarded to MPAC in time for inclusion in the September Exceptions files that MPAC provides. Notification to MPAC should be sent in an email to the municipality's Municipal Relations Rep.

The corrected PLE becomes the VOTERS' LIST.

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

The Voters' List shall be reproduced and identified with a "Voters' List Cover Sheet" Form LC08 on or before September 1, 2014.

The Clerk may place in a local newspaper(s) on or before September 1, 2014 a "Notice of the Voters' List" (Municipality) Form LC09A as attached.

REQUESTS FOR COPIES OF VOTERS' LIST

Upon written request, the Clerk shall give every candidate the Voters' List that contains the names of the electors who are entitled to vote for that office a copy of the Voters' List. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form LC10.

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" Form LC11.

ACCESS TO THE VOTERS' LIST (SECTION 88(10) and (11))

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

AMENDMENTS TO THE VOTERS' LIST

The Voters' List may be amended using the prescribed form "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 2nd day of September, 2014 to the 24th day of October, 2014 during normal hours and on the 27th day of October until 8:00 p.m. (Section 24).

Other names can be removed from the Voters' List by using the form "Application for Removal of Another's Name from the Voters List" Form EL16 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between September 2nd and 2:00 p.m. on September 12th, 2014. (Section 25 (1)).

On Nomination Day, September 12th, 2014, determine the total number of electors on the Voters' List. This number will be necessary to calculate the final "Certificate of Maximum Campaign Expenses" Form EL37 for the 2014 Municipal Election.

INTERIM LIST OF CHANGES (SECTION 27(1))

The Clerk shall, within 10 days after Nomination Day (September 22, 2014) prepare an "Interim List of Changes" Form LC12 to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate.

For the purpose of producing the Voter Information Letter by the Service Provider, the Interim List of Changes shall be prepared following Nomination Day by September 18, 2014 (date provided by Service Provider).

FINAL LIST OF CHANGES (SECTION 27(2))

The Clerk shall prepare the "Final List of Changes" Form LC14 to the Voters' List by November 27, 2014. A certified copy of the Final List of Changes shall be sent to the MPAC together with a copy of the approved applications Form EL15 and Form EL16.

For those who use a supplier to manage their Voters' List (ie. DataFix), the Final List of Changes shall be provided to MPAC by November 27, 2014 by the supplier upon the Clerk's authorization.

CAMPAIGNING AND CAMPAIGN MATERIAL

CAMPAIGNING AND CAMPAIGN MATERIAL

Campaigning, including signage and other materials, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

CAMPAIGNING AND CAMPAIGN MATERIAL - MUNICIPALLY OWNED/LEASED FACILITIES

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

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

ELECTION SIGNS

By-law No. 39-2012, a by-law to prohibit or regulate the use of Signs and any other advertising devices within the Town of Deep River states under section 2:

2. General Provisions

The following provisions apply in all zones:

- 2.1 A temporary sign, not larger than 3.0 square metres, is permitted in connection with a construction project as long as the work is in progress.
- 2.2 A temporary sign, not larger than 1.5 square metres in residential zones and not larger than 3.0 square metres in other zones, is permitted in connection with Federal, Provincial or Municipal elections, or in connection with events of civic, philanthropic, recreational, education or religious organizations.
 - 2.2.1 Such signs shall not be erected more than six weeks prior to the date of the election or event.
 - 2.2.2 Such signs shall be removed within seven days after the election or event.
 - 2.2.3 Such signs shall not be erected on private property without consent of the owner(s).

A copy of the complete by-law is available on the Town of Deep River website at www.deepriver.ca or in the Administration Department at the Town Hall.

PROXY VOTING

PROXY VOTING (SECTION 44)

The municipality has chosen to use alternative voting methods (Internet and Telephone) and proxy voting will not be utilized.

VOTING PROCEDURE

AUTHORITY (SECTION 42)

A by-law authorizing the internet/telephone voting method must be passed on or before June 1 in the year of the election.

On February 19, 2014, By-Law No. 08-2014 was passed authorizing internet and telephone voting in the Town of Deep River.

Section 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (*advance votes*) and 44 (*voting proxies*) apply only if the by-law so specifies. By-law No. 08-2014 authorizing the use of an alternative voting method is silent on these issues, and therefore Sections 43 and 44 are not applicable.

SERVICE PROVIDER

The Service Provider for internet/telephone voting, determined by the Clerk, is Simply Voting Inc. A copy of the contract with the Service Provider is available from the Clerk upon request.

SYSTEM INTEGRITY

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

- a) ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by Canada Post Lettermail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by the Service Provider that match each voter's name and address; and
- c) providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Voting Day, October 27th, at 8:00 p.m.

AUDITOR

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

- a) checking the Help Centre telephones and internet access;
- b) checking the configuration of the ballot;
- c) checking the telephone voting prompts;
- d) checking that voting begins and ends at the designated times;
- e) attempting to vote before and after the Voting Period;
- f) attempting to view results before the Voting Period ends;
- g) attempting to use a PIN more than once;
- h) attempting to vote using an incorrect PIN;
- i) balancing the number of electors that voted with the number of votes cast.

Prior to the start of the Voting Period, the Service Provider shall provide the Auditor with access to the Voting System by secure username and password.

SECRECY

Ensure that all Election Officials have taken the oath and been appointed as per the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form LC18.

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

PREPARATION OF VOTER INFORMATION LETTERS

The Voters' List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to the Service Provider by September 18, 2014 in electronic format in order that the Service Provider may print the "Voter Information Letter" Form LC41.

Voter Information Letters shall be delivered to Canada Post and distributed by Canada Post Lettermail to all eligible voters no later than September 29, 2014 to enable them to use the internet/telephone voting method.

The Voter Information Letter will contain:

- a) a notice indicating that the elector must visit the Help Centre before voting, to provide their date of birth, should their date of birth be missing or incomplete on the Voter's List;
- b) the elector's PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
- c) dates and hours of voting;
- d) the telephone number of the Voter Help Desk
- e) the location of the Help Centre;
- f) voter eligibility criteria;
- g) office and candidate information; and
- h) illegal and corrupt practices.

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

PUBLIC INFORMATION SESSION

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

HELP CENTRE

The Help Centre shall be established at the Municipal Office. During the Voting Period, the Help Centre will be open Monday to Friday, during regular office hours, and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m. Touch-tone telephones and internet access is provided. Any telephone provided at the Help Centre shall delete any display options on the telephone.

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

The Help Centre shall be responsible for the following:

- a) Eligible voters who attend at the Help Centre and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions made after the Voters' List has been transferred to the Service Provider, the Voter Information Letter containing a PIN will be provided to the individual.
- b) Where an eligible voter has received a notice on their Voter information Letter that their date of birth is missing or incomplete, the voter can attend the Help Centre and provide their date of birth. The elector will be required to fill out an "Application to Amend Voters' List" Form EL15 and provide proof of identity and residence as prescribed in *O. Reg. 304/13*.
- c) Where an eligible voter has received an incorrect Voter PIN in terms of ward, if applicable, and/or school support, and has not already voted, the voter can attend the Help Centre and have the proper category applied to the existing PIN. The elector will be required to fill out an "Application to Amend Voters' List" Form EL15 and provide proof of identity and residence as prescribed in *O. Reg. 304/13*.
- d) Eligible voters who attend at the Help Centre will be able to request a "replacement" Voter Information Letter and PIN under certain circumstances:
 - i. where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" Form LC42 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.

- ii. where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN. Prior to issuing a new PIN, the Election Official shall confirm that the elector's PIN has been used and advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)" Form LC43 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where internet/telephone access is available to eliminate any further misuse of the PIN. Should the elector leave the Help Centre without voting the new PIN will be disabled.
- e) Answer election questions, and refer detailed questions to the Returning Officer or authorized Election Official.

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

CANDIDATES MODULE

The candidates shall receive username(s) and password(s) allowing them to access the Candidates Module by September 30, 2014 to view the List of Electors.

When using this authorization, candidates can connect into the Voting System and review elector list information to discern which electors have participated in the election. This capability **does not** provide the candidate information on how an elector has voted, it only provides information on whether or not they have participated in the election.

Candidates may view this information anytime after the start of the Voting Period using the Candidates Module, **until October 26, 2014 at midnight.**

VOTING

The Voting Period shall span from Monday, October 13 at 8:30 a.m. to Monday, October 27, 2014 at 8:00 p.m.

Prior to the activation of the system by the Service Provider, on October 13, 2014 (8:30 a.m.), the Auditor shall access the Voting System at the Municipal Office between 8:20 a.m. and 8:29 a.m. for the purposes of ensuring that all candidates' names are listed and that no votes have been cast. Candidates or their scrutineer may be present to verify and ensure that all candidates' names are listed and that no votes have been cast, and shall be required to sign the "Activation of Voting System" Form LC44 that attests to this fact.

Eligible electors may telephone a designated toll-free number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**. “Diga-pulse” telephones will be able to access the system providing the over-ride button on the telephone is set to a “touch-tone” mode. Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

Every eligible elector shall be limited to one ballot for all races and questions, for which they are entitled to vote, through the use of a PIN distributed by Canada Post Lettermail in a sealed and personalized Voter Information Letter. **Every eligible elector shall be required to provide their date of birth along with their PIN.** The Voting System will allow the eligible elector to vote using either a telephone and/or the internet.

A voter must vote on all the races and questions at once by selecting candidate(s), yes/no, or by indicating “abstain” if he/she wishes to do so. The voter cannot vote some of the races or questions and vote the remaining races or questions later. Once a voter has made a selection for each race or question, the Voting System shall indicate the voter’s choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the ballot to change their selection.

If a voter is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to internet/telephone voting again using that PIN.

The Service Provider shall keep track of all electors who have voted. This **does not** provide information on how an elector has voted.

The names of electors who have voted during the Voting Period will be provided to the Clerk electronically through the Voting System using the Clerk’s assigned username and password. This report titled “Daily Voter Participation” will be created in an electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk.

If requested in writing by a candidate(s) on “Declaration of Proper Use of the Voters’ List” Form LC10, the Clerk will provide a copy of the “Daily Voter Participation” report. This information shall be made available to candidates through the Clerk’s Office.

ELECTORS REQUIRING ASSISTANCE (SECTION 52 (1) 4)

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

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the “Oral Oaths At Help Centre” Form LC24 and then vote as directed by the

voter. Any other person present must withdraw until the voter finishes instructing the Election Official.

Oral Oath of Friend of Elector

In lieu of the Election Official voting for a voter, the voter may request that a friend accompany the voter into the voting booth and vote for the voter. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths At Help Centre" Form LC24. No person shall be allowed to act as a friend of more than one voter at a Help Centre, except a voting place established under Section 45 (7).

Oral Oath of Interpreter

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oaths At Help Centre" Form LC24, and shall translate the oaths as well as any lawful questions put to the voter.

CONTROLS FOR VOTER INFORMATION LETTERS

Duplication of names on the Preliminary List of Electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter(s) to the municipal Help Centre and complete an "Application to Amend Voters' List" Form EL15 to remove the duplicate name(s). All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

Voter Information Letters returned to the Help Centre, whether opened or unopened, shall have the PIN immediately disabled in the Voting System so that the PIN cannot be used to vote.

Voter Information Letters returned from the Post Office to the Service Provider shall remain sealed. The Service Provider will provide a scanned image of each returned Voter Information Letter to the Clerk and/or Election Official(s), who will then disable the PIN in the Voting System. These returned Voter Information Letters may be processed in batches.

All returned Voter Information Letters will be maintained in a secure fashion, and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

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

- a) that were sent to eligible voters;
- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;

- d) that were otherwise set to a status that prevented them from being used to vote;
- e) that were re-issued to an eligible elector; and
- f) that were assigned by Election Officials to eligible electors that have completed "Application to Amend Voters' List" Form EL15.

RETIREMENT HOMES OR INSTITUTIONS (SECTION 45(7))

A Help Centre will be provided to the following institutions and retirement homes on the specified date(s) and hours:

NAME OF RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
North Renfrew Long Term Care Centre	Wednesday, October 22, 2014	9:00 a.m. to 11:00 a.m.
Four Seasons Lodge Deep River & District Hospital	Thursday, October 23, 2014	9:00 a.m. to 11:00 a.m.
<p>These dates are subject to changes upon arrangements being made with the manager of the respective nursing homes. Changes will not be the subject of notification to the Candidates. As Clerk, I do hereby designate these areas/locations identified above as polling locations under the provisions of the Municipal Elections Act during the date and time identified above.</p> <p>SPECIAL NOTE: Voter Identification Letters for residents of both Long Term Care centres shall not be mailed but shall remain in the custody of the Election Official(s) assigned to assist at these homes. Voter Identification Letters may be remitted to an immediate family member (father, mother, brother, sister or a child of a resident of these homes) conditional that the family member prescribes to the appropriate oath(s).</p>		

SCRUTINEERS

SCRUTINEERS (SECTION 16 & 47)

Appointment - by candidate – qualification

A candidate may appoint scrutineers to represent him/her at the Help Centre and during the receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer By Candidate” Form LC22. The forms to appoint scrutineers, must be signed by the candidate in person at the municipal office. The candidate may be asked for proof of identity. The candidate shall provide this signed form to their scrutineer.

Number - per candidate - in Help Centre - one only

Not more than one scrutineer representing each candidate may be in the Help Centre for any of the purposes specified in Section 47 (1) at any time. Only one candidate or his/her appointed scrutineer may be in attendance at the Help Centre at one time. The scrutineer/candidate must take an “Oral Oath of Secrecy” Form LC25 at the Help Centre.

Appointment - by elector - re recount (Section 61 (1))

An elector who applies for a recount may appoint one scrutineer. The “Appointment of Scrutineer by Elector” Form LC45 must be signed by the Applicant. Forms are available at the Municipal Office. The scrutineer/candidate must take an “Oral Oath of Secrecy” Form LC25 at the recount.

Appointment - evidence of

A person appointed as a Scrutineer, before being admitted to the Help Centre, shall show his/her applicable appointment form and provide proof of identity and residence as prescribed in *O. Reg. 304/13* to the election official.

Scrutineers Rights and Prohibitions

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

Use of a cellular telephone shall **NOT BE PERMITTED** within the Help Centre by any candidate or scrutineer.

COUNT PROCEDURES

COUNT PROCEDURES

The Clerk, at 8:00 pm on October 27th, 2014, shall arrange for the close and deactivation of the telephone and internet voting at the Help Centre.

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

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

The Clerk shall then request the Election Results from the Service Provider, to be sent by email or fax to the following Receiving Location: Clerk's office and Administration reception area (second floor), Deep River Town Hall, 100 Deep River Road. Those present, including the Clerk, the Auditor and Candidates, or their scrutineer, shall sign the Election Results containing tabulation of the votes cast for each candidate, by-law and question, as applicable.

- i. Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Receiving Location.
- ii. Before being admitted to the Receiving Location, upon request by the Clerk, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in *O. Reg. 304/13*.
- iii. Before being admitted to the Receiving Location, a person appointed as scrutineer shall also produce and show his/her Appointment (Form LC22 or Form LC45, as applicable) to the Clerk for the receiving of the voting results at the Receiving Location and take the Oral Oath of Secrecy Form LC25 from the Clerk before being permitted to remain at the Receiving Location.
- iv. Entrance to the Receiving Location will not be permitted after 8:00 p.m. on October 27, 2014 and only Election Officials will be allowed to enter thereafter. Candidates and scrutineers are to arrive between **7:45 p.m. and 8:00 p.m.** Once admitted to the Receiving Location, no one shall be permitted to leave until the Election Results are received and signed by all in attendance.
- v. ANYONE who is creating a disturbance at the Receiving Location will be removed as directed by the Clerk.
- vi. **Cell phones and other equipment SHALL be turned off** upon entering the Receiving Location and their use is prohibited while at the Receiving Location, except by Election Officials.
- vii. The Receiving Location will be designated as a "No Smoking" Area.
- viii. No campaign material will be allowed within the Receiving Location.

NOTICE OF RESULTS

NOTICE OF RESULTS

The **Unofficial Results** of each candidate, by-law and question, as applicable, shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 27, 2014, Voting Day, at the Municipal Office, and the Clerk shall post the same on the municipality's website and/or Voting System website.

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using "Declaration of Election Candidate" Form EL32 and "Declaration of Results - By-Laws or Questions" Form EL33, as applicable, and then post the results at the Municipal Office and on the municipal website and/or Voting System website.

RECOUNT

RECOUNT PROCEDURES (SECTIONS 56-58)

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment, under *Sec. 60 (1)* unless ordered otherwise by a judge under *Sec. 60 (3)*.

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)
- by resolution of Council (for Council offices or questions, or by-laws submitted by Council)
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

COSTS OF RECOUNT (SECTION 7(3), 7(4))

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

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

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

The clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

WHO CONDUCTS RECOUNT (SECTION 56)

The Clerk conducts all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

TIED VOTE RECOUNT (SECTION 56)

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk must hold a recount **within 15 days after the declaration** required by Section 55(4) a) b) of the results of the election.

COUNCIL, LOCAL/SCHOOL BOARD OR MINISTER REQUEST FOR RECOUNT (SEC. 57)

Within 30 days after the Clerk's declaration of the results under subsection 55(4), a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

The recount is to be held within 15 days **after the resolution is passed or the order is made**. The resolution for a recount must be passed no later than Thursday, November 27th, 2014. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

APPLICATION TO SUPERIOR COURT of JUSTICE (SECTION 58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

The application must be commenced within 30 days after the Clerk's official declaration of the results under subsection 55(4).

The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount.

The recount is to be held within 15 days after the Clerk receives a copy of the order.

VOTES FOR CANDIDATES TO BE INCLUDED IN A RECOUNT (SECTIONS 56, 59)

All votes for all candidates in the contested race will be counted.

PERSONS ENTITLED TO BE PRESENT AT RECOUNT (SECTION 61)

- the Clerk and any other election official appointed to assist with the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount;
- legal counsel for any of the above;
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount or each recount station established by the Clerk;
- where the recount applies to a by-law or question, such scrutineers as appointed by Council, a local/school board or the Minister;
- where scrutineers are appointed under Sections 61(3) or (4), an equal number must be appointed for each possible response to the by-law or question;
- any other person may be present with the Clerk's permission.

**NOTIFICATION OF RECOUNT DATE, TIME, PLACE (SECTIONS 56, 57, 58 and O.
Reg. 101/97)**

The Clerk shall give notice of the recount date, time and place on “Notice of Recount” Form EL39 to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- in the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- notice of recount will be given by registered mail or personal service.

PROCESS AT RECOUNT (SECTIONS 61, 62)

Once the recount process has commenced, it must continue to completion.

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

The Service Provider shall send the results of the recount by fax and/or by e-mail, along with any documentation, if required, to support the integrity, security and accuracy of the Voting System, and these results will be compared to the results tabulated by the Auditor assigned to the election.

Upon completion of the recount, the Clerk will announce the results of the recount.

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

**CONTINUING TIE VOTE – AFTER RECOUNT PROCEDURES
(SECTION 62 (3) AND 63 (10))**

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

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

The results of the recount will be posted in the Municipal Office and on the web site by noon, the day following the recount being completed. The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

NOTICE OF FINAL CERTIFIED RESULTS – SECTION 62 (4)

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question by **posting** the “Declaration of Recount Results” Form EL41 at the Municipal Office and on the web site.

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

CANDIDATES FINANCIAL DISCLOSURE

CANDIDATES FINANCIAL DISCLOSURE (Section 78 (6))

At least 30 days before the filing date, but no later than February 24, 2015, the Clerk shall give every candidate whose nomination was filed, **by registered mail**,

- of all the filing requirements of this section; and
- of the penalties set out in subsections 80 (2) and 92 (5).

The notice shall be given on “Notice to Candidate of Filing Requirements” Form EL42.

A “Notice of Default” Form EL43 shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the “Financial Statement” PR FORM 4 by 2:00 pm on March 25, 2015 (set by the Minister).

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 66 (1) – 82.1 (2).

EXTENSION OF CAMPAIGN PERIOD (Section 80 (4), (5), (6))

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

REFUND OF NOMINATION FILING FEE (SECTION 34)

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

- withdraws the nomination under Section 36 of the *Municipal Elections Act*,
- is elected to the office; or
- receives more than the prescribed percentage of the votes cast (2% of the votes cast) in the election for the office.

Nomination fees shall be refunded on or before December 31, 2014 (End of Reporting Period, Section 78 (1)).

ELECTION RECORDS

ELECTION RECORDS

Candidates

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Daily Voter Participation reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2014 Municipal Election. All Voter information obtained by the Candidate during the 2014 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from Candidate computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

Clerk

Disposition of Records (Section 88)

Subject to a Judge's order or recount proceedings, after 120 days from declaring the results under Sec. 55, the Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those specified in 88 (4) (the financial statements filed by candidates).

The witnesses shall complete the "Witness Statements as to Destruction of Ballots" Form EL38.

The ballots and any other documents shall not be destroyed if:

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

Retention of Records

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

ACCESSIBILITY

ACCESSIBILITY

Electors and Candidates with Disabilities

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

Location - Accessibility

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

Report

Within 90 days after Voting Day in a regular election but no later than Monday, January 26, 2015, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities.

Other Resources

AMCTO Municipal Election Manual 2010, Chapter 7

Ontario Candidate's Guide to Accessible Elections

Accessibility Standards for Customer Service, *O. Reg. 429/07*

Municipally approved Accessibility Policies and Procedures

EMERGENCIES

EMERGENCIES (SECTION 53)

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

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

The arrangements made by the Clerk, if they are consistent with the principles of this *Act*, prevail over anything in this *Act* and the regulations made under it.

The emergency continues until the Clerk declares that it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability advertise such emergency.

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

- reporting results
- notification of electors
- Election Officials
- Voting Period (delay of Voting Day, extension of voting hours or day(s))
- Help Centres

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

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

CORRUPT PRACTICES

OFFENCES, PENALTIES AND ENFORCEMENT (SECTION 89 and 90)

The principles and the integrity of the election process are enforceable.

Section 89 of the *Municipal Elections Act* provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- votes without being entitled to do so;
- votes more times than this *Act* allows;
- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- without authority, supplies a PIN to anyone;
- deals with a PIN, without having authority to do so;
- attempts to do something described above.

No person(s) shall solicit a Voter Information Letter, containing a PIN, from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Police for investigation of corrupt practices.

In addition, under the provisions of Section 90(1) of the *Municipal Elections Act*, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

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

As such, the Clerk has agreed to the following rules and regulations:

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

PENALTIES

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of \$25,000 and or a maximum imprisonment of six (6) months.

Trade unions and corporations are subject to a maximum of \$50,000 if convicted.

MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter to electors by Canada Post Lettermail.

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

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk in this alternative form of voting has agreed that all complaints about actions which may contravene the provisions of the *Criminal Code of Canada* with respect to mail tampering, either verbally or written will be reported to the Police.

DISCRETIONARY POWERS OF THE CLERK

THE MUNICIPAL ELECTIONS ACT, 1996
Implied And Direct Discretionary Authority Of The Clerk

SECTION	SHORT DESCRIPTION
	<i>Summary Of Broad Discretionary Authority</i>
7; 8(7)	The Clerk has authority and control over the costs incurred for an election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs for a recount in a regular election for a local board or municipality, a by-law or question submitted by an upper tier or local board.
8(6)	The Clerk is responsible for giving notice to the public for any question on the ballot, regardless of whether it was initiated by a municipality, an upper tier or the Minister.
11(1)	The Clerk is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities
12.1 (2)	Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the clerk may use any information that is in the local municipality’s custody or control
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	<i>Cost Of Elections</i>
7(2), (4); 8(7)	The Clerk has authority and control over the finances of an election.

	<i>Notice Of By-laws And Questions</i>
8 (6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	<i>Certification Of Vote Results</i>
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	<i>Information To Electors</i>
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
SECTION	SHORT DESCRIPTION
12.1 (1)	The clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1 (2)	Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
	<i>Appointment Of Election Officials</i>
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each voting place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.
	<i>Delegation Of Authority</i>
15(2), (3), (4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	<i>Creation Of Voting Subdivisions</i>
18(1)	The Clerk may divide the municipality into voting subdivisions.
	<i>Correction Of Preliminary List Of Electors</i>
19.1 (1)	The Clerk and the Municipal Property Assessment Corporation, may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1).
22(1)	The Clerk may correct the Preliminary List of Electors, and shall notify MPAC of the corrections.
22 (2)	For the purposes of subsection (1), the clerk may use any information that is in the local municipality's custody or control.

	<i>Reproduction Of Voters' List</i>
23(2)(a)	The Clerk shall determine the method of reproducing the Voters' List.
	<i>Revision Of Voters' List</i>
23(2)(b)	The Clerk may determine at what time and where applications to revise the Voters' List can be made.
24(1)	The Clerk can determine the forms used for revision of the Voters' List.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
25(3)(a)	The Clerk shall set the time and place for a hearing to decide on deletions from the Voters' List.
25(3)(b)	The Clerk shall determine the method and form of notice for a hearing to consider deletions from the Voters' List.
25(4)	The Clerk may remove a name from the Voters' List without a hearing if satisfied the person is deceased.
25(5)	The Clerk shall dismiss the appeal if applicant or representative does not appear.
25(6)	The Clerk may decide to delete a name when the person affected does not attend the hearing if satisfied that the person received notice or could not be found.
25(7)(b), (c)	The Clerk can determine how to send a copy of an approved application to delete a name from the Voters' List to the applicant and the affected person.
25(8.1)	The Clerk shall not make a determination under Section 25(7) or (8) until after the hearing.
25(9)	The Clerk decides whether a person can be found for the purpose of giving results of the hearing to delete a name from the Voters' List under Section 25(7) (c) or (8) (c).
27(1)(a)	The Clerk can determine the form and method, and shall prepare an interim list of changes to the Voters' List.
27(1)(b)	The Clerk can determine how the interim list of revisions is delivered to certified candidates.
SECTION	SHORT DESCRIPTION
	<i>Certification Of Voters' Lists, As Revised</i>
28(1)	The Clerk shall determine the method of preparing the Voters' Lists for each voting place and the form of certification.
	<i>Nominations</i>
32	The Clerk can determine the form and method of giving notice of the offices for which persons may be nominated and the nomination procedures.
35(1)	The Clerk shall examine nomination papers filed on or before Nomination Day (September 12 th , 2014) before 4:00 p.m. on Monday (September 15 th 2014); and if required, additional nominations filed on Wednesday

	September 17 th , 2014 shall be examined before 4:00 p.m. on Thursday, September 18 th , 2014.
35(2), (3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected.
35(5)	The Clerk's decision to certify or reject a nomination is final.
	<i>Acclamations</i>
37(1), (2)	The Clerk can determine the method of declaring acclamations.
	<i>Notice of Election</i>
40(a), (b), (c), (d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable.
	<i>Ballot Form</i>
41(1)	The Clerk shall provide ballots in the prescribed form.
41(2)3.	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5.	The Clerk can decide to include addresses to distinguish between candidates with similar names. However, every candidate's qualifying address shall appear under their name.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	<i>Voting Or Vote Counting Equipment Or Alternate Voting Method</i>
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to candidates.
	<i>Advance Vote</i>
43(3)	The Clerk shall hold an advance vote in accordance with the by-law passed by Council in Section 43(1).
43(5)(b) (ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting.

	<i>Proxies</i>
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy.

SECTION	SHORT DESCRIPTION
	<i>Voting Places And Procedures</i>
45(1), (3), (5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of voting places, the clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1, 2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution where 20 beds or more are occupied by persons who are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied.
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting.
	<i>Emergency</i>
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	<i>Opening Ballot Box</i>
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	<i>Recounts</i>
56(1), (2)	The Clerk shall hold a recount within 10 days if votes are tied.
59.	The Clerk may decide to include other candidates for an office in a recount.

61(1)1.	The Clerk may be present at a recount in the case of a tie vote, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1.	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	<i>By-Elections</i>
65(4)1.	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1.	The Clerk sets the date of voting if the by-election relates to a question or by- law.
	<i>Financial Reporting</i>
33.0.1 (1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination).
76(7)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses.
78(6)	The Clerk determines the form and method of delivery of notice to candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
79(4)	The Clerk determines how campaign surpluses are held in trust.
80(3)	The Clerk determines the form of the notice of default.
81 (4)	The Clerk or the secretary of the local board establishes administrative practices and procedures for the Compliance Audit Committee and shall carry out any other duties required under this Act to implement the committee's decisions.
84(5)	The Clerk determines the method of communicating the receipt of a disclaimer to the Council or the Board.
33.1	The Clerk shall determine the form and method of delivery of notice, to each person nominated for an office, of the penalties under subsections 80(2) and 92(5) related to election campaign finances.
	<i>Election Records</i>
88(2)(a)	The Clerk determines the method used to destroy the ballots.
88(2)(b)	The Clerk may determine what other documents or materials related to an election may be destroyed when the 120 day retention period has elapsed.
88(4)	Financial statements must be retained until the next election.
88 (9.1)	The Clerk shall make the documents filed under sections 78 and 79.1 available at no charge for viewing by the public on a website on the Internet or in another electronic format as soon as possible after the documents are filed



TOWN OF DEEP RIVER

Appendix 1

FORMS AND NOTICES
2014 MUNICIPAL
ELECTION

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LIST OF CERTIFIED CANDIDATES*

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

NOTICE is hereby given to the Municipal Electors of the

THE TOWN OF DEEP RIVER

That during the period commencing on January 2, 2014 and completed on Nomination Day, September 12, 2014, 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

NAME OF CANDIDATE	OFFICE

Dated this _____ day of _____, 2014

Municipal Clerk or designate

** 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.*

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 (year, month, day)
last first middle

Qualifying address on voting day
commercial property
At qualifying address, applicant is:
owner since, tenant since, other since, spouse or s.s.p. date unqualified (deleted name only)

Previous qualifying address (if applicable)
At previous address, applicant was:
owner, tenant, other, spouse or s.s.p.

Current mailing address of applicant (if different than Qualifying address above)
At mailing address, applicant is:
owner, tenant, other, spouse 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
Refused (state reason)
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

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)
-------------------	---------------------------------	---

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 thereon; and;

That I will personally or by a representative attend a hearing to be held by the Clerk or designate and there establish the validity of my application, the facts in support of which are as follows:

(signature of applicant)

(date signed)

APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST (CONT'D)

NOTICE OF HEARING*

TAKE NOTICE that the above application has been filed with me under the authority of section 25 of the Municipal Elections Act, 1996 alleging that the above named elector has been wrongfully included on the Voters' List prepared for the said voting subdivision in this municipality. Such name may be removed from the Voters' List if you or your representative do not appear at the hearing, to be held as set out below, to oppose this application and to substantiate your right to have your name remain on the list.

Hearing to be held:

Date _____ Time _____ _____ Municipal Clerk or designate

Place _____ _____ (date of notice)

Address _____

Note: A hearing is not required to delete the name of a deceased person

_____ (telephone no.)

OUTCOME OF HEARING: This application is approved or refused

(Clerk shall note reasons for decision).

Date

Municipal Clerk or designate

* See Sec 25 (3)-(9) For Notice Provisions

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s.32)

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

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

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

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

A nomination must be signed by the candidate and may be filed in person or by an agent during regular business hours between January 2, 2014, and September 11, 2014, and between 9 a.m. and 2 p.m. on September 12, 2014 (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, September 17, 2014, between the hours of 9 a.m. and 2 p.m. 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 27, 2014 (10 a.m. - 8 p.m.)

Dated this _____ Day of _____, 2014

Municipal Clerk or designate

DECLARATION OF QUALIFICATIONS - COUNCIL

Municipal Elections Act, 1996

(Corporate logo here)

**DECLARATION OF QUALIFICATIONS
FOR THE (NAME OF MUNICIPALITY) 2014 MUNICIPAL ELECTION
MUNICIPAL CANDIDATES**

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

Mayor

Councillor, Ward _____

Do Solemnly Declare That:

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

Mayor

Councillor, Ward _____

2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, a Canadian citizen, a resident of the (name of municipality) or the owner or tenant of land in the (name of municipality) or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
- I am not an employee of the (name of municipality), or if I am an employee of the (name of municipality), I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
 - I am not a judge of any court.
 - I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the (name of municipality) prior to 2:00 p.m. on Nomination Day, September 12, 2014. I understand that the Clerk of the (name of municipality) will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
 - I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such Act.
 - I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 7 of such Act.
5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.
6. Without limiting the generality of paragraph 5,
- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.

7. I am not prohibited because of conviction of a corrupt practice described in s. 90(3) of the *Municipal Elections Act, 1996* from voting in a municipal election.
8. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada), in connection with an act or omission with respect to a municipal election during the last two regular elections prior to Monday, October 27, 2014.
9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the (name of municipality)

This _____ day of _____, 2014

(Signature of candidate)

(Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, (name of municipality) until the next municipal election. Questions about this collection of personal information should be directed to (insert municipal information).

DECLARATION OF QUALIFICATIONS – SCHOOL TRUSTEE

Municipal Elections Act, 1996

(Corporate logo here)

**DECLARATION OF QUALIFICATIONS
FOR THE (NAME OF MUNICIPALITY) 2014 MUNICIPAL ELECTION
SCHOOL BOARD CANDIDATES**

I, _____, a nominated candidate for the office of

Trustee, School Board Ward _____, for the (check one):

- (Insert Name of Public District School Board)
- (Insert Name of Catholic District School Board)
- (Insert Name of French Public District School Board)
- (Insert Name of French Separate District School Board)

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Education Act* to be elected to and to hold the office of Trustee, Ward _____ for the above noted School Board.
2. Without limiting the generality of paragraph 1, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen years of age.
3. I am qualified under the Education Act to vote for members of the School Board to which I am seeking office.
4. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Education Act*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.
5. Without limiting the generality of paragraph 4,
 - I am not an employee of any School Board or if I am an employee of a School Board, I am on an unpaid leave of absence as provided for by section 219 of the Education Act and section 30 of the *Municipal Elections Act, 1996*.
 - I am not a clerk or treasurer or deputy-clerk or deputy treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*.
 - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the (name of municipality) prior to 2:00 p.m. on Nomination Day, September 12, 2014. I understand that the Clerk of the (name of municipality) will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
6. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.
7. Without limiting the generality of paragraph 6,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than five years prior to Monday, October 27,

2014.

8. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal election during the last two regular elections prior to Monday, October 27, 2014.
9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the (name of municipality)

This _____ day of _____, 2014

(Signature of candidate)

(Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, (name of municipality) until the next municipal election. Questions about this collection of person should be directed to (insert municipal information).

WITHDRAWAL OF NOMINATION^{*†}

Municipal Elections Act, 1996 (s.36)

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

for the office of _____.
(Name of Elected Office)

Date

Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT _____
(time)

THIS _____ DAY OF _____, 2014.

Municipal Clerk or designate

* A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 p.m. on Nomination Day (September 12, 2014) if the nomination was filed on or before Nomination Day and by 2 p.m. on September 17th, if the nomination was filed under subsection 33(5).

† 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

NAME OF CERTIFIED CANDIDATE	OFFICE

Dated this _____ day of _____, 2014

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 _____, 2014.

Municipal Clerk or designate

DECLARATION OF ELECTION CANDIDATE*

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

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

of the Corporation of the _____ of _____

in the _____ of _____

declare the following candidate or candidates
elected as a result of the Municipal Election held October 27, 2014

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

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

Date

Municipal Clerk or designate

* 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*

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

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

of the Corporation of the _____ of _____

in the _____ of _____

declare the following results in respect to

(State by-law or question)

conducted in the Municipal Election held October 27, 2014

BY-LAW OR QUESTION

OPTION

_____	YES	_____
_____	NO	_____
_____		_____
_____		_____

Date

Municipal Clerk or designate

** 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)*

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 (s. 76 (7))

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 27, 2014, is _____ *

_____ Date

_____ Municipal Clerk or designate

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 for the 2010 election.

Within 10 days after Nomination Day, 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 from the 2010 or 2014 elections. (s.76)

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

* Formula for calculation provided in Section 76(4).

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS*

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

_____ in the_of _____ (Name of Municipality)
(Name of County, District or Region)

FIRST WITNESS

I _____ state that I was present upon _____ and did witness
(Name of Witness) (date)
_____ of the above stated municipality destroy all ballots used in the
(Name of Clerk or designate)
municipal election held on October 27, 2014 for the election of persons to the offices listed below.

(Signature of Witness)

SECOND WITNESS

I _____ state that I was present upon _____ and did witness
(Name of Witness) (date)
_____ of the above stated municipality destroy all ballots used in the
(Name of Clerk or designate)
municipal election held on October 27, 2014 for the election of persons to the offices listed below.

(Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

* 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 78 and 79.1) may also be destroyed.

NOTICE OF RECOUNT*

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

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

of the Corporation of the

_____ of _____ in the

_____ of _____

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

held October 27, 2014, 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

* A recount may be held pursuant to Sections 56, 57 or 58.

DECLARATION OF RECOUNT RESULTS

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

I, _____, Clerk (or designated election official)
of the Corporation of the _____ of _____
in the _____ of _____

declare that:

- (1) On the _____ day of _____, 2014, I conducted a recount of the
ballots cast in the Municipal Election held October 27, 2014, 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. 78 (6))

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 27, 2015, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.78 of the Municipal Elections Act, 1996.

- 78(1) *On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,*
 - (a) *in the case of a regular election, as of December 31 in the year of the election;*
 - (b) *in the case of a by-election, as of the 45th day after Voting Day.*
- (2) *If the candidate's election campaign period continues during all or part of the supplementary reporting period, he or she shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.*
- (3) *A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) and in any previous supplementary statement or report under subsection (2), , as the case may be, updated to reflect the changes to the candidate's election campaign finances during the supplementary reporting period.*
- (4) *An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*
- (5) *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 every candidate whose nomination was filed with him or her, notice of the filing requirements of this section. Notice to be given in accordance with Section 13

Also Note: If council has passed a by-law allowing for electronic filing, candidates must also be advised of this option and consequences or limitations associated with it.

NOTICE OF DEFAULT

Municipal Elections Act, 1996 (s. 80 (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 78 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 79 of the Municipal Elections Act, 1996, or |
| C. A document filed under Section 78 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 76 of that Act. |

(Insert Appropriate Wording or Use the Following Suggestions)

NOTICE OF DEFAULT*

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

- (I) If this notice indicates that you have failed to file a document required by Section 78 or 79.1 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.

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

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

(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.*

92.(3) *If the expenses incurred by or on behalf of a candidate exceed the amount determined for the office under section 76, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.*

- (5) *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 80 (2) if he or she,*
 - (a) *files a document under section 78 or 79.1 that is incorrect or otherwise does not comply with that section; or*
 - (b) *incurs expenses that exceed what is permitted under section 76.*

Date

Municipal Clerk or designate

**MUNICIPAL FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY WAIVER FORM**

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

Declared before me at the Town of Deep River

This _____ day of _____, 2014

Signature of Candidate

Signature of Clerk or designate

Personal information contained on the Nomination Form is collected pursuant to the
Municipal Freedom of Information and Protection of Privacy Act and will be used for the
purposes of the 2014 Municipal Election. Questions about this collection should be
directed to the Ministry's Freedom of Information and Privacy Coordinator,
777 Bay Street, 3rd Floor, Toronto, ON M5G 2E6.

TOWN OF DEEP RIVER

NOTICE OF REJECTION OF NOMINATION

Municipal Elections Act, 1996 [s. 35 (4)]

TO:

_____ / _____
(Name of Candidate) (Office)

(Address) (Postal Code)

TAKE NOTICE that your nomination filed, with the undersigned, has been examined and the same has been rejected for the following reasons:

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

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

(Date)

(Signature of Clerk or designate)

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

TOWN OF DEEP RIVER

NOTICE OF ADDITIONAL NOMINATIONS

TAKE NOTICE that the number of candidates for the office of _____ was not sufficient to fill the number of vacancies to which candidates may be elected.

AND FURTHER TAKE NOTICE that the Clerk may receive and certify additional nominations for the remaining vacancies in the office of _____ between the hours of 9:00 a.m. and 2:00 p.m. on September 17, 2014 subject to the provisions of subsection 33(5) of the *Municipal Elections Act*.

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

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

AND FURTHER TAKE NOTICE that the manner in which nominations shall be filed is set forth in Section 33 of the *Municipal Elections Act*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of September, 2014.

Municipal Clerk

TOWN OF DEEP RIVER

**DECLARATION OF ACCLAMATION TO OFFICE
ADDITIONAL NOMINATIONS**

Municipal Elections Act, 1996 (s. (37) 2)

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 September, 2014.

Municipal Clerk

TOWN OF DEEP RIVER
VOTERS' LIST COVER SHEET

FOR THE YEAR
2014

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

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

A person may make an application to the Clerk requesting that the person's name be added to or removed from the Voters' List or that information on the Voters' List relating to the person be amended by completing and filing the prescribed form available at the Office of the Clerk during regular office hours between September 2 to October 24, 2014 and to the close of voting on October 27, 2014. The application shall be in writing and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant. Proof of identity and residence as prescribed in *O. Reg. 304/13* will be required.

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

Louise McLaughlin
Returning Officer
TOWN OF DEEP RIVER

TOWN OF DEEP RIVER
MUNICIPAL ELECTIONS 2014
NOTICE OF THE VOTERS' LIST

NOTICE IS HEREBY GIVEN that, the list of all persons entitled to be electors for municipal elections in this municipality has been prepared by the Clerk's office.

As of September 1, 2014 all electors should ensure that their names and relevant information are correct on the Voters' List.

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

The Office of the Clerk
TOWN OF DEEP RIVER
100 DEEP RIVER ROAD,
DEEP RIVER, ONTARIO

during regular office hours between September 2, 2014 to October 24, 2014 and to the close of voting on October 27, 2014. The application shall be in writing on the appropriate form (Form EL15 or EL16) available at the municipal office and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant. Proof of identity and residence as prescribed in *O. Reg. 304/13* will be required.

QUALIFICATIONS OF ELECTORS

A person is entitled to vote in a municipal election if he or she on voting day,

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

DATED AT THE TOWN OF DEEP RIVER

THIS _____ DAY OF AUGUST, 2014.

CLERK

TOWN OF DEEP RIVER

DECLARATION OF PROPER USE OF THE VOTERS' LIST

Municipal Elections Act, 1996 (s. 23(3), (4) and (5))

I, _____, being a:
(Name)

Candidate for the office of _____

OR

a person entitled to a copy of the Voters' List pursuant to section 23 of the *Municipal Elections Act*, namely

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

- a copy of the Voters' List;
- a copy of the Revisions made to the Voters' List after the preparation of the Interim List of Changes on September 20, 2014.
- the Candidates Module to view the list of electors as of September 29, 2014;
- a copy of the daily lists showing the name of each person who has voted.

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

Signature

Date

Form LC11

TOWN OF DEEP RIVER POLICY FOR USE OF THE VOTERS' LIST

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

Eligible persons who request a copy of the Voters' List must sign a declaration **Form LC10** as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Where the Voters' List can be provided electronically to an eligible person, who has signed a declaration **Form LC10** provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

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

Copies for local boards – municipalities - Minister

On **written request**, the Clerk shall provide a copy of the Voters' List to, (Section 23 (3))

- the secretary of a local board any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;
- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- the Minister, if he or she has submitted a question to the electors; and
- an individual, corporation or trade union that is registered under s. 39.1.

Copies – for candidates

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

Use of online, electronic and paper versions of the Voters' List, Interim and Final List of Changes to the List and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2014 Municipal Election. All Voter information obtained by the Candidate during the 2014 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from Candidate computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

Copies – for MPs and MPPs

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

Form LC12

TOWN OF DEEP RIVER

INTERIM LIST OF CHANGES

Municipal Elections Act, 1996 (s. 27(1)a)

Town of Deep River

Ward No. (if any)

I hereby certify that the following revisions, as attached, were made to the Voters' List for this Municipality.

DATED THIS ____ DAY OF _____ 2014.

Municipal Clerk

NOTE:

This form is the cover sheet for the Interim List of Changes. Information should be the same as appears on the Voters' List with the addition of a column indicating D = Deletion, A = Addition, C = Correction.

TOWN OF DEEP RIVER

FINAL LIST OF CHANGES

Municipal Elections Act, 1996 (s. 27(2))

TOWN OF DEEP RIVER

Ward No. (if any)

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

C = correction D = deletion A = addition	ELECTOR	ELECTOR STATUS			QUALIFYING ADDRESS	MAILING ADDRESS

DATED THIS ___ DAY OF _____ 2014.

Municipal Clerk

NOTE:

This list is to be prepared by the date fixed by the Minister of Finance under the *Assessment Act*.

**TOWN OF DEEP RIVER
APPOINTMENT AND PRELIMINARY OATH
OR AFFIRMATION FOR ELECTION OFFICIALS**

Check Applicable Box Below

- DEPUTY RETURNING OFFICER**
- ELECTION OFFICIAL**

Ward No.
Town of Deep River
Name of Person Appointed:

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

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

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

That I will not attempt to:

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

SWORN or affirmed before me at the

_____ of _____

in the County of Renfrew

this _____ day of _____, 2014.

Clerk

Signature of person appointed

TOWN OF DEEP RIVER
APPOINTMENT OF SCRUTINEER BY CANDIDATE
Municipal Elections Act, 1996

TAKE NOTICE that I, _____
(Name of Candidate)

a candidate for the office of _____
(office to which election is being sought)

hereby appoint _____ to represent me and attend:

- the activation of the Voting System
- at the Help Centre during hours of operation
- at the receipt of the voting results
- at a recount (if such becomes necessary)

for the following **Ward No.(s)** _____ in the Municipality of
_____ in respect of the Municipal Elections to
_____ in respect of the Municipal Election to be held on
Monday, October 27, 2014 under the *Municipal Elections Act, 1996*.

Date

Signature of Candidate

CONDUCT OF SCRUTINEERS AND CANDIDATES

- ANYONE who is creating a disturbance at the Help Centre or Receiving Location will be removed as directed by the Clerk.
- Before being admitted to the Help Centre or Receiving Location, a person appointed as scrutineer shall produce and show his/her Appointment (Form LC22) to the Clerk and shall take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
- Cell phones SHALL be turned off upon entering the Help Centre or Receiving Location and their use is prohibited while in the Help Centre or Receiving Location.
- The Clerk is responsible for the conduct of the Help Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
- Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Help Centre or Receiving Location prior to the time designated by the Clerk (8:00 p.m for Voting Day). No one will be admitted to the Help Centre or Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the Election Results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a second count.

RIGHTS OF SCRUTINEERS AND CANDIDATES

- To be present to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Voting System" Form LC44 that attests to this fact.
- To observe the voting process at the Help Centre, but shall not interfere with the electors.
- To observe the receipt of the voting results at the Receiving Location, but shall not interfere with the process.
- To enter the Receiving Location 15 minutes before the designated time.
- To sign the Election Results (supplied by the provider).
- In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

SCRUTINEERS AND CANDIDATES ARE PROHIBITED FROM THE FOLLOWING:

- Attempting, directly or indirectly, to interfere with how an elector votes, and from attempting to campaign or persuade an elector to vote for a particular candidate, by-law or question.
- Displaying a candidate's election campaign material in the Help Centre or Receiving Location.
- Compromising the secrecy of the voting.
- Interfering or attempting to interfere with an elector who is voting.
- Obtaining or attempting to obtain, any information about how an elector intends to vote or has voted.
- Communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Help Centre or Receiving Location.

TOWN OF DEEP RIVER

ORAL OATHS AT HELP CENTRE

ORAL OATH TO VOTE WITH ASSISTANCE

I, _____ being an elector entitled to vote in this municipality of _____ swear or solemnly affirm I require assistance to vote by telephone/internet.

ORAL OATH OF FRIEND OF ELECTOR

I, _____ a friend of _____ an elector who requires assistance to vote and who is entitled to vote in this municipality of _____ swear and solemnly affirm:

That I will vote by telephone/internet as directed by the elector, and that I will keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, _____ acting as interpreter for _____, an elector entitled to vote in this municipality of _____ swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this Help Centre.

TOWN OF DEEP RIVER
NOTICE OF PENALTIES
Municipal Elections Act, 1996 (s. 33.1)

TO:

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

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

- a) if he or she fails to file documents with the Municipal Clerk as required under section 78 or 79.1 by the relevant date; or
- b) if a document filed under section 78 shows on its face a surplus, as described in section 79, and the candidate fails to pay the amount required by subsection 79 (4) to the Municipal Clerk by the relevant date; or
- c) if a document filed under section 78 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 76; or
- d) if a document filed under section 79.1 shows on its face a surplus and the candidate fails to pay the amount required by subsection 79.1 (7) by the relevant date.

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

- a) files a document under section 78 or 79.1 that is incorrect or otherwise does not comply with that section; or
- b) incurs expenses that exceed what is permitted under section 76.

PENALTIES

In the case of a default described above:

- (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 the Municipal Elections Act applies.

Date

Municipal Clerk or designate

The Clerk shall before voting day, provide a notice of penalties under subsections 80 (2) and 92 (5) related to election campaign finances to all candidates or their agent.

TOWN OF DEEP RIVER

SAMPLE VOTER INFORMATION LETTER




2014 Municipal & School Board Elections
Township of Cavan Monaghan

DAVID SAMPLE
226 FIRST AVE
MILLBROOK, ON L0A 1G0

Ward: 2
School Board: English Public
Qualifying Address:
150 Brunswick St.

VOTER INSTRUCTIONS

HOW CAN I VOTE?	
<p>VOTE USING THE INTERNET OR PHONE</p> <ul style="list-style-type: none">Using your PIN (see box below) vote anytime from Friday, October 17 starting at 9:00am until Monday, October 27 ending at 8:00pm.To vote using the internet, type cavanmonaghan.simplyvoting.com in the address bar of your web browser (such as Internet Explorer, Chrome, Firefox, etc) and follow the instructions.To vote by phone, call the voting phone number at 1-877-369-7965 and follow the instructions.Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.	<p>VOTING ASSISTANCE </p> <ul style="list-style-type: none">Assistance with internet and telephone voting will be available at the following location: Municipal Office - 988 County Rd 10, Millbrook Monday, Oct 20 to Friday, Oct 24, 8:30am to 4:30pm Monday, Oct 27, 8:30am-8:00pmPLEASE REMEMBER Bring this letter with you when you come to vote. <p>24-HOUR VOTER HELP DESK If you require remote assistance please contact the Voter Help Desk. Phone: Toll free at 1-800-585-9694 Email: vote@simplyvoting.com</p>

VOTE NOW!	
<p>As electronic voting is available over a number of days, you are encouraged to vote early to avoid higher volume activity periods near the end of the election period.</p>	<p>Your PIN 123456789</p>

See other side



IMPORTANT INFORMATION

You qualify to vote if:

- You are at least 18 years old on Election Day (October 27, 2014),
- You are a Canadian citizen,
- You or your spouse lives, rents or owns property in the municipality and
- You are not otherwise prohibited by law from voting.

Please note:

- It is AGAINST THE LAW to vote more than once for any elected office with the same municipality or schoolboard jurisdiction.
- By casting a ballot or by entering your assigned PIN number in the electronic voting system, you are DECLARING THAT YOU ARE ELIGIBLE TO VOTE in this election.
- This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

CANDIDATE INFORMATION

You may vote for the following candidates based on your residential address.

MAYOR
Vote for ONE of the following:
candidate A
Candidate B
candidate C
candidate D

DEPUTY MAYOR
Vote for ONE of the following:
candidate E
candidate F
candidate G
candidate H

COUNCIUORS
Vote for ONE of the following:
candidate I
candidate J
candidate K
candidate L
candidate M
candidate N
candidate O

TRUSTEE
Peterborough County District
School Board
English Public School Board
Vote for ONE of the following:
candidate P
candidate Q
Candidate R
candidates

See other side

TOWN OF DEEP RIVER

**APPLICATION FOR RE-ISSUE OF A VOTER 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:	
<p>I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:</p> <ol style="list-style-type: none"> That I am an eligible elector for the municipality and that I am on the Voter's List or have made an application to be included on the Voter's List; <input type="checkbox"/> That I have not received by mail a Voter Information Letter from the municipality, <p align="center">OR (check appropriate)</p> <input type="checkbox"/> 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. That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes. <p>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 _____, 2014. I further understand that making a false statement is an offence under the Municipal Elections Act, 1996 and that I will be subject to prosecution.</p> <p>_____ Signature of Applicant</p> <p>_____ Signature of Election Official</p>			
FOR USE BY ELECTION OFFICIAL ONLY PROCEDURAL POLICY FOR RE-ISSUANCE			
Verification of de-activation of Voter Personal Identification Number _____		_____ (signature of Election Official)	
Activation of new Voter Personal Identification Number (PIN) _____		_____ (signature of Election Official)	
SIGNATURE OF ACKNOWLEDGEMENT			
<p>I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.</p> <p>_____ Signature of Applicant</p> <p>_____ Date</p>			
<p>I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.</p> <p>_____ Signature of Election Official</p> <p>_____ Date</p>			

TOWN OF DEEP RIVER

**APPLICATION FOR RE-ISSUE OF A VOTER'S INFORMATION LETTER
(USED BY AN IMPERSONATOR)**

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 proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:

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

2. That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.

OR (check applicable box)

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

OR (check applicable box)

 That I have received the Voter Information Letter provided by the municipality and that an imposter has voted.

3. That I have not voted or have not personally used the Voter Information Letter to vote nor have I provided and given my Voter Information Letter to another person for the purpose of voting.

4. That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.

OR (check applicable box)

 I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.

5. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.

6. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Help Centre in the municipality.

7. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this _____ day of _____, 2014 and do hereby accept the terms and conditions of this application.

I, _____, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the *Criminal Code of Canada* and subject to penalties and/or a term of imprisonment.

Signature of Applicant

Signature of Election Official
(Witness as to the Signature of the Applicant)

PROCEDURES OF ELECTION OFFICIAL

1. Verification that the Voter Personal Identification Number (PIN) has been used.
2. Activation of Personal Identification Number (PIN).
3. Issuance of Voter Information Letter and NEW Personal Identification Number (PIN).

(signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official and agree that I will vote immediately at the Help Centre and further understand that should I leave the Help Centre WITHOUT VOTING that the Voter Information Letter received will be deactivated and that I will not be further entitled to vote.

Signature of Applicant

Date

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

Signature of Election Official

Date

FOR USE BY THE ELECTION OFFICIAL VOTER LEAVES THE HELP CENTRE

1. Voter has left the Help Centre after voting:

Verify if Personal Identification Number (PIN) has been used to confirm that the elector has voted. If the PIN has not been used, the following must be completed:

Deactivate Voter Personal Identification Number immediately

SIGNATURE OF ELECTION OFFICIAL THAT VOTER HAS LEFT THE HELP CENTRE
WITHOUT VOTING

Signature

Date / Time

TOWN OF DEEP RIVER
APPOINTMENT OF SCRUTINEER BY ELECTOR
Municipal Elections Act, 1996

TAKE NOTICE that I, _____
(Name of Elector)

An elector in the _____
(Name of Municipality)

hereby appoint _____ to represent me and attend at the recount for
the following:

Ward No.(s) _____ in the Municipality of _____ in
respect of the Municipal Elections

held on Monday, October 27, 2014 under the *Municipal Elections Act, 1996*.

Date

Signature of Elector

CONDUCT OF SCRUTINEERS AND CANDIDATES

- ANYONE who is creating a disturbance at the Help Centre or Receiving Location will be removed as directed by the Clerk.
- Before being admitted to the Help Centre or Receiving Location, a person appointed as scrutineer shall produce and show his/her Appointment (Form LC45) to the Clerk and shall take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
- Cell phones SHALL be turned off upon entering the Help Centre or Receiving Location and their use is prohibited while in the Help Centre or Receiving Location.
- The Clerk is responsible for the conduct of the Help Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
- Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Help Centre or Receiving Location prior to the time designated by the Clerk (8:00 p.m for Voting Day). No one will be admitted to the Help Centre or Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the Election Results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a second count.

RIGHTS OF SCRUTINEERS AND CANDIDATES

- To be present to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Voting System" Form LC44 that attests to this fact.
- To observe the voting process at the Help Centre, but shall not interfere with the electors.
- To observe the receipt of the voting results at the Receiving Location, but shall not interfere with the process.
- To enter the Receiving Location 15 minutes before the designated time.
- To sign the Election Results (supplied by the provider).
- In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

SCRUTINEERS AND CANDIDATES ARE PROHIBITED FROM THE FOLLOWING:

- Attempting, directly or indirectly, to interfere with how an elector votes, and from attempting to campaign or persuade an elector to vote for a particular candidate, by-law or question.
- Displaying a candidate's election campaign material in the Help Centre or Receiving Location.
- Compromising the secrecy of the voting.
- Interfering or attempting to interfere with an elector who is voting.
- Obtaining or attempting to obtain, any information about how an elector intends to vote or has voted.
- Communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Help Centre or Receiving Location.

**TOWN OF DEEP RIVER
APPOINTMENT OF SCRUTINEER**

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

Moved by _____

Resolution No. _____

Seconded by _____

The Municipal Council (or local board, etc.) of the Corporation of the Town of Deep River hereby appoints _____ to act as a scrutineer to represent the Corporation (or local board, etc.) with respect to (insert specific question or by-law) for the following:

Ward No.(s) _____ in respect of the Municipal Election held on Monday, October 27, 2014 under the *Municipal Elections Act, 1996*.
"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 _____, 2014.

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 place where votes are being counted. Failure to show proof of appointment may result in a direction to you to leave.

CONDUCT OF SCRUTINEERS AND CANDIDATES

- ANYONE who is creating a disturbance at the Help Centre or Receiving Location will be removed as directed by the Clerk.
- Before being admitted to the Help Centre or Receiving Location, a person appointed as scrutineer shall produce and show his/her Appointment (Form LC46) to the Clerk and shall take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
- Cell phones SHALL be turned off upon entering the Help Centre or Receiving Location and their use is prohibited while in the Help Centre or Receiving Location.
- The Clerk is responsible for the conduct of the Help Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.

- Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Help Centre or Receiving Location prior to the time designated by the Clerk (8:00 p.m for Voting Day). No one will be admitted to the Help Centre or Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the Election Results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a second count.

RIGHTS OF SCRUTINEERS AND CANDIDATES

- To be present to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Voting System" Form LC44 that attests to this fact.
- To observe the voting process at the Help Centre, but shall not interfere with the electors.
- To observe the receipt of the voting results at the Receiving Location, but shall not interfere with the process.
- To enter the Receiving Location 15 minutes before the designated time.
- To sign the Election Results (supplied by the provider).
- In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

SCRUTINEERS AND CANDIDATES ARE PROHIBITED FROM THE FOLLOWING:

- Attempting, directly or indirectly, to interfere with how an elector votes, and from attempting to campaign or persuade an elector to vote for a particular candidate, by-law or question.
- Displaying a candidate's election campaign material in the Help Centre or Receiving Location.
- Compromising the secrecy of the voting.
- Interfering or attempting to interfere with an elector who is voting.
- Obtaining or attempting to obtain, any information about how an elector intends to vote or has voted.
- Communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Help Centre or Receiving Location.

