

2022 Municipal Elections Procedures



The TOWNSHIP of
NORTH DUMFRIES

May 1, 2022
Revised: October 14, 2022

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Definitions and Interpretations

In these procedures:

"Act" means the *Municipal Elections Act, 1996*, S.O. 1996 c.32, as amended.

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

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

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

"Clerk" means the Municipal Township Clerk or designate and includes an Election Official carrying out election duties on behalf of the Clerk;

"Election Help Centre(s)" means a place designated by the Clerk where an elector can receive election services, including amending the Voters' List and asking questions about the election.

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

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

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

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

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

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

"Service Provider" means Dominion Voting Systems.

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

"Voter Letter" means a personalized letter mailed to every elector containing their personal voter credentials, instructions on how to vote, voting locations and any other information the Clerk may provide.

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

"Voting Day" means the day on which the final vote is to be taken in an election.

"Voting Place" means a place designated by the Clerk where electors can vote using a paper ballot, ask questions about the Election, or be added to the voters' list.

"Voting Period" means the entire time when a Voter may cast their ballot.

Municipal Elections Act

These procedures provide reference to the Act and a plain language summary of municipal election rules for understanding and convenient reference only.

Candidates and Third party Advertisers are encouraged to read and understand the Act, available at www.ontario.ca/laws, and obtain professional legal or accounting advice for questions of interpretation and application.

Language and Time (s. 9)

Procedures and forms will be provided in English only, unless otherwise requested.

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

Questions

Questions about these procedures can be addressed to the Clerk.

Election Principals

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

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

Commitment to Accessibility

The Clerk is committed to conducting an election that accommodates, encourages participation, and inspires confidence of persons with a disability.

The Election Accessibility Plan supports full and equal access to electoral services for persons with disabilities and pro-actively addresses accessibility barriers for the 2022 Municipal Election. This plan will be monitored and improved or updated as best practices are identified and new opportunities for improvement arise to respond to feedback from the community.

Legislative Requirements (s. 12.1, 45)

The Act requires the Clerk to:

- consider the needs of electors and candidates with disabilities;
- ensure that each voting place, which includes Election Help Centre(s), is accessible to electors with disabilities;
- prepare a plan for the identification, removal and prevention of barriers that affect voters and Candidates with disabilities and make the plan available to the public; and
- submit a report to Council about the identification, removal and prevention of barriers that affect voters and Candidates with disabilities before Monday, January 23, 2023.

Input and Feedback

The Clerk encourages input and feedback to further enhance election accessibility. If you feel you have identified a barrier, have a recommendation to improve accessibility for the upcoming election or any other election feedback, please contact us:

Email: election@northdumfries.ca

Phone: 519-632-8800

Letter Mail: 2958 Greenfield Road, P.O. Box 1060 Ayr, ON N0B 1E0

Authority of the Clerk

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

The Clerk is responsible for conducting the election, including:

- preparing for the election;
- preparing for and conducting a recount in the election;
- maintaining peace and order throughout the election;
- in a regular election, preparing and submitting the accessibility report;
- providing for any matter or procedure that is not in the Act or is, in the Clerk's opinion, necessary or desirable for conducting the election. including requiring a person to provide proof of identity, qualification or any other matter.

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

The Clerk must establish forms and procedures for alternative voting methods and has authority to require people to use established forms.

This document sets out the forms and procedures established by the Clerk for the 2022 Municipal Election. These procedures will be posted online and provided to all Candidates and Third-party Advertisers.

Election Officials - Appointment and Training (s. 15)

The Clerk may appoint election officials and delegate any of the Clerk's powers and duties to election officials. The Clerk may continue to exercise the delegated powers and duties, despite the delegation. The Clerk will provide training to any Election Officials as required. The Clerk may continue to exercise the delegated powers and duties, despite the delegation. All Election Officials shall be appointed and take an oath of secrecy.

Procedures Subject to Change

These procedures are subject to change by the Clerk for any reason including clarification or interpretation and changes to the Act or regulations or forms.

The Clerk may post updated procedures on the Township website and email all Candidates and Third-party Advertisers the revised procedures.

Public Information and Communications

The Clerk will provide required notices and other critical election information in one or more ways unless otherwise required:

1. personalized Voter Letters sent to every eligible voter,
2. local newspapers;
3. the Township website and social media accounts, and
4. email communications with Candidates and Third party Advertisers.

The manner and form of notice is at the Clerk's discretion.

Voter Letters

Personalized Voter Letters will be prepared utilizing the Voters' List as amended and will be mailed to electors on or about the last week of September/first week of October 2022 to enable electors to use the Internet or visit a voting place to vote.

The Voter Letter will contain the elector's personal voter credentials, voting places, as well as any other general information, such as:

- voting instructions, including the internet address (URL) to access the Internet voting service;
- voting places and times to vote in person;
- dates and hours of the voting period for internet voting;
- dates and hours of any Election Help Centre(s) and voting places;
- voter eligibility criteria; and
- information on illegal and corrupt practices under the Act.

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

Election Website

The official election website (<https://www.northdumfries.ca/en/township-services/municipal-elections.aspx>) will be the main place for all election information and updates, including:

- key election dates and times,
- Election Help Centre locations, dates and hours of operation, election policies and procedures,
- election results;

- Candidate and Third party Advertiser financial statements, and
- any other information that may be helpful or must be publicly available

Communications

The Clerk will ensure Election Officials and Township staff receive training necessary to assist the public, answer questions and perform their duties.

In partnership with other municipalities in Waterloo Region, the Clerk will work to publicize the Election and provide election information to inform and engage the public. This may include Candidate and/or public information sessions, newspaper notices, social media, and other advertising at the Clerk's discretion.

Job Duties if Elected

It is critical that Candidates understand their responsibilities and time commitment. Once elected, Council members will receive orientation training (currently scheduled on November 28th and 29th, 2022). Candidates for Council are encouraged to contact the Clerk if they have questions about their role.

Legislated Responsibilities of Council and the Mayor

Section 224 of the *Municipal Act, 2001*, describes the role of Council is to:

- represent the public and consider the well-being and interests of the municipality,
- develop and evaluate the policies and programs of the municipality,
- determine which services the municipality provides,
- ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council,
- ensure the accountability and transparency of the operations of the municipality, including the activities of senior management,
- maintain the financial integrity of the municipality, and
- carry out any other duties of council under any Act.

Section 225 of the *Municipal Act, 2001* describes the role of the Mayor is to:

- act as chief executive officer of the municipality,
- preside over council meetings so that its business can be carried out efficiently and effectively,
- provide leadership to the council,
- provide information and recommendations to the council with respect to the role of council,
- represent the municipality at official functions, and
- carry out any other duties of the Head of Council under any Act.

Time Commitments

Township of North Dumfries Council currently functions on a hybrid system of virtual and/or in-person meetings. Meetings generally last anywhere from one (1) hour to three (3) typically and all Members of Council are required to attend. Closed and Special meetings of Council are called as required.

Typically, Council Members are also appointed to one or more additional Committees of Council, which require the Councillor to attend, participate, and report back to Council. The commitment varies but normally requires attendance at one additional, one to three-hour meeting every few months.

Council members can expect to spend considerable time reviewing reports, emails, and correspondence for discussion at meetings. Members must be able to commit the time to read, understand and get clarification on the information, so they can be ready to comfortably speak to issues.

During the year public events are hosted by the Township or partner organizations and Council members may be invited to receptions, open houses, conferences, celebrations, annual general meetings, and other community events. Attendance at public events is not usually mandatory, however this provides an opportunity for Council to connect with the public.

Council members are often approached by individuals who want to address a problem or concern anytime while out in the community. Councillors also receive numerous emails and phone calls, which can happen during the day, nights, and weekends. Some inquiries Councillors may be able to respond to themselves while others may need to be referred to Township staff.

Human Resources and Directing Staff

The Chief Administrative Officer is the only member of staff hired directly by Council. Other positions are provided for in the Budget, approved by Council, and hired directly or indirectly by the CAO. Council provides direction to staff as a group by passing resolutions during Council meetings.

Code of Conduct

Everyone at the Township of North Dumfries has a responsibility to share a common integrity base and, through adherence to the principles of the Township Code of Conduct, serve to enhance public trust.

Candidates and Nomination

Candidate Qualifications (s. 17.2)

Candidates must be eligible to vote in the Township of North Dumfries to run for Council on the day their nomination is filed, see Voter Qualifications below.

Candidates may run in any ward in the Township.

There are additional rules for:

- a municipal employee,
- a judge, Member of Parliament (MP), Member of Provincial Parliament (MPP) or Senator, and
- an inmate.

Nomination Filing Location and Number of Offices to be Elected (s. 32)

| Filing Location | Offices | Office |
|---|----------------|---|
| Township of North Dumfries Administration | 1 | Mayor |
| | 1 | Ward 1 Councillor |
| | 1 | Ward 2 Councillor |
| | 1 | Ward 3 Councillor |
| | 1 | Ward 4 Councillor |
| Region of Waterloo | 1 | Regional Chair |
| Township of North Dumfries Administration Office or Cambridge City Hall | 3 | North Dumfries / Cambridge Trustee – Waterloo Region District School Board (English Public) |
| Township of North Dumfries Administration Office or Cambridge City Hall | 3 | North Dumfries / Cambridge Trustee – Waterloo Catholic District School Board (English Separate) |
| City of London | 1 | Conseil Scholaire Viamonde Trustee (French Public) |
| City of Kitchener | 1 | Conseil Scholaire Catholique Monavenir Trustee (French Separate) |

Nomination Period and Procedure (s. 31, 32, 33, 43)

Nominations must be filed in person and preferably by appointment:

- at the Municipal Office during the period:
 - May 2, 2022, to August 18, 2022, from Monday to Friday, 8:30 am to 4:30 pm, and
 - Friday, August 19, 2022, from 8:30 am to 2:00 pm (Nomination Day),
- using the “Nomination Paper” Form 1 and “Endorsement of Nomination” Form 2 endorsed by 25 people eligible to vote for the office (a person may endorse more than one nomination),
- by the nominee or the nominee’s agent with the nominee’s original signature and the declaration of qualification commissioned,
- with the prescribed nomination filing fee (cash, debit card, certified cheque or money order accepted):
 - \$200.00 for Mayor or \$100 for all other offices*, and
- with proof of identity and residence as prescribed in O. Reg. 304/13 and proof of citizenship satisfactory to the Clerk.

***Note:** After the candidate files their “Financial Statement” Form 4, the Clerk shall refund the nomination filing fee if:

- the Candidate withdrew their nomination before Nomination Day,
- the Candidate is elected to the office, or
- the Candidate receives more than 2% of the votes cast.

Nomination – Additional Materials

The nomination process may include completion of the following:

- “Declaration of Qualifications” Form W10,
- “Release of Campaign Information” Form W11 (can be submitted and/or revised at any time) before, or after Nomination Day;
- “Nomination Checklist” Form W14;
- any other information requested by the Clerk.

Campaign Contract Information

During the nomination process, Candidates will be asked to consent to the Clerk releasing the following campaign contact information online:

- phone number,
- Town/Settlement,
- email address, and
- website or social media accounts.

If the Candidate does not consent to providing this information, only their name will be provided online. Contact information provided may be personal or campaign specific, The Candidate is responsible for updating this information should anything change. No pictures, biographies or platforms will be provided.

The Township of North Dumfries does not endorse or support any Candidate.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of Candidates by posting on the election website an unofficial list of candidates which will be updated within 24 hours of receipt, as each Nomination Paper is filed.

Multiple Nominations (s.29(2))

If a Candidate has filed an earlier nomination in the same election, the first nomination is considered withdrawn when the second nomination is filed. A new "Nomination Paper" Form 1 must be submitted but the endorsement of 25 eligible voters may be transferred to the new nomination.

Withdrawal of Nominations (s. 36)

Candidates may withdraw their nomination in person or by an agent by filing a "Withdrawal of Nomination" W16 with their original signature with the Clerk before 2:00 pm on Nomination Day, Friday, August 19, 2022. When a nomination is withdrawn, the Clerk will update the Unofficial list of Candidates on the Township website.

Certification or Rejection of Nomination Papers (s. 35)

On or before Monday, August 22, 2022, at 4:00 pm, the Clerk will review each nomination received. The Clerk will certify the nomination by signing the nomination paper if satisfied that the person being nominated is qualified and the nomination complies with the Act.

The Clerk will reject a nomination if the person being nominated is not qualified to be nominated or the nomination does not comply with the Act. Notice of a rejected nomination will be provided as follows:

- a “Notice of Rejection of Nomination or Registration” Form W19 sent to the person being nominated by email.

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

Official List of Candidates

The final list of Certified Candidates will be posted on the election website before Monday, August 22, 2022 at 4:00p.m.

Declaration and Notice of Election (s. 40)

If after 4:00 pm on Monday, August 22, 2022, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk will declare an election to be conducted and provide notice on the election website of:

- the election and the way voters will cast their ballot,
- the dates and times of the Voting Period, and
- the location and hours of operation of Voting Places.

Acclamations (s. 37(1))

If after 4:00 pm on Monday, August 22, 2022, the number of Certified Candidates for an office is the same as or fewer than the number to be elected, the Clerk will declare the Candidate(s) elected by acclamation and post a “Declaration of Acclamation to Office” Form W18 on the Township website. There is no election for any offices which have been acclaimed.

Additional Nominations (s. 33(5), 37(2), 37(4))

If at 4:00 pm on Monday, August 22, 2022, the number of certified nominations filed for an office is fewer than the number of persons to be elected, the Clerk will post a notice of additional nominations online and take further nominations between 9:00 am and 2:00 pm on Wednesday, August 24, 2022.

Withdrawal of additional nominations must take place prior to 2:00 pm on Wednesday, August 24, 2022, following the Withdrawal of Nomination procedure above. At 2:00 pm on Wednesday, August 24, 2022, the Clerk will certify or reject any additional Nomination Papers that have been filed.

After 4:00 pm on Thursday, August 25, 2022, the Clerk will:

- conduct an election with Certified Candidates who are not acclaimed,
- declare the Certified Candidate(s) elected by acclamation and post a “Declaration of Acclamation to Office” on Form W18 online, if there is a sufficient number of certified nomination papers for an office, or
- hold a by-election, if the number of nomination papers filed is insufficient to form a quorum of the Municipal Council.

If the number of nominations filed is less than the number of positions for an office of Municipal Council, but forms a quorum, the vacancy will be filled by appointing a person as set out in section 263(1)(a) of the *Municipal Act, 2001*.

Death or Ineligibility of a Candidate (s. 39)

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

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

Third Party Advertiser and Registration

Third Party Advertising

Third-party advertising is any message or material to support or oppose a Candidate or a question on the ballot which incurs a cost. Third parties advertising between May 2, 2022, and October 21, 2022 must register with the Clerk in each municipality where they plan to advertise.

Candidates cannot direct, organize, or coordinate with Third-Party Advertisers.

Exceptions to Third-Party Advertising (s.1(2), (2.1))

Third-party advertising **does not** apply:

- to advertising produced by a Candidate,
- to issues, unless there is a related question on the ballot,
- if no money is spent advertising or campaigning, or
- to advertising by an individual, corporation or trade union to their employees, members, shareholders, or directors.

Third-Party Advertiser Qualifications (s. 88.6(4), (5))

To be eligible to register as a Third-party Advertiser, you must be an individual, corporation or trade union living or operating in Ontario and must **not** be any of the following:

- a Candidate,
- a federal or provincial political party, constituency association, registered candidate, or leadership contestant, or
- the Crown in right of Canada or Ontario, a municipality or local board.

Registration Period and Procedure (s. 88.6)

A notice of registration must be filed as follows:

- in the Municipal Office Monday to Friday, 8:30 am to 4:30 pm during:
 - Monday, May 2, 2022 to Friday, October 21, 2022,
- using the prescribed “Notice of Registration – Third-Party” Form 7, and
- in person by:
 - the individual, or
 - a representative of the corporation or trade union

Registration – Additional Materials

The notice of registration process will include completion of the following:

- “Declaration of Qualifications” Form W10,
- “Release of Campaign Information” Form W11,
- “Preliminary Amount of Expenses and Contributions” Form W12,
- “Nomination and Registration Notices” Form W13,
- any other information required, and
- “Nomination Checklist” Form W14 confirming completion of the above.

Certification or Rejection of Notice of Registration (s. 88.6(13), (14))

The Clerk will review each “Notice of Registration – Third-Party” Form 7 upon filing. The Clerk will certify the registration by signing the Notice of Registration if satisfied that the person, corporation or trade union is qualified, and the registration complies with the Act. The Clerk may wait to certify the registration if all required information is not supplied.

The Clerk will reject a registration if the person, corporation, or trade union filing notice of registration is not qualified to be registered or the registration does not comply with the Act. Notice of a rejected nomination will be provided as follows:

1. a “Notice of Rejection of Nomination or Registration” Form W19 emailed to the person, corporation or trade union filing notice,
2. notice to all registered third parties by email, and
3. updating the list of registered Third party Advertisers posted online.

The Clerk’s decision to certify or reject a notice of registration is final.

Election Advertising and Campaigning

Responsibility for Information

Information in advertisements and campaign material is the responsibility of the Candidate or Registered Third Party and any questions or concerns should be directed to the Candidate or Third-party Advertiser. The Township takes no responsibility for the accuracy of information provided in campaign materials.

Guides

A Candidates guide is available at www.ontario.ca/page/municipal-elections and School Board Trustees can find out more at www.elections.ontarioschooltrustees.org.

Start of Campaign (s. 88.20, 88.21)

Campaigning, campaign advertising, spending money or accepting contributions (including money, goods or services) is not permitted until:

- a Candidate files their nomination papers with the Clerk, or
- the Clerk certifies the registration of a Third party Advertiser.

Mandatory Advertising Information (s. 88.3, 88.5)

Election campaign advertisements must identify:

- the name of Candidate who purchased the ad, or
- the name, municipality and the phone number, mailing address or email address of the registered Third party Advertiser who purchased the ad.

When advertising with a broadcaster or publisher, the following information must be provided in writing with the advertisement:

- for registered Candidates:
 - the name of the Candidate, and
 - the name, business address and telephone number of the person dealing with the broadcaster or publisher, or
- for registered Third-Party Advertisers:
 - the name of the registered third-party,

- the name, business address and telephone number of the person dealing with the broadcaster or publisher, and
- the municipality where the registered third party is registered.

Responsibility of Broadcasters and Publishers

Broadcasters and publishers must not allow advertising without being given the above information in writing from a Candidate or Third-party Advertiser. Broadcasters and publishers must keep records containing the following information for four (4) years after the advertisement appears and permit the public to inspect the records during normal business hours:

- the mandatory information that must be provided to them listed above,
- a copy of the advertisement, and
- a statement of the cost charged for the advertisement.

Township Communications - Election Questions

All questions about the election process should be directed to the Clerk:

Ashley Sage
 2958 Greenfield Road
 Ayr, ON N0B 1E0
 519-632-8800 ext. 122
asage@northdumfries.ca

To ensure fairness and transparency, if an election-related question requires clarification to these procedures, the Clerk will attempt to answer the question within one week of the inquiry and:

- revise these procedures and the election website accordingly, and
- email updates to all Candidates and Third-party Advertisers.

Township Communications – Administrative Questions

Candidates and Third-party Advertisers may ask questions regarding the administration of the municipality in two ways:

- submitting a written request, or
- meeting with the Chief Administrative Officer (CAO)

Written questions or meeting arrangements may be made through the Clerk who will forward the request to the appropriate person for an answer.

Municipal Owned / Leased Facilities

Election campaigning or distributing/posting election campaign material is not allowed at municipally owned or leased facilities, except:

- on public road allowances, or
- in an area of a municipal facility that is available for public rental, with a rental permit at the standard public rate.

The Township's Use of Corporate Resources for Election Purposes policy is available on the election website or at the Township Office.

Campaigning at Apartments and Condominiums (s. 88.2)

Apartments, condominiums, non-profit housing cooperatives and gated communities must allow Candidates and their representatives access to the doors of units or houses from 9 am to 9 pm during the campaign period. The Act does not require Third Party Advertisers be given this access.

Landlords and condominiums cannot prohibit tenants from displaying election signs on their unit or rented property. Landlords may prohibit election signs in common areas or set reasonable limits on the size or type of election signs.

Use of Municipal Logo, Crest or Other Insignia

The Township logo, crest or other insignia cannot be used for campaign purposes or on election signs.

Election Signs

Candidates and Third-Party Advertisers must follow election sign requirements set out in the Township's Election Sign By-law No. 2952-18, and including the following:

- no election signs are permitted on Regional Roads (Region of Waterloo Sign By-law No. 10-030, including amendment 21-064),
- signs can be posted beginning September 10th
- signs can only be put on private property with the owner's consent,
- are portable or mounted on wire frame able to be bent by hand or a wood frame with less than 4" x 4" post driven into the ground,

- shall not exceed 0.84 square metre in size, set back at least 2 m from the road or sidewalk, at least 15 meters from an intersection and do not block sightlines for drivers,
- no signs on other public property or attached to public infrastructure like light poles, utility boxes, trees, benches or waste containers,
- no signs that flash, change colour or have any moving parts.

The Township or any of its officers, employees or agents will not be responsible for damage to lawfully removed election signs. Complaints regarding vandalism to signs, posters or other campaign material should be referred to Waterloo Regional Police Service by the complainant.

Scrutineers

Appointment by Candidate and Qualification

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

- Voting places, while they are open, or
- the Municipal Office, during:
 - the opening and testing of the voting system,
 - the receipt of voting results, or
 - a recount and announcement of recount results.

The appointment shall be made using the “Appointment of Scrutineer” Form W17 and must be signed by the Candidate in person at the Municipal Office. The Candidate shall give this signed form to their scrutineer. Each scrutineer shall be responsible for his or her conduct, rights and prohibitions as set out on the applicable appointment form.

Third Party Advertisers and Candidates who have been acclaimed may not appoint scrutineers.

Candidate and Scrutineer Access

Before being admitted to any place in their capacity as a Candidate or scrutineer, an Election Official may request photo identification and/or the signed “Appointment of Scrutineer” Form W17.

Candidates or scrutineers must take an “Oral Oath of Secrecy” Form W31 when requested by an Election Official.

Number of Scrutineers

No more than one scrutineer representing each Candidate may be permitted at one time at the Municipal Office or any Voting Place. On voting day one scrutineer appointed by each person for each ballot box in use at the voting place.

Conduct

The Clerk may remove Candidates or scrutineers who create a disturbance, including:

- speaking to voters or interfere with the voting process,
- using a cell phone to receive or make calls or take pictures or video within an Election Help Centre or the Municipal Office, or
- wearing or display any campaign material, literature, or signs in or on the property of an Election Help Centre (including buttons, flyers, etc.).

Campaign Finances

Campaign Finance Rules and Duties (s.88.22 to 88.32)

Sections 88.22 to 88.32 of the Act assign several duties to Candidates and Third-Party Advertisers respecting contributions, receipts, records, financial filings, return of contributions, anonymous donations, and other matters.

Candidates and Third-Party Advertisers should pay careful attention to these rules and their duties under the Act and obtain professional assistance as required.

Campaign Period (s. 88.24, 88.28)

Contributions cannot be accepted outside the campaign period (beginning on nomination or registration and ending January 3, 2023), unless extended.

Campaign Contributions (s.88.8 to 88.15, 88.34)

Contributions include money and the fair market value of goods and services accepted for an election campaign, but do not include:

- voluntary labour or labour provided voluntarily from an employee acting under the direction of a Candidate or Third Party Advertiser without added compensation,
- \$25 or less donated or paid for goods or services at a fund-raiser,
- a loan from a bank or recognized lending institution, and
- no charge political advertising provided equally to all candidates for an office in accordance with the *Broadcasting Act* (Canada).

Contributions up to \$25 may be made in cash. Contributions more than \$25 must associate the contributor's name and account with the payment.

It is recommended that Candidates and Third-Party Advertisers do not accept contributions through crowdsourcing, e-transfer or online payment services or recommends reviewing each service provider's terms and conditions with legal counsel to determine if the service complies with the Act.

Maximum Campaign Contributions and Self-Funding (s. 88.9, 88.13)

No one may contribute more than:

- \$1,200 to one Candidate or Third Party Advertiser, other than the Candidate, the Third Party Advertiser or their spouse (see below),
- a total of \$5,000 to two or more Candidates in the Township, or
- a total of \$5,000 to two or more Third Party Advertisers in the Township.

The maximum amount that can be self-funded in a campaign will be included on the “Certificate of Maximum Campaign Expenses” Form W15.

Fundraising Events and Parties (s. 88.10, 88.14, O Reg 101/97)

Fundraising events can only be held for a Candidate or Third Party Advertiser during the Candidate or Third Party Advertiser’s campaign period.

The maximum amount a Candidate can spend for parties and other expressions of appreciation after voting day is 10% of the maximum a Candidate can spend on their campaign. This amount will be listed on the “Certificate of Maximum Campaign Expenses” Form W15.

Campaign Expenses (s. 88.19)

Campaign expenses are costs incurred for goods or services used in an election campaign and include:

- the value goods and services including the replacement value of goods and services used in a previous election,
- election campaign advertisements,
- interest on loans,
- fund-raising costs,
- holding parties and other expressions of appreciation after voting day,
- a Candidate or Third Party Advertiser’s expenses directly related to their disability that would not have been incurred but for the election, and
- expenses related to audit and accounting services, recounts, controverted elections, or compliance audits as set out in the Act.

Maximum Campaign Expenses (s. 33.0.1, 33.0.2, 88.20(13))

The maximum amount a Candidate or Third-Party Advertiser can spend on their campaign is the lower of two calculations made by the Clerk:

- the Clerk provides a preliminary amount during nomination or registration, and
- the Clerk makes a second, final calculation on or before September 26, 2022 and provides this amount by email to Candidates and Third Party Advertisers using the “Certificate of Maximum Campaign Expenses” Form W15.

Filing Requirements and Deadlines (s. 88.25(9), 88.29(7))

All Candidates and Third-Party Advertisers must file a “Financial Statement” Form 4, in person, with an original signature, before 2:00 pm on March 31, 2023. If an error is noticed before the deadline, the financial statement may be corrected and refiled on or before the 2:00 pm deadline. Candidates and Third-Party Advertisers will receive notice of filing requirements, entitlement to a refund and penalties during the nomination or registration process.

Late Filing (s. 88.23(9), 88.27(6))

Candidates and Third-Party Advertisers may pay \$500 to the Clerk to extend the deadline to file their “Financial Statement” Form 4 until May 1, 2023 at 2:00 pm.

Campaign Surplus or Deficit (s. 88.31, 88.24(1))

At the end of a campaign, if the total credits equal the total expenses, there is no campaign surplus or deficit.

A campaign has a surplus if there are more credits than expenses and the Candidate may refund any contributions they or their spouse made to their campaign, up to the amount of the surplus. Any remaining surplus must be paid to the Clerk. The surplus held by the Clerk plus interest will be returned if the campaign period recommences, otherwise the surplus becomes property of the Township.

A campaign has a deficit if there are more expenses than credits and the Candidate may notify the Clerk using “Notice of Extension of Campaign Period” Form 6 if they wish to extend their campaign period to solicit further campaign contributions until the earlier of:

- the day when the Candidate has received enough money to pay for the original deficit and any expenses from seeking further contributions,
- the day the Candidate notifies the Clerk in writing that he or she will not accept further contributions, or
- June 30, 2023.

If a Candidate’s campaign period is extended, they must file a supplementary financial statement (auditor’s report, if necessary) with all their original financial information plus the information from the additional campaigning by September 29, 2023.

Default and Penalties (s. 88.23, 88.27)

A Candidate or Third-Party Advertiser is in default if they:

- fail to file a financial statement (including an auditor's report, if necessary) or return of surplus document on time;
- fail to pay a surplus to the Clerk on time; or
- exceed their Maximum Campaign Expenses (see above).

The Clerk will email notice to any Candidate or Third-Party Advertiser who is in default. Notice will also be provided to the Council or Board the Candidate was elected to and on the election website. Penalties for default include the Candidate forfeits any office to which they were elected and is ineligible to be elected or appointed to any office until after the next regular election.

Financial Statements and Review of Contributions (s. 88.34)

The Clerk or designate will review financial statements and report on contributions that appear to exceed contribution limits to the Compliance Audit Committee.

Compliance Audit Committee (s. 88.37)

North Dumfries will participate in the Waterloo Municipal Election Compliance Audit Committee (MECAC) whose role is to consider and make decisions on:

- applications for compliance audits of Candidates and Third-Party Advertisers made by an elector who believes, on reasonable grounds, that campaign finance rules contravened; and
- reports submitted to MECAC by the Clerk.

Voters' List

Voter Qualifications (s. 17(2))

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

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

Preliminary List of Electors (s. 19)

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

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

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

A voter's name may be on the Voters' List of more than one municipality and may be eligible to vote in both municipalities. For example, if a person lives in North Dumfries and owns property in Kitchener, they are a resident elector in North Dumfries and a non-resident elector in Kitchener. In this case the elector is entitled to vote in both municipalities but may not vote for the same office. -

Voters' List (s. 22(2))

The Clerk may correct any obvious errors in the preliminary list of electors Thursday, September 15, 2022, using information in the Township's control.

The Clerk will notify the Municipal Property Assessment Corporation of any corrections. The corrected list of electors becomes the Voters' List.

The Clerk will maintain the Voters' List electronically.

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

Information on the Voters' List may be amended between September 1, 2022, and October 24, 2022, until 8:00 pm at the Municipal Offices as follows:

- an elector applying to amend their information may use the "Application to Amend the Voters' List" Form W40 and provide proof of identity and residence as set out in O. Reg. 304/13, or
- any person applying to remove another person's name from the Voters' List may use the "Application for Removal of Another's Name from the Voters List" Form W41.

The Election Official may approve or deny applications to amend the Voters' List and the Clerk's decision is final.

Interim and Final List of Changes (s. 27(1) and (2))

The Clerk shall prepare an interim list of changes to the Voters' List on or before September 15, 2022 and circulate to those who requested a copy by September 26, 2022, if authorized under the Act.

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

Candidates Use of the Voters' List (s.23(4), 88(10) and (11))

Upon request using the "Voters' List Request and Declaration" Form W42, the Clerk shall give every Candidate:

- the part of the Voters' List that contains the names of the voters who are entitled to vote for that office, and
- an electronic list daily during the Voting Period showing the names of voters who have cast a ballot (this list will only show *if* an elector voted and not *how* an elector has voted).

Candidate must use the voters' list in accordance with these procedures and the Act. Candidate copies must be securely destroyed following the Election. The Voters' List cannot be posted in a public place and must only be used for election purposes.

Third Party Advertisers do not have access to the Voters' List.

Voting Procedure

Council's Authority (s. 42)

On June 28, 2021, North Dumfries Council passed By-law No. 3244-21 authorizing:

- internet voting, and
- paper ballots with tabulators

Dominion Voting System will be providing voting services, as approved by Township Council.

Voting Period

The Voting Period allows for voting between October 11, 2022 at 10:00 a.m. to October 24, 2022 at 8:00 p.m.

Voting Options

Voters may vote using one of the following methods:

1. access the voting website to cast their vote using the internet, or
2. vote using a paper ballot at the designated voting place during the specified dates and times communication on the Voter Letter.

Voters may visit or call the Township Office for election information.

Voting Proxy

Proxy voting, or assigning another person to vote on your behalf, will not be offered this election.

System Integrity

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

- the election system can only be accessed by eligible voters using their unique Voter Credentials, date of birth and captcha;
- all eligible voters are sent a sealed Voter Letter with their Voter Credentials;
- Election Officials may access an individual's voter credentials to deactivate and issue new voter credentials according to these procedures, and
- eligible voters can be added or amend their information on the Voters' List up to and including Election Day, October 24, 2022, at 8:00 pm.

Voting System Testing and Activation

The Clerk may conduct a logic and accuracy test of the voting system prior to the advanced voting period.

Voting

Voters may log into the online voting system using:

- their voter credentials (included on the Voter Letter), their date of birth and captcha.

Voters must accept an oath of qualification for the system to provide their ballot. The ballot will show all contests they are entitled to vote for, the maximum number of votes a voter can make.

Voters cannot vote for more than the maximum number shown. Voters may cast a blank ballot or a ballot where one or more races are blank and their votes for other races will be cast.

Once a voter has selected for all contests, the system will indicate the voter's choice and ask the voter to either confirm their selections and cast their ballot or allow the voter to return to a contest to change their selections. Once the ballot is cast and confirmed, the Voter's voter credentials cannot be used again to access the voting system. The voter will also not be able to vote in person.

Completing a Ballot Later, Timeout and Lost Connections

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

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

Voting Security

The Township of North Dumfries will **never** call, or email you asking for Elector's voter credentials. To ensure secrecy, confidentiality and privacy while voting, please:

- do not use public WiFi if you are unfamiliar with the security settings.

Replace Voter Letter

Eligible voters who attend in person at an Election Help Centre will be able to request a “replacement” Voter Letter that contains voter credentials as follows:

1. Where a person on the Voters’ List has lost/not received his or her Voter Letter and the voter credentials have not been used, he or she can attend the Municipal Office in person and prove to the satisfaction of the Election Official that they require new voter credentials. The authorized Election Official will disable the elector’s assigned voter credentials. 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 Letter” Form W35 shall be taken by the elector and a new Letter shall be issued.
2. Where a person on the Voters’ List has attempted to vote and their voter credentials have already been used, he or she can attend the Municipal Office and prove to the satisfaction of the Election Official that they did not vote and require new voter credentials. 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 Letter” Form W35 shall be completed by the elector and a new Voter Letter containing new voter credentials shall be issued. If necessary, the Election Official will disable the voter credentials if it was not used at the Election Help Center before the voter leaves and/or the Clerk will forward the misuse of the voter credentials to the police for investigation and prosecution.

Duplicate Voter Letters

If an elector receives more than one Voter Letter, they may only vote **once** and must destroy, or return to the Municipal Office the other Voter Letter and complete an “Application to Amend Voters’ List” Form W40 to remove the duplicate name. Any Voter Letters returned to the Municipal Office shall have the voter credentials disabled immediately so it cannot be used to vote.

Anyone who votes more than once or who improperly uses a Voter Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act.

The Clerk shall retain all returned or duplicate Voter Letters and ensure a complete audit trail is maintained of all Voter Letters:

- that were sent to eligible voters,

- that were returned unused for voting, whether opened or unopened from the post office or by any person,
- that were set to a status that prevented them from being used to vote,
- that were re-issued to an eligible elector, and
- that were assigned by an Election Official to eligible voters that have completed “Application to Amend Voters’ List” Form W40.

Voter Credential Questions or Trouble Voting

If an elector has tried his/her voter credentials and cannot access the voting system, they may call or visit the Municipal Office, or any designated in person voting locations. The Election Official will determine the status of the voter credential and:

- if the voter credential is valid and has not been used, suggest the voter try again using an alternate method (internet, or paper) or the Municipal Office to obtain assistance in voting, or
- if the voter credential has already been used, they may follow the replacement voter credential procedure.

New, or replacement voter credential shall not be given out over the telephone. The voter must attend the Municipal Office, or a voting place in person with proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form.

The Clerk may make special accommodations at their sole discretion if satisfied that extenuating circumstances exist. Such situations shall be determined by the Clerk.

Assistance of Election Official, Friend or Interpreter

Election Officials shall ensure voters who need assistance in voting to have such assistance as the Election Official considers necessary. Candidates and Scrutineers may not act as a friend of an elector.

If an elector requests voting assistance or an interpreter at a voting place, the Election Official shall administer the appropriate oath using the “Oral Oaths” Form W33:

- the Oral Oath to vote with Assistance to the elector, for assistance from an Election Official;
- the Oral Oath of Friend of Elector to the elector, for assistance from a friend; and/or
- the Oral Oath of Interpreter to an interpreter provided by the elector, for the assistance of an interpreter to translate the oaths and any lawful questions put to the voter.

Paper Ballot Voting and Tabulators

Voting Locations

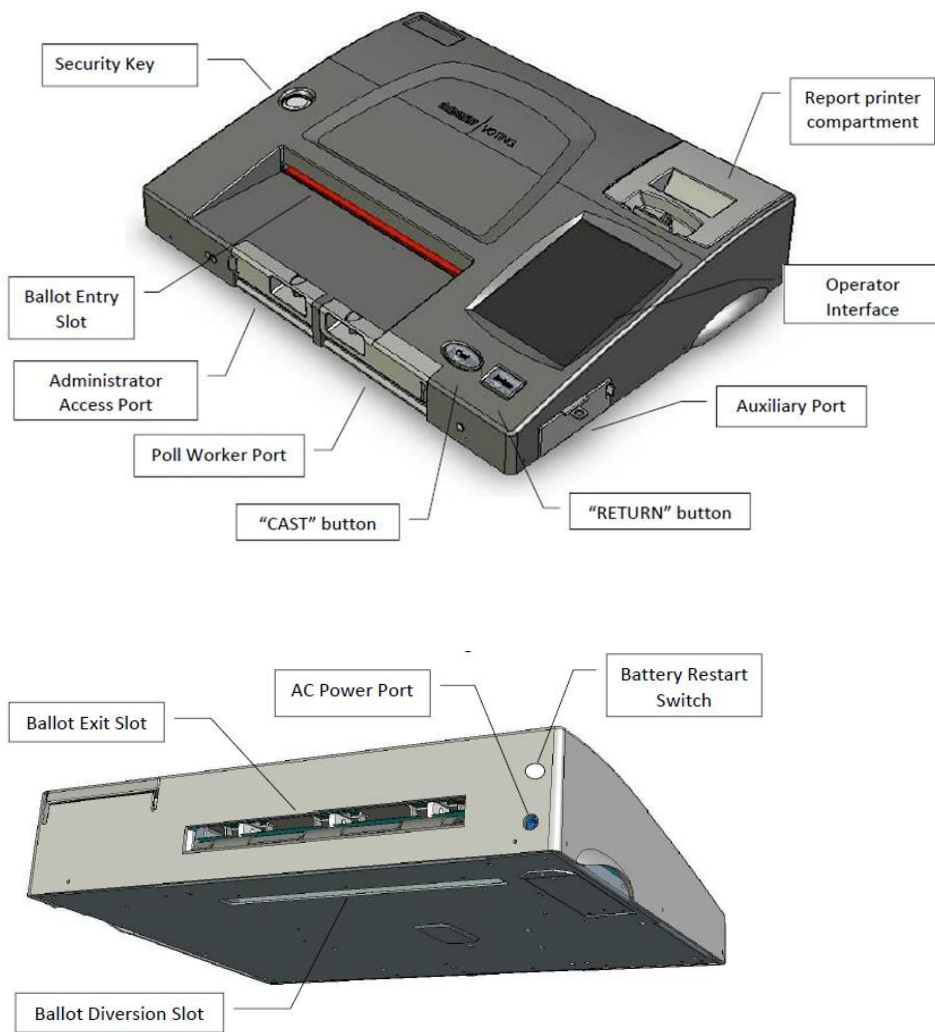
| Ward | Location |
|--------|---|
| Ward 1 | Kirkwood Apartments 191 Stanley Street, Ayr |
| Ward 2 | North Dumfries Community Complex 2958 Greenfield Road, Ayr |
| Ward 3 | Grand Valley Golf and Country Club 1910 Roseville Road, Cambridge |
| Ward 4 | Cambridge Golf Club 1346 Clyde Road, Cambridge |

Deputy Returning Officer Responsibilities

The Township Clerk appoints Deputy Returning Officer(s) (DRO) for each voting location during the election period and delegates to DROs the power and duty to:

- authority to amend the Voters' List to add or remove an Elector or correct erroneous information and to approve or deny applications for revision to the Voters' List
- authority to require Electors to provide proof of identity, residence, or citizenship,
- authority to administer any Oath required for election purposes,
- authority to issue a PIN number to a qualified elector and cancel or reissue PIN number to an Elector as required
- authority to maintain peace and order at any voting place by removing anyone who is causing a disturbance,
- authority to allow Voting Proxy in the absence of the Clerk

Tabulator Setup



Tabulator Start Up – on the first day of the Advanced Vote

On the first day of the advanced voting, the Deputy Returning Officer will print a Zero Report by selecting 'Zero' option on the screen and will sign with another Election Official.

The Deputy Returning Officer will verify that the tape lists the correct Ward Location and will verify that all candidate names have a zero total. At the end of the first advanced voting day, the Deputy Returning Officer will shut down the tabulator and return to the Township Administration Office to be kept under lock and key.

Tabulator Start Up – on the second day of the Advanced Vote

On the second day of the advanced voting, the Deputy Returning Officer will print a Status Report and will sign with another Election Official.

The Deputy Returning Officer will verify that the tape lists the correct Ward Location and will verify that the number of ballots submitted matches the number of ballots submitted from the previous advanced voting day.

At the end of the first advanced voting day, the Deputy Returning Officer will shut down the tabulator and return to the Township Administration Office to be kept under lock and key.

Tabulator Start Up – on Election Day

On Election Day, the Deputy Returning Officer will print a Zero Report and will sign with another Election Official.

The Deputy Returning Officer will verify that the tape lists the correct Ward Location and will verify that all candidate names have a zero total. At the end of Election Day the Deputy Returning Officer will close the polls and return to the Township Administration Office to provide to the Clerk who will then use to generate final Election Results.

Deputy Returning Officer Handbook Guide

Each Deputy Returning Officer has been provided with guidelines and procedures on how to set up the voting location, voter qualification, how to address different situations that may arise with feeding ballots through the tabulators and opening/closing the voting location.

Close of Internet Voting and Results

Close of Voting System

At 8:00 pm on October 24, 2022, the Clerk shall authorize the close and deactivation of the in person and online voting system for the public. The Clerk shall allow access to the voting system at voting places to continue until Election Officials confirm that all voters who were present at 8:00 pm have voted.

Results Report

When the voting system is closed, the Clerk shall produce the results report. The results report shall be signed by the Clerk.

The Clerk may permit Candidates or their scrutineers to be present when the results report is produced. However, no electronic devices are permitted, so results are not available to the public before 8:15 pm. The Clerk may remove anyone who is creating a disturbance.

Release of Unofficial Results

Unofficial results shall be released as soon as possible by the Clerk on Voting Day.

Notice of Official Results (s. 55(4), (4.1))

As soon as possible after Voting Day, the Clerk shall declare the candidates with the highest number of votes to be elected and post official election results on the Township website. Where possible, the Clerk will provide additional information on voter turnout, etc.

Notice of the final number of voters and results will be provided by email to:

- the Region of Waterloo for the position of Regional Chair, and
- the responsible Municipal Office for each school board for school board trustees.

Recount

Recount Required (s. 56, 57)

The Act requires a recount to be conducted within 15 days of:

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

Township Council passed By-law No. 3310-22 on March 28, 2022 that stipulates a recount be automatically required where the difference in number of votes between the second and first place candidates is less than or equal to:

- 10 votes for the office of Mayor
- 5 votes for the office of any Ward Councillor

Council, Local Board or Minister Request for a Recount (s. 56, 57)

Within 15 days after the declaration of the results, the Clerk shall hold a recount in accordance with the Township's recount policy passed by the municipality.

Within 30 days after the declaration of the results, Council may pass a motion requiring a recount. The Clerk shall conduct the recount within 15 days of the motion passing.

Application to Superior Court of Justice (s. 58)

Within 30 days after the declaration of the results, a person who is entitled to vote in an election and has reasonable grounds for believing the election results to be in doubt, may apply to the Superior Court of Justice for an order that the Clerk hold a recount. The Clerk shall conduct the recount within 15 days after receiving a copy of the order.

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

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

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

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

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

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

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

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

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

The following votes will be included in a recount:

- the votes for Candidates who fall within the Township's Recount Policy,
- in a recount for a council, local board or minister request or a court order, the votes for Candidates named in the resolution or order, and
- votes for any other Candidate for the office whose vote total was, in the Clerk's opinion, close enough to be affected by the recount.

The Clerk will conduct a recount in the same manner as the original count unless ordered otherwise by a judge. In the case of a court ordered recount only, Dominion Voting Systems shall provide any additional documentation or information ordered by the court to support the integrity, security, and accuracy of the voting system. Once started the recount will continue until complete, at which time the Clerk will announce the results in front of anyone authorized to attend the recount.

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

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

1. The name of each Candidate is written on equal-sized pieces of paper and the paper is placed in a container selected by the Clerk.
2. The Clerk announces, "the Candidate to be elected shall be the Candidate whose name is written on the first piece of paper I draw from the container."

The Clerk draws a paper from the container and announces the Candidate's name.

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

The Clerk will declare the successful Candidate(s) elected 16 days after the recount unless the recount was court ordered and provide notice using “Declaration of Recount Results” Form W50 by:

- posting on the Township website, and
- sending to everyone who was given notice of the recount.

Election Records

Candidates

All Voter information obtained by the Candidate during the 2022 Municipal Election shall be destroyed by the Candidate after the election. Candidates may return documents to the Clerk for destruction.

Clerk – Disposition of Records (s. 88)

Subject to a Judge's order or recount proceedings, after 120 days from declaring the results under section 55 of the Act, the Clerk shall destroy the ballots and in the case of digital records of ballots, ensure they are destroyed and retain the certificate of data destruction. The Clerk may also destroy any other documents and materials related to the election. The ballots and any other documents shall not be destroyed if a court orders that they be retained, and a recount has been commenced and not finally disposed of.

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

Records Held by a Third Party

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

- maintaining the internet and telephone voting system,
- maintaining the voter list,
- producing Voter Letters, or
- any other purposes deemed necessary by the Clerk.

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

Canada Post will not be asked to provide a certificate for letter mail.

Emergencies

Emergency Declarations (s. 53)

The Clerk may declare an emergency if, in their opinion, any circumstances have arisen that are likely to undermine the integrity of the election or prevent the election being conducted in accordance with the Act. The Clerk determines what constitutes an emergency and may make any arrangements deemed necessary for the conduct of the election in an emergency. The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

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

Notice of Emergency

The Clerk shall provide notice of an emergency to the best of their ability under the circumstance. If required, the Clerk may consider alternate options for any part of the election process including the voting system.

Power, or Internet Outage

At a voting place the Clerk will aim to provide a primary and backup internet connection for cases of localized technical issues or internet outage.

With the internet voting method, a large-scale power, or internet outage may constitute an emergency. Depending on the scope and duration of the outage, the Clerk may:

- provide additional voting place hours or locations,
- require voting hours or the Voting Period to be extended, or
- any other measures deemed necessary by the Clerk.

Postal Strike

In the event of a postal strike, the Clerk may determine how Voter Notice Letters will be distributed, including setting Voter Notice Letter pickup locations if necessary.

Unforeseen Cases

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

Offences and Penalties

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

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

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

Offences and corrupt practices include:

- voting without being entitled to do so,
- voting more times than the Act allows,
- inducing a person to vote when that person is not entitled to do so,
- publishing a false statement of a Candidate's withdrawal,
- furnishing false or misleading information to a person whom the Act authorizes to obtain information,
- without authority, supplying a ballot or voter credentials to anyone,
- soliciting, accepting, stealing or dealing with a Voter Letter, ballot or voter credentials without authority, and
- a Candidate or registered third party:
 - incurring expenses exceeding the amount set out in the "Certificate of Maximum Campaign Expenses" Form W15, or
 - filing a financial statement or auditor's report or return surplus expenses that are incorrect or do not comply with the Act.

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

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

Mail Tampering

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

Index of Forms

| Form # | Description |
|----------|--|
| Form 1* | Nomination Paper |
| Form 2* | Endorsement of Nomination |
| Form 4* | Financial Statement – Auditor’s Report Candidate |
| Form 5* | Financial Statement – Subsequent Expenses |
| Form 6* | Notice of Extension of Campaign Period |
| Form 7* | Notice of Registration – Third party |
| Form 8* | Financial Statement – Auditor’s Report Third Party |
| Form 9* | Declaration of Identity |
| Form W10 | Declaration of Qualifications |
| Form W11 | Release of Campaign Information |
| Form W12 | Preliminary Amount of Expenses and Contributions Formula and Certificate |
| Form W13 | Nomination and Registration Notices |
| Form W14 | Nomination Checklist |
| Form W15 | Final Amount of Expenses and Contributions Certificate |
| Form W16 | Withdrawal of Nomination |
| Form W17 | Appointment of Scrutineer by Candidate |
| Form W18 | Declaration of Acclamation to Office |
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| Form W20 | Appointment and Oath of Election Official |
| Form W30 | Activation of the Voting System |
| Form W31 | Oral Oath of Secrecy |
| Form W32 | Affidavit of Residence |
| Form W33 | Oral Oaths at Voting Locations |
| Form W35 | Application for Re-Issue of a Voter Letter |
| Form W40 | Application to Amend the Voters’ List |
| Form W41 | Application for Removal of Another’s Name from the Voters List |

Form W42 Voters' List Request and Declaration

Form W50 Declaration of Recount Results

*Indicates a provincial form available online or from the Clerk's Office.

Instructions

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

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

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

Declaration of Qualification

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

Signature of Nominee

Date (yyyy/mm/dd)

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

Certification by Clerk or Designate

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

Signature

Date Certified (yyyy/mm/dd)

Instructions

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

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

Name of person seeking nomination

Last Name or Single Name

Given Name(s)

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

Name of person providing endorsement – 1

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 2

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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

Signature

Date (yyyy/mm/dd)

Instructions

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

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

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

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

Instructions

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

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

For the campaign period from (day clerk received nomination)

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

 to

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

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

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

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Spending Limit

General

\$

Parties and Other Expressions of Appreciation

\$

Contribution Limit

Contributions from Candidate and Spouse

\$

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

Box B: Declaration

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

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Candidate or Agent (if filed in person)

Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

| | | |
|--|------|--|
| Total amount of all contributions (from line 1A in Schedule 1) | + \$ | |
| Revenue from items \$25 or less | + \$ | |
| Sign deposit refund | + \$ | |
| Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2) | + \$ | |
| Interest earned by campaign bank account | + \$ | |
| Other (provide full details) | | |
| 1. | + \$ | |
| 2. | + \$ | |
| 3. | + \$ | |
| 4. | + \$ | |
| 5. | + \$ | |
| 6. | + \$ | |

Total Campaign Income (Do not include loan)

= \$ **C1**

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

1. Expenses subject to general spending limit

| | | |
|---|------|-----------|
| Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1) | + \$ | |
| Advertising | + \$ | |
| Brochures/flyers | + \$ | |
| Signs (including sign deposit) | + \$ | |
| Meetings hosted | + \$ | |
| Office expenses incurred until voting day | + \$ | |
| Phone and/or internet expenses incurred until voting day | + \$ | |
| Salaries, benefits, honoraria, professional fees incurred until voting day | + \$ | |
| Bank charges incurred until voting day | + \$ | |
| Interest charged on loan until voting day | + \$ | |
| Other (provide full details) | | |
| 1. | + \$ | |
| 2. | + \$ | |
| 3. | + \$ | |
| 4. | + \$ | |
| 5. | + \$ | |
| 6. | + \$ | |
| Total Expenses subject to general spending limit | = \$ | C2 |

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

| | | |
|----|------|--|
| 1. | + \$ | |
|----|------|--|

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

3. Expenses not subject to spending limits

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

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

Box D: Calculation of Surplus or Deficit

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

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

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse

Contributions in goods and services from candidate and spouse
(include value listed in Table 1 and Table 2)

Total value of contributions not exceeding \$100 per contributor

- Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).

Total value of contributions exceeding \$100 per contributor
(from line 1B; list details in Table 3 and Table 4)

- Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).

Less: Ineligible contributions paid or payable to the contributor

- Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25

Total Amount of Contributions (record under Income in Box C)

+ \$

+ \$

+ \$

+ \$

- \$

- \$

= \$ 1A

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services

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

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

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

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

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

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

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

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

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

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

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

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

Total for Part III – Contributions exceeding \$100 per contributor

(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions) \$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

☐ Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

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

Part I – Ticket revenue

Admission charge (per person) \$ _____ 2A

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

Number of tickets sold x _____ 2B

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

Part II – Other revenue deemed a contribution

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

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

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

Part III – Other revenue not deemed a contribution

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

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

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

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

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

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

Professional Designation of Auditor

| | |
|--------------|-------------------|
| Municipality | Date (yyyy/mm/dd) |
|--------------|-------------------|

Contact Information

| | | |
|--------------------------|---------------|----------------|
| Last Name or Single Name | Given Name(s) | Licence Number |
|--------------------------|---------------|----------------|

Address

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

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

| | |
|------------------|---------------|
| Telephone Number | Email Address |
|------------------|---------------|

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

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

☐ Report is attached

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

Instructions

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

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

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

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

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

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

Box A: Name of Candidate and Office

Candidate's name as shown on ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Summary of Expenses

Surplus at Start of Reporting Period \$ (A)

Expenses related to compliance audit (provide full details)

- | | | |
|----|--|------|
| 1. | | + \$ |
| 2. | | + \$ |
| 3. | | + \$ |
| 4. | | + \$ |
| 5. | | + \$ |

Total Expenses = \$ (B)

Surplus Remaining (A) – (B) = \$

Amount Paid to Clerk (if applicable) \$

Box D: Declaration

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

| | | |
|---|-------------------------|---------------------------------|
| Signature of Candidate or Registered Third Party (or Official Representative) | | Date (yyyy/mm/dd) |
| Time Filed | Date Filed (yyyy/mm/dd) | Signature of Clerk or Designate |

Notice of Extension of Campaign Period – Form 6

Municipal Elections Act, 1996 (Sections 88.24, 88.28)

Instructions

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

Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Declaration

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

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

Date (yyyy/mm/dd)

Instruction

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

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

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

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

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

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

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

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

Name of person signing (Official Representative)

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

Mailing Address (Official Representative)

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

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

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

Box C: Additional Information (Corporations)

Business Name

Ontario Corporation Number

Names of Principal Officers

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

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

Date (yyyy/mm/dd)

Certification by Clerk or Designate

Signature of Clerk or Designate

Date Certified (yyyy/mm/dd)

Instructions

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

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

For the campaign period from

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

 to

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

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

Box A: Name of Registrant

Name of Registrant (individual, trade union or corporation)

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

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General
\$

Spending Limit – Parties and Other Expressions of Appreciation
\$

Box B: Declaration

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

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

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

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

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

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

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

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Campaign Income (Do not include loan)

= \$ **C1**

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

1. Expenses subject to general spending limit

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

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

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

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Expenses subject to general spending limit

= \$ **C2**

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

1. + \$

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

3. Expenses not subject to spending limits

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

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

Box D: Calculation of Surplus or Deficit

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

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

Schedule 1 – Contributions

Part I – Summary of Contributions

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

Part II – Contributions from registrant or spouse

Table 1: Contributions in goods or services

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

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

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

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

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

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

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

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

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

Table 4: Monetary contributions from corporations or trade unions

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

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

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

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

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

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

Table 6: Monetary contributions from corporations or trade unions
(Note: Must also be recorded as Expenses in Box C.)

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

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

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

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

☐ Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

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

Part I – Ticket revenue

Admission charge (per person) \$ _____ 2A

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

Number of tickets sold x _____ 2B

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

Part II – Other revenue deemed a contribution

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

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

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

Part III – Other revenue not deemed a contribution

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

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

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

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

Auditor's Report

Municipal Elections Act, 1996 (Section 88.25)

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

Professional Designation of Auditor

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

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

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

☐ Report is attached

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

Instructions

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

Voting Place

Municipality _____

Ward Name or Number (if any) _____

Declaration

I, _____, hereby declare that I am

at

(Name of Elector)

(Address)

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

Declared before Deputy Returning Officer

in the _____

Date (yyyy/mm/dd) _____

}

Signature of Deputy Returning Officer

Signature of Person Requesting a Ballot



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

- ☐ Mayor
- ☐ Councillor
- ☐ Waterloo Regional District School Board Trustee (English Public)
- ☐ Waterloo Catholic District School Board Trustee (English Catholic)
- ☐ Conseil scolaire Viamonde Trustee (French Public)
- ☐ Conseil Scolaire Catholique MonAvenir Trustee (French Catholic)

do solemnly declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the:
 - ☐ the *Municipal Act, 2001* (**Mayor, Councillor**), or
 - ☐ the *Education Act* (**Trustee**), to be elected to and to hold the office identified above.
2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, am a Canadian citizen and a resident of:
 - ☐ the Township of North Dumfries or the owner or tenant of land in the Township of North Dumfries or the spouse of such owner or tenant (**Mayor, Councillor**), or
 - ☐ I am a resident of the area of jurisdiction of the School Board and qualified under the Education Act to vote for members of the School Board to which I am seeking office (**Trustee**).
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Education Act*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office, and:
 - ☐ I am not (**Mayor, Councillor**):
 - an employee of the Township of North Dumfries or I am an employee of the Township of North Dumfries on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*,
 - a judge of any court,
 - a member of the Executive Council of Ontario or a federal Minister of the Crown.
 - a Crown employee within the meaning of the *Public Service Act*, or I am a Crown employee and have followed and will continue to follow all the relevant provisions of Part III of such Act, or

☐ I am not **(Trustee)**:

- an employee of the School Board or I am an employee of the 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*, and
- a Clerk or Treasurer or Deputy-Clerk or Deputy Treasurer of a municipality or upper-tier municipality within the area of jurisdiction of the School Board or I am such a person 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 Township of North Dumfries prior to 2:00 p.m. on nomination day, August 19, 2022. I understand that the Clerk of the Township of North Dumfries will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

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

- a person who is serving a sentence of imprisonment in a penal or correctional institution.
- a person acting as executor, trustee or any other representative capacity.
- 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 four years prior to Monday, October 24, 2022.

7. I was not 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 if the Voting Day in that election is less than six years prior to Monday, October 24, 2022.

8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or for not filing the financial statement under 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.

Declared before me at the Township of North Dumfries

this _____ day of _____, 2022

(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 in the municipal election and will be available for public inspection in the office of the Clerk until the next municipal election. Questions about this collection of personal information should be directed to the Clerk at asage@northdumfries.ca



The TOWNSHIP of
NORTH DUMFRIES

Form W11

Release of Campaign Information

Municipal Elections Act, 1996

Name of Candidate or Third Party Advertiser: _____

Candidate for the Office of:

Mayor ☐

Councillor ☐

School Board Trustee ☐

Third Party Advertiser ☐

I hereby authorize the Clerk to include the following information respecting my candidacy for elected office or third-party advertiser status on the Township of North Dumfries website and make it available to any person:

Complete with information to be released. If no information is provided, only the name will be released online.

Town/Settlement: _____

Telephone Number: _____

Email Address: _____

Website: _____

Social Media Accounts (2 max): _____

Signature of Candidate

Date

Personal information noted on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used to provide campaign information to electors in the municipal election. Subsection 88(5) of the Act notes that despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the Clerk or any other election official under this Act are public records and, until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open and will be available for public inspection.

The consent given on this Form will allow campaign information to be provided other than by attendance in the Clerk's Office for public inspection.



In accordance with sections 33.0.1 and 88.21 (15) of the *Municipal Elections Act, 1996, as amended*, (the Act), the following is a calculation of the applicable preliminary maximum amount of expenses for each office.

Please note that, in accordance with sections 88.9.1 (4), 88.20 (13) and 88.21 (14) of the Act, a further calculation will be provided on or before September 26, 2022. The higher amount of both calculations will apply.

MAYOR

Maximum Contributions to a candidate's own campaign: \$9,048.40

Maximum Campaign Expense Limit: \$14,080.70

WARD 1 COUNCILLOR

Maximum Contributions to a candidate's own campaign: \$5,461.00

Maximum Campaign Expense Limit: \$6,959.25

WARD 2 COUNCILLOR

Maximum Contributions to a candidate's own campaign: \$5,330.40

Maximum Campaign Expense Limit: \$6,404.20

WARD 3 COUNCILLOR

Maximum Contributions to a candidate's own campaign: \$5,386.20

Maximum Campaign Expense Limit: \$6,641.35

WARD 4 COUNCILLOR

Maximum Contributions to a candidate's own campaign: \$5,370.80

Maximum Campaign Expense Limit: \$6,575.90

REGIONAL CHAIR

The Clerk of the Region of Waterloo will provide estimated contribution and expense limits.

WATERLOO REGION DISTRICT SCHOOL BOARD (English Public)

Maximum Contributions to a candidate's own campaign: \$19,075.20

Maximum Campaign Expense Limit: \$64,819.60

WATERLOO CATHOLIC DISTRICT SCHOOL BOARD (English Separate)

Maximum Contributions to a candidate's own campaign: \$9,377.00

Maximum Campaign Expense Limit: \$23,602.25

CONSEIL SCOLAIRE VIAMONDE (French Public)

The Clerk of the City of London will provide estimated contribution and expense limits.

CONSEIL SCOLAIRE CATHOLIQUE MONAVENIR (French Separate)

The Clerk of the City of Kitchener will provide estimated contribution and expense limits.

THIRD PARTY ADVERTISER

Maximum Campaign Expense Limit: \$5,387.10

May 1, 2022
Date

Ashley Sage
Ashley Sage, Clerk



Formulas and Calculations

The formulas for preliminary maximum campaign expenses are set out in the Act and sections 5 and 7 of O Reg 101/97 based in part on the number of electors for each office.

| Office | 2018 Elector Count | Preliminary Maximum Campaign Expense Formula | Maximum Contribution to Candidate's Own Campaign Formula |
|--|--------------------------|---|---|
| Mayor | 7,742 | \$7,500 + \$0.85 /elector | \$7,500 + \$0.20 /elector |
| Ward 1 Councillor | 2,305 | \$5,000 + \$0.85 /elector | \$5,000 + \$0.20 /elector |
| Ward 2 Councillor | 1,652 | | |
| Ward 3 Councillor | 1,931 | | |
| Ward 4 Councillor | 1,854 | | |
| English Public School Board Trustee | 70,376 | | |
| Waterloo Region Catholic School Board | 21,885 | | |
| Third Party Advertiser | 7,742 | \$5,000 + \$0.05 /elector, to a maximum of \$25,000. | Not Applicable |



1. Notice of Financial Filing Requirements (s. 88.29 (7), 88.25 (9))

Take notice that every **Candidate** shall file by Friday March 31, 2023, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with section 88.25 of the *Municipal Elections Act, 1996*. **Note:** this includes acclaimed candidates and candidates who withdrew their nomination.

- 88.25 (1) On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
- (a) in the case of a regular election, as of December 31 in the year of the election; and
 - (b) in the case of a by-election, as of the 45th day after voting day.
- (2) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
- (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
- (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
- (7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (8) No auditor's report is required if the total contributions received and total

expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

Take notice that every **Third Party Advertiser** shall file by Friday, March 31, 2023, with the Clerk with whom their nomination was filed a financial statement and auditor's report reflecting the registered third party's campaign finances in relation to third party advertisements.

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

2. Notice of Penalties (s. 33.1 (a))

Take notice that, in addition to other penalties set out in the *Municipal Elections Act, 1996*, if a candidate fails to file a document or the documents show the conditions described in section 88.23 of the Act, subsection 88.23 (2) provides that:

- (a) the candidate forfeits any office to which he or she was elected, and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

Subsection 92(1) provides that a candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act,

is subject to the penalties described in subsection 88.23 (2),

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

(b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (1).

3. Notice of Refund (s. 33.1 (b))

Take notice that, a candidate is entitled to receive a refund of the nomination filing fee if their financial statement and auditor's report (if applicable) required under subsection 88.25 (1) of the *Municipal Elections Act, 1996*, are filed on or before 2 p.m. on the filing date in accordance with that subsection.

4. Notice of Offence and Corrupt Practices (s. 89, 90)

Take notice that, section 89 of the *Municipal Elections Act, 1996*, provides that a person is guilty of an offence, if he or she:

(a) votes without being entitled to do so;

(b) votes more times than this Act allows;

(c) votes in a voting place in which he or she is not entitled to vote;

(d) induces or procures a person to vote when that person is not entitled to do so;

(e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;

(f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;

(g) before or during an election, publishes a false statement of a candidate's withdrawal;

(h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;

(i) without authority, supplies a ballot to anyone;

(j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;

(k) takes a ballot away from the voting place;

(l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;

(m) attempts to do something described in clauses (a) to (l).

Section 90 of the *Municipal Elections Act, 1996*, provides that if, when a person is convicted of an offence under section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.


Ashley Sage, Clerk



Form W14
Nomination or Registration Checklist

Municipal Elections Act, 1996 (s.23(4); 88(10))

| | |
|-------------------|--------|
| Name of Candidate | Office |
|-------------------|--------|

I
,

the above-named, being nominated as a Candidate or registering as a Third Party Advertiser confirm that I have submitted or been given the items listed below, as necessary.

- ☐ "Nomination Paper" Form 1 – **Candidates Only** OR
"Notice of Registration" Form 7 – **Third Party Advertisers Only**
- ☐ "Endorsement of Nomination" Form 2 (x6) endorsed by 25 people eligible to vote for the office – **Candidates Only**
- ☐ Nomination filing fee (\$200.00 for Mayor or \$100 for other offices; paid in cash, debit, certified cheque or money order)
- ☐ Proof of identity and residence as prescribed in O. Reg. 304/13
- ☐ Proof of citizenship satisfactory to the Clerk
- ☐ "Declaration of Qualifications" Form W10
- ☐ "Release of Campaign Information" Form W11
- ☐ "Preliminary Amount of Expenses and Contributions" Form W12
- ☐ "Nomination and Registration Notices" Form W13
- ☐ Proper pronunciation of Candidate's name for voting system voice prompts (if needed)
- ☐ "Nomination or Registration Checklist" Form W14
- ☐ "Withdrawal of Nomination" Form W16
- ☐ "Appointment of Scrutineer by Candidate" Form W17
- ☐ "Voters' List Request and Declaration" Form W42

Included for Reference or future use:

- ☐ 2022 Municipal Election Procedures
- ☐ Election Accessibility Plan – 2022 Municipal Election
- ☐ 2022 Candidates' Guide Ontario Municipal Council and School Board Elections – **Candidates**
- ☐ 2022 Third Party Advertisers' Guide – **Third Party Advertisers**
- ☐ Election Sign By-law No. 2952-18
- ☐ Use of Corporate Resources for Election Purposes Policy

Candidate's /Registrant's Signature:

Date:

Signature of Election Official:

Date:



The TOWNSHIP of
NORTH DUMFRIES

Form W15

Certificate of Maximum Campaign Expenses

Municipal Elections Act, 1996

In accordance with sections 88.9.1 (4), 88.20 (13) and 88.21(14) of the Act, please find a further calculation to be provided on or before September 26, 2022.

MAYOR

Maximum Contributions to a candidate's own campaign: \$9,214.60

Maximum Campaign Expense Limit: \$14,787.05

Maximum amount for Parties, ect after Voting Day: \$1,478.71

WARD 1 COUNCILLOR

Maximum Contributions to a candidate's own campaign: \$5,545.60

Maximum Campaign Expense Limit: \$7,318.80

Maximum amount for Parties, ect after Voting Day: \$731.88

WARD 2 COUNCILLOR

Maximum Contributions to a candidate's own campaign: \$5,367.80

Maximum Campaign Expense Limit: \$6,563.15

Maximum amount for Parties, ect after Voting Day: \$656.30

WARD 3 COUNCILLOR

Maximum Contributions to a candidate's own campaign: \$5,411.80

Maximum Campaign Expense Limit: \$6,750.15

Maximum amount for Parties, ect after Voting Day: \$675.02

WARD 4 COUNCILLOR

Maximum Contributions to a candidate's own campaign: \$5,389.40

Maximum Campaign Expense Limit: \$6,654.95

Maximum amount for Parties, ect after Voting Day: \$665.50

REGIONAL CHAIR

The Clerk of the Region of Waterloo will provide.

WATERLOO REGION DISTRICT SCHOOL BOARD (English Public)

Maximum Contributions to a candidate's own campaign: \$21,411.80

Maximum Campaign Expense Limit: \$74,750.15

Maximum amount for Parties, ect after Voting Day: \$7,475

**WATERLOO CATHOLIC DISTRICT SCHOOL BOARD (English
Separate)**

Maximum Contributions to a candidate's own campaign: \$9,300

Maximum Campaign Expense Limit: \$23,275

Maximum amount for Parties, ect after Voting Day: \$2,327

CONSEIL SCOLAIRE VIAMONDE (French Public)

The Clerk of the City of London will provide.

CONSEIL SCOLAIRE CATHOLIQUE MONAVENIR (French Separate)

The Clerk of the City of Kitchener will provide.

THIRD PARTY ADVERTISER

Maximum Campaign Expense Limit: \$5,428.65

Maximum amount for Parties, ect after Voting Day: \$542.87

Sept. 23/22
Date

Ashley Sage
Ashley Sage, Clerk



The TOWNSHIP of
NORTH DUMFRIES

Form W16
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 _____, 2022.

Clerk or designate



The TOWNSHIP of
NORTH DUMFRIES

Form W17
Appointment of Scrutineer by Candidate

Municipal Elections Act, 1996

TAKE NOTICE that I, _____,

being a candidate for the office of _____,

appoint _____

as a scrutineer to represent me in the Township of Woolwich as set out in the
Municipal Election Procedures under the *Municipal Elections Act, 1996*.

Date

Signature of Candidate

Conduct of Scrutineers

1. It is no longer mandatory that scrutineers be 16 years of age or older to work at an election, however, ANYONE who is creating a disturbance at a Voting Place will be removed by an Election Official.
2. To be admitted to a Voting Place, a person appointed as scrutineer shall show their Appointment of Scrutineer by Candidate Form (EL12A) to the Election Official at the Voting Place and take the oral Oath of Secrecy (set out on Form EL12B).
3. Candidates or scrutineers may place their own seal on the ballot box immediately before the opening of a Voting Place so that ballots can be deposited in the box but cannot be withdrawn without breaking the seal. The seal **MUST NOT** contain any writing that could be considered "election campaigning", therefore, the name of the candidate IS NOT permitted on the seal.

Please Note: in accordance with section 55(5) of the *Municipal Elections Act, 1996*, if the Statement of Election Results is NOT complete or contains an error, the ballot box may be opened in the presence of the Clerk and the Deputy Returning Officer in order to resolve the discrepancy. It is NOT a requirement that candidates or their scrutineers be notified or present when this takes place.

4. Candidates or scrutineers shall not interfere with the Election Officials in the discharge of their duties.

5. During the fifteen minutes before the opening of the Voting Place, candidates or scrutineers who are entitled to be present in a Voting Place during voting hours, are entitled to visually inspect the ballots and all other papers, forms and documents, without delaying the timely opening of the Voting Place.
6. Scrutineers and candidates are permitted in the voting place to observe the voting process. They are permitted to listen to discussions between Election Officials and Electors but they are NOT permitted to:
 - a. observe how an Elector votes,
 - b. speak to Electors,
 - c. touch the ballots, or
 - d. interfere with the voting process.
7. Candidates and scrutineers are permitted to be present as follows:
 - a. One scrutineer for a candidate or the candidate themselves will be allowed for each ballot box in the Voting Place during voting hours on election day, or
 - b. Two scrutineers for a question on the ballot will be allowed for each ballot box in the Voting Place during voting hours on election day, and
8. The maximum number of candidates or scrutineers listed above may not be exceeded even for short times or for a candidate or scrutineer to speak with another candidate or scrutineer.
9. No campaign material of any nature whatsoever shall be displayed anywhere on property of the Voting Place, including the outside of a building, parking lot or yard. Anyone breaking this rule will be asked to remove the campaign material immediately. This includes:
 - a. wearing or giving out campaign material, or
 - b. a vehicle displaying campaign material in the Voting Location parking lot.
10. Candidates or scrutineers may examine the Voters' List periodically to determine who has voted as long as it does not delay the voting process.
11. Candidates or scrutineers wishing to observe the count MUST be at the Voting Place before 8:00 p.m. No one will be admitted to the Voting Place after 8:00p.m.



The TOWNSHIP of
NORTH DUMFRIES

Form W18
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 under section 37 of the *Municipal Elections Act, 1996*:

| NAME OF CERTIFIED CANDIDATE | OFFICE |
|-----------------------------|--------|
| | |

Dated this day of August 2022

Ashley Sage, Clerk



The TOWNSHIP of
NORTH DUMFRIES

Form W19

Notice of Rejection of Nomination or Registration

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

To:

| | |
|--|---------------|
| <hr/> | |
| (Name of Candidate/Third Party Advertiser) | / (Office) |
| <hr/> | |
| (Address) | (Postal Code) |

From:

| |
|---|
| Ashley Sage, Clerk of the Township of North Dumfries. |
|---|

Take notice that your nomination or registration filed with me has been examined and rejected for the following reasons:

I am not satisfied that you are a person qualified to be nominated/registered 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/registration satisfies the requirements of the *Municipal Elections Act, 1996*.

Date

Signature of Clerk

Note:

The Clerk's decision to reject a nomination or registration is final. (s. 35 (5) and 88.6 (14)).



The TOWNSHIP of
NORTH DUMFRIES

Form W20
Appointment and Oath of Election Official

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

Municipality: Township of North Dumfries **Name:** _____

I, the undersigned, appointed as an Election Official, swear, or affirm the following:

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

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

That I will not, nor attempt to:

- interfere with an elector when they are marking their ballot
- obtain or communicate any information as to how an elector is going to or has voted
- directly or indirectly induce an elector to show their marked ballot to any person, or
- directly or indirectly influence how an elector votes.

Sworn before me at the Township of
North Dumfries in the Region of
Waterloo

this _____ day of _____, 2022.

Signature of Election Official

Authority and Responsibilities

The person named above is hereby appointed as an Election Official for the Township of North Dumfries and is delegated the following authority and responsibilities as required or if called on by the Clerk pursuant to the *Municipal Elections Act, 1996* and the Municipal Election Procedures for the Township of North Dumfries;

- authority to amend the Voters' List to add or remove an Elector or correct erroneous information and to approve or deny applications for revision to the Voters' List,
- authority to require Electors to provide proof of identity, residence, or citizenship,
- authority to administer any Oath required for election purposes,
- authority to issue a PIN number to a qualified elector and cancel or reissue PIN number to an Elector as required,
- authority to maintain peace and order at any voting place by removing anyone who is causing a disturbance,
- authority to allow Voting Proxy in the absence of the Clerk

Date

Ashley Sage, Clerk

Appointments and delegation – When it is necessary to conduct an election, the clerk may appoint election officials for the election and delegate any of the clerk's powers and duties, as he or she considers necessary.



Municipal Elections Act, 1996

I, Ashley Sage, do certify that:

- Ashley Sage, Clerk

[illegible]



Municipal Elections Act, 1996 (s. 49 (1))

| | |
|------------------|----------------------------|
| Voting Location: | Name of Election Official: |
|------------------|----------------------------|

- That I will maintain and aid in maintaining the secrecy of the voting; and
- That I will not, nor attempt to:
 - interfere with an elector when he/she is marking his/her ballot;
 - obtain or communicate any information as to how an elector is about to vote or has voted; or
 - directly or indirectly induce an elector to show his/her marked ballot to any person.

[illegible]



The TOWNSHIP of
NORTH DUMFRIES

Form W32
Affidavit of Residence

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

I, _____ of North Dumfries Township
Name in Full

in the Region of Waterloo in the Province of Ontario make oath and say that:

1. I have no permanent lodging place as described below:
 - (1) A person's residence is the permanent lodging place to which, whenever absent, he or she intends to return.
 - (2) The following rules apply in determining a person's residence:
 - (1). A person may only have one residence at a time.
 - (2). The place where a person's family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.
 - (3). If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence.
2. The place to which I most frequently returned to sleep or eat during the last five weeks was:

Municipal Address

Municipality

Postal Code

Sworn before me:

at the Township of North

Dumfries in the Region of

Waterloo

this _____ day of _____, 2022

Election Official

Signature of Elector



Oral Oath to Vote with Assistance

I, _____, being an elector entitled to vote in the Township of North Dumfries swear or solemnly affirm that I require assistance voting.

Oral Oath of Friend

I, _____ a friend of (_____), an elector who requires assistance voting, and who is entitled to vote in this municipality declare that I will:

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

Oral Oath of Interpreter

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



The TOWNSHIP of
NORTH DUMFRIES

Form W35

Application for re-issue of a Voter Letter

Municipal Elections Act, 1996 (s.23(4); 88(10))

| | | |
|---------------------------------|--------------|-------------------|
| Surname: | Given Names: | |
| Qualifying Address: | City: | Postal Code |
| Mailing Address (if different): | | Telephone Number: |

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

1. That I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voters' List;
2. That I have not voted or have not personally used the voting credentials or provided them to another person for voting purposes.
3. That I:
 - ☐ have **not received** a Voter Letter by mail from the Township.
 - ☐ have **lost or misplaced** the Voter Letter provided by the Township.
 - ☐ am **unable to vote** because my voter credentials have been used by an imposter and I understand and agree that should a new Voter Letter be issued to me, as a condition of re-issuing the letter, I will be required to vote immediately at the Election Help Center and:
 - ☐ I currently have no knowledge of who has used my Voter Letter but if I obtain additional information as to who has used my Voter Letter. I will provide such knowledge to the police for further investigation and prosecution, or
 - ☐ I have personal knowledge of who has used my Voter Letter and will provide such knowledge to the police for further investigation and prosecution.
4. That I understand that should the Voter Letter be received by mail or found, I shall immediately return the letter to an Election Official of the Township and I shall not attempt to use or give the letter to another person for voting purposes.

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

Signature:

Date:

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* for the purpose of determining if a Voter Letter can be reissued. Questions about this collection should be directed to Ashley Sage, Clerk at 519-632-8800.

Election Official Use Only

Procedure:

1. Deactivate the Voter's Personal Identification Number (PIN) or verify that it has already been used.
2. Issue a new Voter Letter and activate the new PIN.

I, an Election Official for the Township of North Dumfries, hereby acknowledge that I have provided a **new** Voter letter to the applicant and have followed the procedures identified above.

Signature of Election Official:

Date:



The TOWNSHIP of
NORTH DUMFRIES

Form W40

Application to Amend the Voters' List

Municipal Elections Act, 1996 (s.17; 24; 25)

Check **only one**: ☐ **ADD** applicant's name to list
☐ **CORRECT** applicant's information on list

Name of applicant

Date of birth:

☐ Male
☐ Female

/ /

Last

First

Middle

(Year / Month / Day)

Qualifying address on Election Day (October 24, 2022):

☐ Commercial property

At qualifying address, applicant is:

Street number & name

Apt./ Unit #

Ward number

Voting subdivision

☐ Owner, since _____
☐ Tenant, since _____
☐ Other, since _____
☐ Spouse
☐ Unqualified (delete name only)

City/Township

Postal Code

If house, indicate floor level - basement, 1st floor, etc

Previous qualifying address (if applicable):

At previous address, applicant is:

Street number & name

Apt./ Unit #

☐ Owner,
☐ Tenant,
☐ Other,
☐ Spouse

City/Township

Postal Code

If house, indicate floor level - basement, 1st floor, etc

Current Mailing Address (if different than qualifying address above):

At mailing address, applicant is:

Street number & name

Apt./ Unit #

Municipality & postal code

☐ Owner,
☐ Tenant,
☐ Other,
☐ Spouse

School support:

- ☐ Applicant is Roman Catholic (includes Greek and Ukrainian Catholic)
☐ 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 and 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 Election Day (October 24, 2022), and that on Election 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 to the voters' list in accordance with such facts or information.

Signature of Applicant

Relation to Deceased, if applicable

_____, 2022
Date

Personal information requested on this form is collected under the authority of the *Municipal Elections Act, 1996*, *Assessment Act* and the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of updating the 2022 municipal Voters' List and the assessment roll only. Questions about this collection should be directed to Ashley Sage, Clerk at 519-632-8800.

Certificate of approval:

APPROVED

☐ **ELECTOR IDENTIFICATION REVIEWED**

I hereby certify that the voters' list for said Poll in the Township of North Dumfries shall be amended in accordance with the statement of facts or information contained herein.

Signature of Clerk or designate _____ Date _____, 2022

☐ Refused (Explanation): _____



The TOWNSHIP of
NORTH DUMFRIES

Form W41

**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 |
| Municipality in which Person Passed Away | | Date of Passing |

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 this municipality is not entitled to be an elector and to have her/his name entered thereon:

(signature of applicant)

(date signed)

Certificate of approval:

☐ **APPROVED**

☐ **ELECTOR IDENTIFICATION REVIEWED**

I hereby certify that the voters' list in the Township of North Dumfries shall be amended in accordance with the statement of facts or information contained herein.

Signature of Clerk or designate

Date

_____, 2022

☐ Refused (Explanation): _____



The TOWNSHIP of
NORTH DUMFRIES

Form W42

Voters' List Request and Declaration

Municipal Elections Act, 1996 (s.23(4); 88(10))

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

- ☐ a paper copy of the voters list (on or before Thursday, September 1, 2022) (please note: one paper copy will be available at no charge to candidates and any additional copies requested will be subject to fees).
- ☐ an electronic copy of the Voters' List (on or before Thursday, September 1, 2022).
- ☐ an electronic copy of the interim list of changes (on or before September 26, 2022).

Email address to receive electronic copy: _____

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

Signature:

Date:



The TOWNSHIP of
NORTH DUMFRIES

Form W50

Declaration of Recount Results

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

I, Ashley Sage, Clerk of The Corporation of the Township of North Dumfries in the Region of Waterloo declare that:

- (1) On the _____ day of _____, 2022, I conducted a recount of the ballots cast in the Municipal Election held October 24, 2022, for:

- the office(s) of _____

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

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

(Date)

Ashley Sage, Clerk