



2018 Municipal Election Procedures

Version 3

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Procedures and forms approved and authorized by the Returning Officer for the use during the 2018 municipal election.

Carla Preston
Clerk/Returning Officer

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This document is available in alternate formats upon request.

Interpretation

Definitions

In these procedures:

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

"Ballot" means a set of audio instructions or image on a computer screen with all choices available to an elector and way to mark 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 Carla Preston, the Municipal Clerk and includes reference to an Election Official carrying out election duties on behalf of the Clerk,

"Election Help Centre" means a place designated by the Clerk where an elector can receive election services, including amending the Voters' List, asking questions about the election and accessing the internet to vote,

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

"Municipal Office" means the Municipality of West Perth administration building located at 169 St. David Street, Mitchell, Ontario,

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

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

"Municipality" means The Corporation of the Municipality of West Perth,

"Third Party Advertiser" means a person, corporation or trade union registered to spend money advertising or campaigning in support of or opposition to a candidate or question on the ballot,

"Voter" means a person who is entitled to be an elector at an election,

"Voter Information Letter" means a personalized letter mailed to every elector containing their personal voter identification number and PIN number, how to vote 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, which is Monday October 22, 2018 from 10 a.m. to 8:00 p.m.,

"Voting Period" means the period from Monday, October 15, 2018 at 10:00 a.m. to Monday October 22, 2018 at 8:00 p.m. in which an elector may cast their vote.

Municipal Elections Act

Where these procedures provide plain language description of municipal election rules or references to the Act or sections of the Act, it is for general understanding or convenient reference only.

Candidates and Third Party Advertisers are encouraged to familiarize themselves with the Act, which is available online at www.ontario.ca/laws, and obtain professional legal or accounting advice for questions of interpretation and application.

Language (s. 9)

Procedures and forms will be provided in English only.

Time

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.

Procedures Subject to Change

The *Municipal Elections Act, 1996* gives the Clerk authority as Returning Officer, to establish procedures and forms for voting and vote-counting equipment within the municipality and to provide for any matter or procedure that is not provided for in the Act. These procedures are subject to change by the Clerk. Any changes to these procedures will be posted online and provided to all Candidates and Third Party Advertisers by email.

Election Methods for 2018

By-law 27-2017 was passed under the authority of s.42 of the Act, authorizing the use of internet/telephone voting for the 2018 municipal election and subsequent municipal elections. This by-law is available upon request from the Clerk.

Election Principles and Accessibility

Election Principles

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

- fair and consistent treatment of electors 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 and Accessible Voting Locations (s. 45)

The Multi-Year Accessibility Plan sets out the Municipality of West Perth's commitment to providing equal treatment to people with disabilities with respect to the use and benefit of County services, programs, goods and facilities in a manner that respects their dignity, independence, integration and is equitable in relation to the broader public. This commitment extends to residents, employees, visitors and other stakeholders with visible and non-visible disabilities.

The Clerk is committed to conducting an election that accommodates persons with disabilities, wherever possible. The Clerk will ensure that the Municipal Office and Election Help Centre locations meet Municipality accessibility standards.

Accessibility Plan and Report (s. 12.1)

Prior to the start of the Voting Period, the Clerk must 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.

Before Monday, January 21, 2019, the Clerk must submit a report to council about the identification, removal and prevention of barriers that affect electors and Candidates with disabilities.

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: cpreston@westperth.com

Phone: 519-348-8429

Mail: 169 St. David Street., P.O. Box 169, Mitchell, ON, N0K 1N0

Election Accessibility

1. Consultation Initiatives

- Review comments from electors, Candidates, and election workers regarding the 2014 election.
- Consult the Joint Accessibility Advisory Committee (AAC) for feedback to identify and overcome on potential barriers.
- Collaborate with individuals and community groups to increase understanding of providing an accessible election and receive feedback on this plan.

2. Communication Initiatives

- Provide election information in an accessible format and provide alternative formats upon request and free of charge.
- Provide election information that is informative, clear, and easy to understand.
- A section of the Municipality's website will receive continuous updates before and throughout the 2018 election.
- Web pages are W3C Consortium WCAG 2.0 Level AA Compliant.
- Collaborate with individuals and community groups to help disseminate election information in various ways.

3. Candidate Initiatives

- Provide candidates with election information on how to make their campaigns accessible and election information that is accessible.
- Candidate information sessions will be held in accessible locations.
- Provide candidates with accessible information and resources in accessible formats upon request.

4. Election Help Centre Initiatives

- Inspect Election Help Centre locations to ensure that all are accessible.
- The main entrance to the Election Help Centre will be accessible.
- Ensure Election Help Centres have signage for easy navigation.
- Enhance walkability to Election Help Centre locations and reduce excessive distances between the parking lot and the entrance.
- Establish Election Help Centres at retirement homes and institutions in accordance with the Act to assist electors.

5. Voting Process Initiatives

- Internet and telephone voting allows voters to cast their ballot from anywhere with an internet connection or telephone, whether the voter is coping with an illness, working days or nights, has a disability or has trouble travelling.

- Internet and telephone voting method allows voters to vote using accessibility features like screen magnifiers, brightness or high contrast views, screen readers, TTY telephone assistance or any other assistive device they may use at home.
- Internet voting method may allow electors to use translation software if they are more comfortable reading a different language.
- Internet and telephone voting means to travel to polls is not necessary but Election Help Centres will be available to assist voters.
- Notepads will be provided to increase communication to assist voters who are hard of hearing or deafened.
- Chairs or stools will be available at Election Help Centres for electors waiting in line who cannot stand for a prolonged period.
- Electors will be notified of an emergency or service disruption.

6. Training of Election Officials Initiatives

- Election Officials will be trained on accessible voting, voting processed and assisting elections with a disability.
- Election Officials will be trained how to allow service persons or animals to assist a person with a disability once any necessary oaths are taken.
- Election Officials will be provided accommodations upon request to ensure training is accessible to all election workers.

7. Post-election Accessibility Report

- After the election, the Municipality will release a post-election report assessing initiatives to address accessibility barriers and determine if the initiatives can be improved or continued in subsequent elections.

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,
- preparing and submitting the accessibility report in a regular election, and
- 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.

The Clerk has authority to require 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 internet and telephone voting forms and procedures and has authority to require a person to use established forms.

This document sets out the forms and procedures established by the Clerk for the 2018 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 using the "Appointment and Oath of Deputy Returning Officer" Form WP9 and the "Appointment and Oath of Election Official" Form WP8. The Clerk may continue to exercise the delegated powers and duties, despite the delegation.

The Clerk will provide training to Election Officials as required. Training materials will be provided to Candidates upon request.

Secrecy

All concerns regarding actual, apparent or attempted breaches of secrecy shall be documented by election officials and reported to the Clerk. The Clerk shall investigate as necessary and, if deemed appropriate, submit concerns to the Police for further investigation and prosecution.

Public Information and Communication Plan

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

1. personalized Voter Information Letters sent to every eligible voter,
2. the official election website, and
3. email communications with Candidates and Third Party Advertisers.

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

Voter Information Letters

The Clerk will mail personalized Voter Information Letters using the Voters' List, as amended, to electors in the first week of October 2018. Electors will need their personal voter identification number and PIN number provided in the Voter Information Letter to vote.

Voter Information Letters will also contain election information such as:

- voting instructions, including the telephone number and internet address (URL) to access the Telephone / Internet voting service,
- dates and hours of the Voting Period,
- Help Centre locations, hours and telephone numbers,
- voter eligibility criteria,
- information on illegal and corrupt practices under the Act.

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

Any undeliverable Voter Information Letters will be returned to the municipal Clerk's Office by Canada Post and will be stored within a secure storage area and securely destroyed after the election.

Election Website

The official election website (www.westperth.com/elections) will be the main place for election information and updates for the media, Candidates, Third Party Advertisers, voters and the public, including:

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

- any other information that may be helpful or must be publicly available.

Communications

The Clerk will ensure that the municipality and election staff receive communications and training necessary to assist the public, answer questions and perform their duties.

The Clerk will work in partnership with other municipalities in Perth County 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. Public communications may include the following:

Timing	Target Audience	Primary Objectives/Information
Phase 1 Jan - April	Candidates & Third Party Advertisers	<ul style="list-style-type: none"> • Change in nomination dates and process • New campaign finance compliance rules • When, how, why to nominate • Where to find more information
	Voters	<ul style="list-style-type: none"> • Election method and key dates • Online and telephone voting is Fast & Convenient, Reliable & Secure, Accessible and Environmentally Friendly • Check if you are on the Voter's List
Phase 2 May 1 - July 27	Candidates & Third Party Advertisers	<ul style="list-style-type: none"> • Nominations open and key dates • When, how, why to be nominated
	Voters	<ul style="list-style-type: none"> • Election method and key dates • Online and telephone voting is Fast & Convenient, Reliable & Secure, Accessible and Environmentally Friendly • Check if you are on the Voter's List
Phase 3 Aug - Oct 22	Candidates & Third Party Advertisers	<ul style="list-style-type: none"> • Campaign rules • Key dates
	Voters	<ul style="list-style-type: none"> • Voting Period & method • Offices for election, wards • Election Help Centre hours and services

Third Party Advertisers 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 1, 2018 and October 22, 2018 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 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 a.m. to 4:30 p.m. during:
 - Monday, May 1, 2018 and Friday, October 19, 2018,
- using the prescribed “Notice of Registration” Form 7, and
- in person by:
 - the individual, or
 - a representative of the corporation or trade union
- Upon accepting the registration, the Third Party Advertiser shall receive a Third Party Advertiser’s Information Package.

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

Upon filing a “Notice of Registration” Form 7, the Clerk will review each notice. 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 will be 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.

Candidates and Nomination

Candidate Qualifications (s. 17.2)

Candidates must be eligible to vote in West Perth to run for council on the day their nomination is filed, see Voter Qualifications below. Candidates may run in any ward in the Municipality.

There are additional rules for:

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

Offices for Nomination (s.32)

The Clerk will accept nominations for the following offices with the number of vacancies shown in brackets below:

- (1) Mayor
- (1) Deputy Mayor
- (2) Fullarton Councillor
- (2) Hibbert Ward Councillor
- (2) Logan Ward Councillor
- (3) Mitchell Ward Councillor

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

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

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

Nominations must be filed in person:

- at the Municipal Office during the period:
 - May 1, 2018, to July 26, 2018, from Monday to Friday, 9:00 a.m. to 4:30 p.m., and
 - Friday, July 27, 2018, from 9:00 a.m. to 2:00 p.m. (Nomination Day),
- using the “Nomination Paper” Form 1
- using the “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.
- Upon accepting the nomination, the Candidate shall receive a Candidate's Information Package and be advised in writing that his/her nomination shall be examined by the Clerk prior to 4:00 p.m. on the Monday following Nomination Day, July 30, 2018.

Campaign Contact Information

During the nomination process, Candidates will be asked to consent to the Clerk releasing the following campaign contact information online using the "Candidate's Consent for Release of Personal Information" Form WP1:

- phone number,
- mailing address,
- email address, and
- website.

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, however only one phone number, address, email or website will be provided for each Candidate and the Candidate is responsible for updating this information. No pictures, biographies or platforms will be provided. West Perth does not endorse or support any Candidate.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of Candidates by posting in the Municipal Office and on the election website an unofficial list of candidates which will be updated 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" Form WP4 with their original signature with the Clerk before 2:00 p.m. on Nomination Day, Friday, July 27, 2018. When a nomination is withdrawn, the Clerk will provide notice as follows:

- to all Candidates by email, and
- to the public by updating the unofficial list of candidates.

Certification or Rejection of Nomination Papers (s. 35)

On or before Monday, July 30, 2018, at 4:00 p.m., 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 sent to the person being nominated by email, and
- notice to all Candidates by email.

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

Official List of Candidates (s.11(4) 2)

The final list of Certified Candidates will be posted at the Municipal Office and on the election website on or before Wednesday August 1, 2018.

Declaration and Notice of Election (s. 40)

If after 4:00 p.m. on Monday, July 30, 2018, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give the electors notice of the following on the election website and any other method chosen by the Clerk:

- the way electors may cast their ballot by internet or telephone,
- the dates and times of the Voting Period, and
- the location and hours of operation of Help Centres.

Acclamations (s. 37(1))

If after 4:00 p.m. on Monday, July 30, 2018 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" on Form WP6 at the Municipal Office and online. There shall be no election conducted for any offices which have been acclaimed.

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

If at 4:00 p.m. on Monday, July 30, 2018, 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 p.m. on Wednesday, August 1, 2018.

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 1, 2018, following the Withdrawal of Nomination procedure above. At 2:00 p.m. on Wednesday, August 1, 2018, the Clerk will certify or reject any additional Nomination Papers that have been filed.

After 4:00 p.m. on Thursday, August 2, 2018 the Clerk will:

- conduct an election with the Certified Candidates, if there are more certified nominations than vacancies for an office,
- declare the Certified Candidate(s) elected by acclamation and post a “Declaration of Acclamation to Office” on Form WP6 at the Municipal Office and 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 a-b)

If a Certified Candidate for an office dies or becomes ineligible to hold the office before the close of voting on voting day:

- 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.

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 Municipality takes no responsibility for the accuracy of information provided by Candidates or Third Party Advertisers.

Campaign Guides

The Ministry of Municipal Affairs posts campaign guides on their website at www.mmah.gov.on.ca.

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 a “Notice of Registration” Form 7 for a Third Party Advertiser.

Mandatory Advertising Information (s. 88.3, 88.5)

Election campaign advertisements must identify:

- the name of Candidate who purchased the advertisement, or
- the name of the registered third party, the municipality where the third party is registered and the phone number, mailing address or email address of the registered Third Party Advertiser who purchased the advertisement.

Mandatory Information for Broadcasters and Publishers

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 election campaign advertising to appear without being given the mandatory information listed above 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 as listed above,
- a copy of the advertisement, and
- a statement of the charge made for the appearance of the advertisement.

Municipal Authority to Remove Advertisement (s. 88.7)

If the municipality is satisfied that a contravention of the Act or the Signage By-law has occurred, the municipality may require a person who the municipality reasonably believes contravened the Act, or by-law or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

Municipal Communication - Election-related Questions

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the Clerk:

Carla Preston, Clerk
169 St. David Street
P.O. Box 609, Mitchell, ON
N0K 1N0
Tel: 519-348-8429 ext. 224
Email: cpreston@westperth.com

To ensure fairness and transparency, if an election-related question requires clarification to these procedures, the Clerk will:

- answer the question within one week of the inquiry, where possible, and
- revise these procedures and the election website accordingly, and email updates to all Candidates and Third Party Advertisers.

Municipal Communication - Administration-related Questions

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

- submitting a written request, or
- arranging a meeting with the Chief Administrative Officer or a Department Manager.

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

Use of Municipal Logo, Crest or Other Insignia

The use of the municipal logo, Crest or other insignia for campaign purposes is strictly prohibited.

Municipally 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 Municipality's Use of Corporate Resources for Election Purposes policy is currently being developed and will be available by April 1, 2018.

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 a.m. to 9 p.m. 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. However, they may prohibit election signs in common areas of a building or set reasonable limits on the size or type of election signs.

Election Signs

Candidates and Third Party Advertisers must follow election sign requirements and should refer to By-law 80-2010 for specific details.

This by-law is currently under review. Any changes will be available by April 1, 2018.

Do I need a permit to put up my election sign?

- a sign permit is not required for ground-mounted, moveable or wire-mounted election signs.

Where can I place election signs?

- you may place election signs on private property, with the approval of the property owner at least 3.0 meters away from the curb;
- do not put election signs on Municipal or other public property or within 150 meters of an Election Help Centre or the Municipal Office;

- do not put election signs on telephone or utility poles, trees, planters, benches, garbage or recycling boxes, mailboxes or other similar items.

When can I display election signs?

- election signs can be displayed starting August 23, 2018 and must be removed by October 25, 2018.

Can I put the Municipal logo on the election sign?

- no, you may not display the Municipal logo, crest or seal on election signs.

Can people remove or damage my election signs from public property?

- generally no, election signs are protected from being removed or damaged by the public.
- if an election sign has been displayed improperly, Municipal Officers will call the Candidate to whom the sign belongs.
- if a Candidate or third party advertiser cannot be reached or does not remove signs after being notified by the Municipality, municipal officers may remove or cause the signs to be removed.
- Candidates must claim signs removed by Municipal Officers within (5) days or the signs will be destroyed.

Can I display an election sign on my vehicle?

- yes, but vehicles with election signs may not park at the Municipal Office or an Election Help Centre during the Voting Period.

This summary of By-law 80-2010 shall not be construed as relieving or limiting the responsibility or liability of any person placing or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting from the negligence or willful acts of such person, or his or her agents or employees in the construction, installation, maintenance, repair or removal of any such signs.

Sign Vandalism

The investigation or prosecution for any acts of vandalism to the posters or campaign material belonging to a Candidate or Third Party Advertiser should be referred to the local OPP by the complainant.

The Municipality or any of its officers, employees or agents will not be responsible for damage to lawfully removed election signs.

Scrutineers

Appointment by Candidate and Qualification

A Candidate may appoint a scrutineer(s) to represent him/her at:

- Election Help Centres, 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 WP5 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 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 shall request photo identification and/or the signed “Appointment of Scrutineer” Form WP5.

Candidates or scrutineers must take an “Oral Oath of Secrecy” Form WP11 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 Election Help Centre.

Conduct

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

- speak to electors or interfere with the voting process,
- wear or display any campaign material, literature or signs in or on the property of the Municipal Office or an Election Help Centre, or
- use a cell phone to receive or make calls or take pictures or video within an Election Help Centre or the Municipal Office.
- interferes with the Deputy Returning Officer in the discharge of his/her duties.

Campaign Expenses and Contributions

Candidates and Third Party Advertisers should pay careful attention to campaign finance rules and may wish to seek professional advice.

Campaign Period (s. 88.24, 88.28)

Contributions cannot be accepted outside the campaign period (beginning upon nomination or registration and ending December 31, 2018). A campaign period may be extended as set out in subsection 88.24(4) of the Act.

Contributions (s. 88.8 to 88.15)

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

- voluntary unpaid labour,
- 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 sold 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).

The table below describes who may make campaign contributions:

Who may contribute:	Candidate	Third Party Advertiser
Individuals residing in Ontario	Yes	Yes
The spouse of a Candidate or an individual who is a Third Party Advertiser	Yes	Yes
A Corporation or Trade Union	No	Yes
A Federal or Provincial political party or the Government of Canada or Ontario	No	
A municipal government or local board		

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, or
- a total of \$5,000 to two or more Candidates or Third Party Advertisers nominated or registered in the Municipality.

Contributions up to \$25 may be made in cash. Contributions more than \$25 must be contributed by a money order signed by the contributor or in a way that associates the contributor's name and account with the payment.

Municipality of West Perth does not issue contribution rebates.

Permitted Expenses and Contributions (s. 33.0.1, 33.0.2, 88.20(13))

The Clerk will provide the preliminary amount of campaign expenses during nomination or registration. On or before September 25, 2018, the Clerk will make a second, final calculation and provide this amount to Candidates and Third Party Advertisers by email using the "Certificate of Maximum Campaign Expenses" Form WP3. The maximum amount a candidate can spend is the higher of these two calculations. The Clerk's calculation is final.

The Clerk or designate will review financial statements and report on contributors who appear to have exceeded a contribution limit.

Duties of Candidates and Third Party Advertisers (s. 88.22 to 88.32)

Sections 88.22 to 88.32 of the Act assign several duties to Candidates and registered Third Party Advertisers respecting contributions, receipts, records, financial filings, return of contributions, anonymous donations and other matters. Candidates and Third Party Advertisers should familiarize themselves with their duties and obtain professional assistance if required. Financial statements are still required from candidates who have withdrawn their nomination.

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

The Clerk will give notice of the filing requirements, entitlement to a refund and penalties to all Candidates and Third Party Advertisers during the nomination or registration process. Elected Candidates in West Perth must receive financial reporting training.

All "Financial Statements" Form 4, must be filed in person with an original signature before 2:00 p.m. on March 29, 2019. The Clerk will email a notice of default to any Candidate or Third Party Advertiser who does not submit their financial statement by the deadline and to the council or local board.

Refund of Nomination Filing Fee (s.34)

In December 2018, the Clerk shall refund the nomination filing fee if:

- the Candidate withdraws their nomination,
- the Candidate is elected to the office and has filed their completed Financial Statement before the submission deadline, or
- the Candidate receives more than 2% of the votes cast.

Compliance Audit Committee (s. 88.33)

West Perth will participate in the Joint Compliance Audit Committee (JCAC) with other municipalities in the area. The Clerk will implement JCAC's decisions as required.

Voters' List

Voter Qualifications (s. 17(2))

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

- 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, and
- is not otherwise prohibited from voting.

Voter Guide

The Ministry of Municipal Affairs posts a voter guide on their website at <http://www.mah.gov.on.ca>.

Preliminary List of Electors (s.19)

The Municipal Property Assessment Corporation (MPAC) provides the Preliminary List of Electors (PLE) 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, and
- 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 for more than one municipality and may be eligible to vote in both municipalities. For example, if a person lives in West Perth and owns property in Perth South, they are a resident elector in the West Perth and a non-resident elector in Perth South. In this case the elector is entitled to vote in both municipalities but may not vote more than once for the same office, namely School Board Trustee.

Voters' List (s. 22(2) and 23)

The Clerk may correct any obvious errors in the Preliminary List of Electors before Friday August 31, 2018 using any information in the Municipality's custody or control. The Clerk shall notify the Municipal Property Assessment Corporation of any corrections. The corrected preliminary list of electors becomes the Voters' List. The Clerk will maintain the Voters' List electronically.

Verifying the Voters' List

Electors may confirm that they are on the Voters' List and verify their information by:

- using the online tool VoterLookup.ca, starting February 15, 2018,
- using the online voter look up tool on the election website at www.westperth.com/elections,
- by visiting the Municipal Office or an Election Help Centre during the Voting Period.

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

Information on the Voters' List may be amended up until October 22, 2018 until 8:00 p.m. at the Municipal Office, election website or at an Election Help Centre as follows:

- an elector applying to add or amend their information or delete their name or a family member's name from the list may use Form WP15: "Application to Amend Voters' List" and provide proof of identity and residence as set out in O. Reg. 304/13, or
- any person applying to remove a deceased person's name from the voters' list may use Form WP16: "Application for Removal of Another's Name from the , Voters List", or
- the online voter registration available on the election website.

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

The Clerk will prepare a final list of changes to the Voters' List by November 22, 2018, and send to the Municipal Property Assessment Corporation.

Candidate Use of the Voters' List (s. 23(4)(5), 88(10) and (11))

After September 4, 2018, candidates will be provided access to the online Candidate Access Portal where the Voters' List information will be available to search, view or download. Access will not be granted until the "Voters' List Request and Declaration" Form WP17 is executed and filed with the Clerk. The Voters' List may only be used for election purposes.

The candidates will be able to see which electors have participated in the election. Candidates will not be able to see how an elector has voted.

No printed or downloaded copies of the Voters' List will be provided.

Candidate must use the voters list in accordance with these procedures and the Act. 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.

Additions & Revisions for Special Voting Locations

The Clerk shall contact the administrator of each institution and retirement home which is to be used as an Election Help Centre for the purposes of voting and will request a current list of the residents of the institution in a manner agreed upon by the Clerk and Administrator.

The list and completed Form 9 – Declaration of Identify shall be considered proof of identification under *O. Reg. 304/13 s.2*.

The names of eligible voters on this list will be added to the Voters' List.

This list will also serve as a request to remove residents who are no longer at this address from the list under sections 23 and 25 of the Act.

The administrator of the institution shall sign an oath indicating that the information provided is true and correct and those on the list are eligible to vote.

Internet & Telephone Voting Procedure

Council Authority (s.42)

On April 3, 2017, West Perth Council passed By-law No. 27-2017 authorizing:

- the internet and telephone voting method, and

On October 6, 2017, West Perth Council passed By-law No. 85-2017 authorizing:

- an agreement with Dominion Voting Systems Inc. to provide voting services

Voting Period

The Voting Period provides for voting between Monday, October 15, 2018, at 10:00 a.m. and Monday, October 22, 2018 at 8:00 p.m.

Voting Options

Electors may vote using one of the following methods:

1. accessing the election website to cast their vote by the internet, or
2. calling a designated toll-free phone number to cast their vote using a cellular or land line, touch-tone telephone (not a rotary dial telephone).

Voters may only vote by internet or telephone; paper ballots are not available. Election Help Centres will be available to provide internet access for voting purposes and other services and assistance to voters.

Proxy (s.44)

No proxy provisions are applicable for this municipal election. A person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the *Municipal Elections Act, 1996*, as amended.

System Integrity

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

- the election system can only be accessed by eligible electors using their unique Voting Credentials (Voter ID, PIN number) and year of birth,
- all eligible electors are sent a sealed Voter Information Letter containing their Voting Credentials,
- only electors have access to their PIN number and only Election Officials can deactivate and issue a new PIN number according to these procedures, and

- eligible electors can be added to or amend their information on the Voters' List up to and including Election Day, October 22, 2018, at 8:00 p.m.

Voting System Testing and Activation

The Clerk will conduct a logic and accuracy test of the voting system on Monday, October 15, 2018, at 9:30 a.m. Upon confirming that all Candidates' names are listed and that no votes have been cast, the Clerk shall activate the voting system at 10:00 a.m.

System testing and activation will be open to Candidates or their scrutineers, provided they sign in and attest that the system is functioning using the "Activation of the Voting System" Form WP10.

Voting

To log in to the voting system, electors will be required to provide their Voter ID, PIN number, Year of birth and verify a captcha (text in a picture or a sound). Once an elector has logged in, they will be required to accept an oath of qualification and notice of corrupt practice.

The system shall provide every eligible elector one ballot for all contests which they are entitled to vote for. For each contest the voting system will specify the maximum number of votes an elector can make and a list of Candidates or options for a question on the ballot. Acclaimed Candidates are not on the ballot. Voters cannot vote for more than the maximum number shown. Voters may cast a blank ballot or cast a ballot where one or more races are blank. If one or more races are blank, votes for all other races will be cast.

Once an elector has made a selection for all contests, the voting 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 identification number and PIN cannot be used again to access the voting system.

Completing a Ballot Later, Timeout and Lost Connections

If an elector logs in to the voting system and wishes to complete their ballot later they may exit the system. After no action for a set length of time, electors will receive a notice and shortly after the system will exit.

If an elector intentionally 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 voting credentials to restart their vote. Previous selections will not be saved to ensure secrecy.

Election Help Centres and Elector Assistance

Voting Places

For this election, an in-person voting place is not required.

Election Help Centres

To assist electors with this election, the Municipality will provide Election Help Centres where electors can vote and access other election services. General questions and some services may be able to be provided by phone.

The following persons are entitled to remain at Election Help Centres during the Voting Period:

- the Clerk,
- Election Officials, and
- Certified Candidates or their scrutineers.

No campaign material or literature of any nature relating to any Candidate or Third Party Advertiser shall be displayed within or on the property of an Election Help Centre. This material includes campaign clothing or buttons, signs on vehicles or any other advertising material. During a municipal election, any location designated as an Election Help Centre shall include the entire property on which the premises are located.

Verify, Update or Add Information on the Voters' List

Voters may confirm that they are on the Voters' List and verify their information by accessing the online voter registration on the election website or at an Election Help Centre.

Replace Voter Information Letter or PIN Number

Eligible voters who attend in person at an Election Help Centre will be able to request a "replacement" Voter Information Letter or PIN number as follows:

1. Where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Election Help Centre in person and prove to the satisfaction of the Election Official that they require a new PIN. The authorized election official will disable the elector's assigned PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an election official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" Form WP14 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.

2. Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Election Help Centre and prove to the satisfaction of the Election Official that they did not vote and require a new PIN. Prior to issuing a new PIN, the election official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at an Election Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an election official, an "Application for Re-Issue of a Voter Information Letter" Form WP14 shall be completed by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector must vote immediately at an Election Help Centre to eliminate any further misuse of the PIN. If necessary, the Clerk will forward the misuse of the PIN to the OPP for investigation and prosecution.

Duplicate Voter Information Letters

If an elector receives more than one Voter Information Letter, they may only vote once and must return the other Voter Information Letter to an Election Help Centre and complete an "Application to Amend Voters' List" Form WP15 to remove the duplicate name. Voter Information Letters returned to an Election Help Centre shall have the PIN number disabled immediately so it cannot be used to vote.

Anyone who votes more than once or who improperly uses a Voter Information 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 Information Letters and ensure a complete audit trail is maintained of all Voter Information 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 electors that have completed "Application to Amend Voters' List" Form WP15.

PIN Questions or Trouble Voting

If an elector has tried his/her PIN and cannot access the voting system, they may call or visit an Election Help Centre. The Election Official will determine the status of the PIN number and:

- if the PIN is valid and has not been used, suggest the voter try again using an alternate method (telephone vs. internet) or attend at an Election Help Centre to obtain assistance in voting, or
- if the PIN has already been used, they may follow the replacement PIN procedure.

New voter identification numbers and PIN numbers shall not be given out over the telephone. The voter must attend an Election Help Centre in person with proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form.

Exceptions may be considered at the sole discretion of the Clerk if satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Clerk with measures to ensure security and privacy of the elector and integrity of the voting process.

Assistance of Election Official, Friend or Interpreter

Election Officials shall ensure electors who need assistance in voting have such assistance as the election official considers necessary. No person shall be allowed to act as a friend for more than one voter at an Election Help Centre. Candidates and Scrutineers are not permitted to act as a friend of an elector.

If an elector requests voting assistance or an interpreter at an Election Help Centre, the Election Official shall administer the appropriate oath using the “Oral Oaths at Election Help Centre” Form WP12:

- the Oral Oath to vote with Assistance to the elector, for assistance from an Election Official,
- the Oral Oath of a Friend of an Elector to the elector, for assistance from a friend, and/or
- the Oral Oath of an 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.

Election Help Centre Hours and Locations

1. West Perth Municipal Office – 169 St. David Street, Mitchell

Monday October 15th to Friday October 19th – 8:30 a.m. to 4:30 p.m.
Monday, October 22nd – 10:00 a.m. to 8:00 p.m.

2. West Perth Library – 105 St. Andrew Street, Mitchell

Monday, October 15th to Friday, October 19th – 8:30 a.m. to 4:30 p.m.
***This location will not have the ability to amend the Voters’ List

Institutional and Retirement Home Election Help Centres

Only residents of the institutions or retirement homes may access Election Help Centre services at the locations listed below.

1. Ritz Lutheran Villa – Road 164 – 4118A R.R.#5, Mitchell

Tuesday October 16th – 10:00 a.m. to 3:00 p.m.

2. Mitchell Nursing Home – 184 Napier St., SS1, Mitchell

Wednesday, October 17th – 10:00 a.m. to 12:00 p.m.

Public WiFi and Computer Access at Libraries

Public WiFi and computers with internet access are available at the West Perth Public Library during their regular business hours. Please note that library staff are not able to offer election assistance beyond basic computer use and libraries may close without notice during this period.

Close of Voting and Results

Close of Voting System

At 8:00 p.m. on October 22, 2018 the Clerk shall authorize the close and deactivation of the voting system for the public. The Clerk shall allow access to the voting system at Election Help Centres to continue until Election Officials confirm that all electors who were in the Help Centre at 8:00 p.m. have voted.

Results Report

When the voting system is closed, the Clerk shall produce the results report. The results report shall be signed by all persons present at the time.

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 p.m. The Clerk may remove anyone who is creating a disturbance.

Release of Unofficial Results

Unofficial results shall be released no earlier than 8:15 p.m. 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 at the Municipal Office and on the election website. Where possible, the Clerk will provide additional information on voter turnout and results by poll or ward.

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

- the County of Perth for the positions of Mayor and Deputy Mayor, and
- the responsible Municipal Office for each school board for school board trustees.

Recount Procedures

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.

West Perth does not have a policy requiring automatic recounts in other cases.

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

Within 30 days after the Clerk's declaration of the results under s.55(4) and no later than Wednesday November 21, 2018, a Council or local/school board may pass a resolution or the Minister may make an order requiring a recount. The incoming Council or Local Board cannot pass a resolution for a recount.

Application to Superior Court of Justice (s. 58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount no later than Wednesday November 21, 2018.

In the case of a court ordered recount only, Dominion Voting Systems Inc. shall provide any additional documentation or information ordered by the court to support the integrity, security and accuracy of the voting system.

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

The costs to conduct a recount will be paid by the Municipality 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:

- in a recount for a tied vote, the votes for Candidates who are tied,
- in a recount for a council or local board resolution or a court order, the votes for Candidates named in the resolution or the 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 shall conduct a recount in the same manner as the original count unless ordered otherwise by a judge. Once the recount has started, it must continue until complete. When the recount is complete, the Clerk announces 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."
3. 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 the "Declaration of Recount Results" Form WP18 by:

- posting at the Municipal Office and on the election website, and
- sending to everyone who was given notice of the recount.

Election Records

Candidates

All Voter information obtained by the Candidate during the 2018 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 information 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.

This shall not apply to letter mail provided to Canada Post.

Emergencies

Emergency Declaration (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, Phone or Internet Outage

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

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

- provide additional Election Help Centre 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 a ballot pickup location 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 election 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 offences and corrupt practices to authorities for investigation and prosecution.

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 Information 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

The following forms and notices have been approved for use by the Municipality in the election process:

Prescribed 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 Expense
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration
Form 8	Financial Statement - Auditor's Report (Question on the Ballot)
Form 9	Declaration of Identity

Non-Prescribed Forms	
Form #	Description
Form WP1	Candidate's Consent for Release of Personal Information
Form WP2	Preliminary Amount of Expenses and Contributions
Form WP3	Certificate of Maximum Campaign Expenses
Form WP4	Withdrawal of Nomination
Form WP5	Appointment of Scrutineer by Candidate
Form WP6	Declaration of Acclamation to Office
Form WP7	Notice of Rejection of Nomination or Registration
Form WP8	Appointment and Oath of Election Official
Form WP9	Appointment and Oath of Deputy Returning Officer
Form WP10	Activation of the Voting System
Form WP11	Oral Oath of Secrecy
Form WP12	Oral Oaths at Election Help Centre
Form WP13	Oath of Qualification
Form WP14	Application for Re-Issue of a Voter Information Letter
Form WP15	Application to Amend the Voters' List
Form WP16	Application for Removal of Another's Name from the Voters List

Form WP17	Voters' List Request and Declaration
Form WP18	Declaration of Recount Results

Additional forms to those identified above may be approved by the Clerk of the Municipality for the Municipal Elections.

