

— TOWNSHIP OF —
ASHFIELD-COLBORNE-WAWANOSH

ELECTION PROCEDURES
FOR THE
2022 MUNICIPAL ELECTION

Approved by the Clerk of the
Township of Ashfield-Colborne-Wawanosh

As Clerk of the Township of Ashfield-Colborne-Wawanosh for the municipal elections, I do hereby certify that the following procedures for conducting the 2022 municipal elections and certify the forms attached (or similar versions, either paper or electronic) as being those permitted to be used during the election process.

April 20, 2022 _____
Date


Clerk Florence Witherspoon

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DEFINITIONS

Auditor: A person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the Voting System.

Ballot: Either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a touchtone telephone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.

Candidate: A person who has been nominated under Section 33 of the Municipal Elections Act.

Certified Candidate: A candidate whose nomination has been certified by the Clerk under Section 35 of the Municipal Elections Act.

Clerk: The Clerk of the Township who is responsible for conducting the election under the authority of the Municipal Elections Act, 1996, as amended. All references to the Clerk for the purposes of this manual shall mean the Deputy Clerk for the Township of Ashfield-Colborne-Wawanosh and shall also be the Returning Officer for the 2022 Municipal Election. All references to the Clerk's designate shall mean the delegated duties of the Returning Officer.

Election Official: The Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Municipal Elections Act. An Election Official can only carry out those tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.

Friend: A person who has been requested by an elector to assist him or her in the voting process.

Voting Centre: The ACW Municipal Office located at 82133 Council Line has been designated by the Clerk as a Voting Centre to accommodate voting during the voting period. Location and times at the discretion of the Clerk.

Password: An additional access control word assigned by Simply Voting to each authorized user (i.e. Clerk, Auditor, Election Official) to provide additional security access to the voting system.

Personal Identification Number or PIN: A unique multiple digit number assigned to each voter to provide security for access to the voting system.

Preliminary List of Electors: A list of electors for the municipality compiled by the Municipal Property Assessment Corporation (MPAC).

Proof of Identification: Proof of identity and residence as prescribed in O. Reg. 304/13.

Scrutineer: An individual, appointed in writing by a certified candidate, to represent him or her during the voting process.

Voters' List: The Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Municipal Elections Act.

Voting Day: The final day on which the vote is to be taken in an election and shall be Monday, October 24, 2022, with the close of voting to be at 8:00 pm.

Voting Period: The period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Thursday, October 11 at 9:00 am to Monday, October 24, 2022, at 8:00 pm.

Voter Information Letter (VIL): A letter containing a PIN, a telephone number and an internet address for voting, a telephone number for assistance and a list of candidates for the office. These letters shall be mailed individually to every person on the Voters' List or provided by Election Official to persons who have completed an application for inclusion on the Voters' List.

GENERAL INFORMATION

PRINCIPLES OF THE MEA

- a) The secrecy and confidentiality of the individual votes is paramount.
- b) The election must be fair and non-biased.
- c) The election must be accessible to all voters.
- d) The integrity of the process must be maintained throughout the election.
- e) There must be certainty that the results of the election reflect the votes cast.
- f) All voters and candidates must be treated fairly and consistently.

ELECTION TEAM

The Clerk is responsible for preparing for the election, preparing for, and conducting recounts and maintaining peace and order in connection with the election while ensuring that the principles of the MEA are maintained.

The Clerk shall delegate duties in writing to Elections Officials, who will be assigned duties as required to assist in the administration, management, security, and control of the Municipal Election. The Clerk may also appoint additional personnel as required.

Closer to the Election period, additional persons within the Municipal Office will be appointed to provide assistance. All persons assisting with the Municipal Election are required to take an Oath.

CANDIDATE INFORMATION & NOMINATIONS

RUNNING FOR COUNCIL

To run for an office on Council, a Candidate must be qualified on the day he or she files the nomination paper.

To run for Council (Mayor, Deputy Mayor, or Councillor) the person must be:

- A Canadian citizen
- At least 18 years of age
- A resident of the Township of Ashfield-Colborne-Wawanosh or own or lease property (or be the spouse of the owner or lessee) in the Township of Ashfield-Colborne-Wawanosh
- Not disqualified by any legislation from holding municipal office

- Obtain at least 25 signatures from individuals eligible to vote in Ashfield-Colborne-Wawanosh on the day they signed the endorsement

A person may be nominated for an office if he or she is qualified to hold that office under the MEA and he or she is not disqualified for violations of financial requirements or violation of requirements for filing financial information, and he or she is not disqualified by any legislation from holding municipal office.

Candidates must be an eligible elector in the municipality in which the Candidate is filing nomination papers for. Candidates must maintain their eligibility throughout the campaign period and, if elected, throughout the term of council.

RUNNING FOR SCHOOL BOARD TRUSTEE

To run for an office on a School Board, a candidate must be qualified on the day he or she files the nomination paper.

To run for School Board Trustee the person must be:

- A Canadian citizen
- At least 18 years of age
- A resident in the area of jurisdiction of the board
- Eligible to be an Elector for the school board in which the person is a candidate
- Not legally prohibited from voting
- Not disqualified by any legislation from holding office

AVON MAITLAND DISTRICT SCHOOL BOARD

Candidate must:

- be a supporter of the English-language public district school board; or
- not be a supporter of any board, nor have qualified himself or herself as an Elector for a separate or French-language school board in the election

HURON PERTH CATHOLIC DISTRICT SCHOOL BOARD

Candidate must be Roman Catholic who must:

- qualify as an Elector for the English-language separate district school board; or
- be a supporter (or be the spouse of a supporter) of the English-language separate district school board

CONSEIL SCOLAIRE VIAMONDE (FRENCH-LANGUAGE PUBLIC DISTRICT SCHOOL BOARD)

Candidate must be a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

- qualify as an Elector for the French-language public district school board; or
- be a supporter (or the spouse of a supporter) of the French-language public district school board.

CONSEIL SCOLAIRE CATHOLIQUE PROVIDENCE (FRENCH-LANGUAGE SEPARATE DISTRICT SCHOOL BOARD)

A candidate must be Roman Catholic and a French-language rights holder (see the Charter for criteria) who must:

- qualify as an Elector for the French-language separate district school board; or
- be a supporter (or the spouse of a supporter) of the French-language separate district school board.

MUNICIPAL EMPLOYEES RUNNING FOR OFFICE

If you are an employee of a municipality, and you wish to run for office on that municipality's Council, you must take a leave of absence before you file your nomination form. If you are elected, you must resign from your job. You cannot work for a municipality and be on its council at the same time.

If you are an employee of a municipality, and you wish to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you may wish to check with the Clerk to see if there are any policies in place that could affect you.

CANDIDATE NOMINATIONS

DISTRIBUTION OF NOTICE OF NOMINATIONS

The giving of notice for nominations shall be on the *Notice for Nomination for Office Form LC01* and shall be placed in a Goderich Signal Star and the Lucknow Sentinel at least once, before May 2nd and August 19th, 2022, and continuously posted during the campaign period in the municipal office and on the municipal website.

FILING AUTHORITIES FOR CANDIDATE NOMINATIONS

Nomination papers for the office of Mayor, Deputy Mayor, and Councillors for the Corporation of the Township of Ashfield-Colborne-Wawanosh must be filed with the Clerk.

Nomination papers pertaining to the Avon Maitland District School Board are filed with the Town of Goderich.

Nomination papers pertaining to the Huron Perth Catholic District School Board are filed with the Town of Goderich.

Nomination papers pertaining to Conseil Scolaire Viamonde are filed with the City of London.

Nomination papers pertaining to Conseil Scolaire Catholique Providence are filed with the City of Sarnia.

CANDIDATE NOMINATIONS

Section 33

The ***Nomination Paper PR Form 1*** for the following offices will be available at the Clerk's Office from Monday, May 2, 2022, to Thursday, August 18, 2022 during regular office hours, and between 9:00 am and 2:00 pm on Friday, August 19, 2022 and on the municipal website for the following offices:

Mayor
Deputy Mayor
Councillor– 5 to be elected
School Board Trustee – English Public
School Board Trustee – English Separate
School Board Trustee – French Public
School Board Trustee – French Separate

Nominations must be completed on the prescribed form and be filed in person, or through an agent, with the Clerk at the Municipal Office, 82133 Council Line, RR5 Goderich and include:

- Proof of identity and residence as prescribed in O. Reg. 304/13;
- The ***Nomination Paper PR Form 1***;
- The ***Endorsement of Nomination PR Form 2*** completed, being at least 25 signatures;
- The ***Declaration of Qualifications – Council Form EL 18***, signed by the person being nominated;
- The nomination fee of \$200.00 for head of Council and \$100.00 for all other offices – the filing fee shall be paid by cash, certified cheque, money order or by debit machine.

No electronic transmitted nomination paper will be accepted – original signatures are required.

The Clerk will administer the Declaration of Qualifications on the *Nomination Paper PR Form 1* and the *Declaration of Qualification – Council” Form EL 18(A)* oaths to the candidate. The date and time of filing are to be filled in by the Clerk and initialed by the candidate or his/her agent. The Clerk will review the Nomination Paper and the Declaration of Qualifications to determine if the nomination complies with the Municipal Elections Act, 1996, and then sign the form.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES

Section 33.0.1

The Clerk shall calculate the estimated maximum campaign expenses for each office on the *Estimated Maximum Campaign Expenses Form LC23* and provide a copy to the candidate or their agent the day that the Nomination Paper is filed. The Clerk’s calculation is final.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The candidate may sign the *Notice of Collection/Consent to Release Personal Information Form LC02* authorizing the Clerk to release personal information to the public and media. Upon filing, nomination papers become part of public record and shall be disclosed to members of the public upon request. Upon receiving nomination papers, Candidate information will be made available to the Public through the municipality’s website.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the municipal office and on the website a *List of Nominations Filed Form LC03* which is to be updated as each nomination paper is filed. The list will be clearly marked “UNOFFICIAL”.

NOMINATION DAY – AUGUST 19, 2022

Section 31

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day. Procedure for handling of Nomination Papers on Election Day will be the same as above.

CERTIFICATION OF NOMINATION PAPERS

Section 35

On or before Monday, August 22, 2022, at 4:00 pm, the Clerk will examine and if satisfied, will formally certify the Nomination Papers which will then be filed.

REJECTION OF NOMINATION PAPERS

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Municipal Elections Act, 1996, the Clerk will reject the Nomination. Notice shall be given, as soon as possible, to:

1. The person who sought to be nominated; and,
2. All candidates for the office.

The Clerk's decision is final.

WITHDRAWAL OF NOMINATION PAPERS

Section 36

Candidates may withdraw their Nomination by filing in person a ***Withdrawal of Nomination Form EL19*** with the Clerk before 2:00 pm on Nomination Day, Friday, August 19, 2022, if the person was nominated on or before Nomination Day; and before 2:00 pm on the Wednesday following Nomination Day (August 24, 2022), if the person was nominated under Section 33(5) –Additional Nominations. The withdrawal shall be noted on the Unofficial List of Candidates.

OFFICIAL LIST OF CANDIDATES

The final list of Certified Candidates will be posted at the Municipal Office and on the website on Thursday, August 25, 2022, using the ***Official List of Certified Candidates Form LC05***.

DECLARATION OF ELECTION

Section 40

If after 4:00 pm on Monday, August 22, 2022, the number of Certified Nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election be conducted.

The Clerk shall give the electors notice of:

- a. Under clause 42(1)(b), the manner in which electors may use the alternative voting method;
- b. The dates and times of the voting period; and
- c. The location and hours of operation of the Voting Center at the Municipal Office.

The form and manner of such notice of election shall be shown in ***Voter Information Letter Form T108***.

ACCLAMATIONS

Section 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 less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall cause to be posted a ***Declaration of Acclamation to Office Form EL20***. In this situation, there shall be no election conducted for the position(s).

FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES

Section 33(5)

If at 4:00 pm on Monday, August 22, 2022, the number of certified nominations filed for an office is less than the number of persons to be election to the office, additional nominations

may be filed between 9:00 am and 2:00 pm on Wednesday, August 24, 2022. The Clerk shall cause to be posted a **Notice of Additional Nominations Form LC06** advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 pm on Wednesday, August 24, 2022, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

ADDITIONAL NOMINATIONS – MORE THAN NUMBER OF OFFICES REMAINING

Section 33 (5)

If between 9:00 am and 2:00 pm on Wednesday, August 24, 2022, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed a certified Nomination Paper.

ADDITIONAL NOMINATIONS – EQUIVALENT TO NUMBER OF OFFICES

Section 35(1) and 37(2)

If at 4:00 pm on Thursday, August 25, 2022, there is a sufficient number of certified Nomination Papers filed to fill the offices, the Clerk shall cause to be posted a **Declaration of Acclamation to Office – Additional Nominations” Form LC07**.

INSUFFICIENT NUMBER OF PAPERS FILED TO FORM A QUORUM

Section 37(4) 1.

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

SUFFICIENT NUMBER OF NOMINATION PAPERS FILED TO FORM QUORUM

Section 37(4) 2

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

DEATH OR INELIGIBILITY OF A CANDIDATE

Section 39

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

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

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

REFUND OF NOMINATION FILING FEE

Section 34

A candidate is entitled to receive a refund of the nomination filing fee if the candidate files the *Candidates Financial Statement PR Form 4* as required by Section 88.25 on time.

FINAL CALCULATION OF CAMPAIGN EXPENSES

Section 88.20(11)

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a Certificate of *Maximum Campaign Expenses Form EL37*. The certificate shall be delivered to each candidate by September 25, 2022. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

VOTERS' LIST

PRELIMINARY LIST OF ELECTORS

Section 19(1)

The Preliminary List of Electors (PLE) supplied by the Municipal Property Assessment Corporation shall be delivered by July 31, 2022 to the Clerk.

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

CORRECTIONS TO THE PLE

Section 22

The Clerk shall correct any obvious errors and duplications in the PLE by September 1, 2022. The Clerk may use any information that is in the municipality's custody or control (subject to MFIPPA) when correcting the list for obvious errors.

The Voters' List shall be reproduced and identified with a *Voters' List Cover Sheet Form LC08* on or before September 1, 2022. The corrected PLE becomes the Voters' List.

REVISIONS TO THE VOTERS' LIST

After September 1, 2022, electors are encouraged to ensure they are on the Voters' List with the correct information by contacting the municipality or using the internet voter look-up module at www.voterlookup.ca/home.aspx.

During the period that begins on September 1 and ends at the close of Election Day, a person may make an application to the Clerk to be added to or amend the Voters' List. Notice of this revision period shall be advertised a minimum of one time in the newspaper and on the municipality's website during this period.

The Voters' List may be amended using the ***Application to Amend Voters' List Form EL15*** and providing proof of identity and residence as prescribed in O. Reg. 500/09, between September 1 and October 21, 2022 during normal hours and on October 24, 2022 until 8:00 pm.

Following the process, the Eligible Voter's name will be added to the Voters' List and a Voter Notification Card will be provided, in-person or through mail. If a person is not an Eligible Voter, they will not be added to the Voters' List.

The Clerk has the authority to remove a person's name from the Voters' List if the Clerk is satisfied that the person has died (without an application to change the Voters' List).

REQUESTS FOR COPY OF VOTERS' LIST

Upon written request, the Clerk shall give every candidate a copy of the Voters' List. Each candidate will be required to sign the ***Declaration of Proper Use of the Voters' List Form T111***. Only those as identified in Section 23 may receive a copy of the Voters' List. The Voters' List may be provided electronically, by hard copy or both.

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

INTERIM LIST OF CHANGES TO VOTERS' LIST

The Clerk shall, between September 15-25, 2022, prepare an ***Interim List of Changes Form LC12*** to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List.

On Monday, September 26, 2022, the Clerk shall determine the total number of electors on the Voters' List. This number will be necessary to calculate the ***Certificate of Maximum Campaign Expenses Form EL37*** for the 2022 Municipal Election and ***Estimated Maximum Campaign Expenses Form LC23*** for the 2026 Municipal Election.

The Clerk shall prepare the ***Final List of Changes Form LC14*** to the Voters' List by November 23, 2022. A certified copy of the final list of changes shall be sent, via the Municipality's service provider Datafix, to the Municipal Property Assessment Corporation together with a copy of the approved ***Applications to Amend the Voters' List Form EL15***.

CAMPAIGN FINANCES

As stated in Section 33, the Clerk shall provide information pertaining to financial guidelines upon a filing of a person’s nomination.

CANDIDATES’ CAMPAIGN EXPENSE LIMIT

Section 88.20

The Clerk will determine the maximum campaign expense limits a candidate may spend on his or her campaign using the prescribed formula:

Mayor	\$7, 500 + 85 cents per Eligible Elector for the Office
Councillors	\$5, 000 + 85 cents per Eligible Elector for the Office

Upon filing of Nomination Papers, candidates will be provided the Preliminary Certificate of Maximum Campaign Expenses.

On or before September 26, 2022, the Clerk will calculate the amount for the Final Certificate of Maximum Campaign Expenses using the number of eligible electors on the Voters’ List for the 2022 Municipal Election. The Certificate will be provided to each Candidate, via email.

CANDIDATES’ CONTRIBUTION TO OWN CAMPAIGN

In accordance with Section 88.9.1 of the *MEA*, the Clerk will determine the maximum amount a candidate and his or her spouse (in combination) can contribute to his or her own campaign using the prescribed formula.

The maximum amount a candidate for an office on a council and his or her spouse may contribute to the candidate’s own election campaign is the lesser of \$25,000 or:

Mayor	\$7, 500 + 20 cents per Eligible Elector for the Office
Councillors	\$5, 000 + 20 cents per Eligible Elector for the Office

Upon filing of Nomination Papers, candidates will be provided the Preliminary Certificate of Maximum Contributions to Candidate’s Own Campaign.

On or before September 26, 2022, the Clerk will calculate the amount for the Final Certificate of Maximum Contributions to Candidate’s Own Campaign using the number of eligible electors on the Voters’ List for the 2018 Municipal Election. The Certificate will be provided to each Candidate, via email.

ELECTION FINANCES - OVERVIEW

Information regarding election finances and campaign contributions, including financial responsibilities of candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs' 2022 Candidates' Guide for Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry of Municipal Affairs and Housing website: www.mah.gov.on.ca

The below information is provided for convenience:

- Corporations and trade unions that hold bargaining rights for employees in Ontario are prohibited from contributing to an individual campaign. A corporation or trade union that contravenes the campaign financing provisions of the MEA, is liable to fines up to \$50,000. These types of organizations may contribute to registered third party advertisers' campaigns.
- Candidates will be required to inform contributors of the contribution limits. A contributor is limited to a total of \$1,200 to any one candidate in an election and \$5,000 to two or more candidates for office on the same council or local board.
- An individual, including the candidate, who contravenes the provisions of the MEA, is liable to fines of up to \$25,000.
- Candidates are required to open a separate bank account. If they receive contributions (including donations, spouse or themselves) or incur expenditures related to their campaign, these must be reflected in their account statement.

All candidates are required to file a financial statement using the prescribed form. Electronic submissions will not be accepted. The received financial statements will be publicly disclosed through the municipal website.

CAMPAIGNING AND CAMPAIGN MATERIAL

CAMPAIGNING AND CAMPAIGN MATERIAL

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

Any election signs, banners, or posters shall be erected no sooner than the date a candidate has filed their nomination. The signs, banners, or posters shall be removed within seventy-two (72) hours following the election date (October 27, 2022).

A sign placed on private property must be placed at least 3.0 meters away from the curb.

HURON COUNTY ELECTION SIGN POLICY

The County of Huron By-law 53-1989 references Elections Signs as follows:

- (a) Election Signs: Election signs may be erected on the right of way or adjacent to a County Road, providing:
 - (i) They are not placed closer to the traveled portion of the highway than the outer extremity of the shoulder and do not interfere with the official signs, traffic signals, or other safety devices. Should the extremity of the shoulder be difficult to determine, it shall be the responsibility of the County Engineer to specify its location on any particular County Road.
 - (ii) Election signs are not to be affixed to any permanent or official County sign or support, guide rails or other County structure or facility.
 - (iii) Election signs shall be removed within 24 hours after the election date.

OTHER POLICIES RELATED TO SIGNAGE

Posters and similar campaign material that will be installed or affixed to poles belonging to public utility companies will require the permission of the respective approval authority.

The Municipality or any of its municipal servants, employees or agents will not be responsible for investigating or prosecuting for any acts of vandalism to the posters or campaign material of the candidates.

THIRD PARTY ADVERTISING

GENERAL

No individual, corporation or trade union is permitted to incur expenses until registered as a third-party advertiser and that the third-party advertiser guidelines will be prepared in accordance with the Regulations under the MEA.

The advertisement must contain the name of the registered third-party, the Municipality where the third-party is registered, and a means of contact by either a telephone number, mailing address or email address.

The broadcaster must be provided the following in writing: The name of the registered third party and the name of the municipality where registered, as well as the name, business address and telephone number of the individual under direction of the registered third party.

THIRD-PARTY ADVERTISERS

Individuals, corporations, and unions can register as third-party advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise in.

Third-Party Advertisers may register with the municipality starting on Tuesday May 2, 2022, and until Friday October 21, 2022, during office hours using the prescribed form. Third-Party Advertiser registrations will not be accepted after the deadline. Registration allows a Third-Party Advertiser to promote or oppose any candidate that the electors in the municipality can vote for (Local Council, Regional Chair and School Board Trustee positions).

Third-Party advertising must be done independently of candidates, who are not able to direct a third-party advertiser. Candidates are not able to register as Third-Party Advertisers.

Financial statements of the Third-Party Advertisers are required to be submitted to the Clerk of each municipality registered in by Friday, March 31, 2023. There is a 30-day grace period for Third Party Advertisers who miss the deadline to file a financial statement and auditor's report, provided that the Third-Party Advertiser pays a \$500 late filing fee to the municipality.

RESTRICTED PERIOD

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (May 2, 2022) as a registered Third-Party Advertiser in relation to the election and ends at the close of voting on voting day.

MUNICIPAL AUTHORITY TO REMOVE

If the municipality is satisfied that there has been a contravention, the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertisement.

PERSONNEL

RETURNING OFFICER

The Returning Officer shall take and sign the *Oath of Returning Officer Form T109*.

ELECTION OFFICIALS

The Clerk shall, in writing, appoint election officials for the purposes of these Procedures and may designate their titles and duties using *Delegation of Powers and Duties of Clerk Form*

T110 and Appointment and Preliminary Oath or Affirmation for Election Officials Form T107.

VOTING METHOD & PROCESS

AUTHORITY

Section 42

On Tuesday, March 2, 2021, the Council of the Township of Ashfield-Colborne-Wawanosh adopted By-law 16-2021 authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method.

The Municipal Elections Act, 1996 more specifically subsections 42(2) and (3) states as follows:

- (a) Applies to a regular election if the by-law is passed on or before May 2 in the year before the year of the election;
- (b) Applies to a by-election if the by-law is passed more than 60 days before voting day;

The Clerk shall,

- (a) Establish procedures and forms for the use of,
 - i. any voting and vote-counting equipment authorized by by-law; and,
 - ii. any alternative voting method authorized by by-law; and,
- (b) Provide a copy of the procedures and forms to each candidate when their nomination is filed.

The service provider for such alternative voting procedures, after review and analysis of options, has been determined by the Clerk as Simply Voting. A copy of the contract with Simply Voting is available from the Clerk upon request.

Subsection 11(1) of the Municipal Elections Act, 1996, states that the Clerk of a local municipality is responsible for conducting elections within that municipality and subsection 11(2) for:

- i. preparing for the election;
- ii. preparing for and conducting a recount in the election; and
- iii. maintaining peace and order in connection with the election; and
- iv. in a regular election, preparing and submitting the report described in subsection 12.1(2).

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

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

Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies.

VOTER QUALIFICATIONS

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 24, 2022) he or she is: (s.17(2))

1. Is a Canadian Citizen;
2. Is at least 18 years old;
3. Resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
4. Is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise, by law.

Where a voter qualifies at more than one location in the municipality, the voter may only vote only once for each office.

NOTICES OF ELECTION

When a municipal election is to be held, the Clerk shall notify electors of the following through the use of newspaper advertisements, social media, the municipal website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate:

1. That a municipal election is being held and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
2. The time and date for the holding of the vote, including voting period and the method of voting including the municipal and/or school board office(s);
3. Who is eligible to vote in the municipal election; and
4. The location and hours of the Help Center, where eligible voters can check to see if their name is on the Voters' List and follow the procedures by which their name can

be added, deleted or information corrected on the Voters' List as well as the procedure by which another person's name may be deleted from the list.

The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear to comply with the requirements and principles of the Municipal Elections Act, 1996.

On or about October 1, 2022, each person on the Voters' List shall be mailed, by first class mail, a sealed Voter Information Letter containing:

1. His or her PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
2. Instructions on how to vote;
3. Dates and hours of voting;
4. The location and telephone number of the Municipal Office;
5. Voter eligibility criteria; and
6. Race and candidate information.

PREPARATION OF VOTER NOTIFICATION LETTERS

Compilation of the Voter Information Letter will be completed and printed in collaboration with Simply Voting and Datafix. The Voters' List being the compilation of the Preliminary List of Electors and the Interim List of Changes shall be provided to the service providers in September in electronic format to print the Voter Information Letter.

Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible voters to enable them to use the Telephone/Internet Voting service.

Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Voter Information Letter to the Municipal Office and complete an application to correct the Voters' List by removing the duplicate name.

All voters that vote more than once, or who improperly use the Voter Information Letter shall be reported to the police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

CHANGES TO VOTERS' LIST

The list shall be available at the Municipal Office in electronic format to accommodate the voting process.

Eligible voters who attend at the Municipal Office and are not on the Voters' List will be able to be added to the list by filling out an ***Application to Amend Voters' List Form EL15*** and provide proof of identity and residence as prescribed in O. Reg. 500/09. Their names will be added to the Voters' List and they will be assigned and sent a Voter Information Letter containing a PIN along with the rest of the electorate.

For additions to the list made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.

Where an eligible voter has received a notice on their Voter Information Letter that their date of birth is missing or incomplete, the voter can attend the Municipal Office and provide their date of birth. The elector will be required to fill out an ***Application to Amend Voters' List Form EL15*** and provide proof of identity and residence as prescribed in O. Reg. 500/09.

Where an eligible voter has received an incorrect Voter Information Letter in terms of school support, and has not already voted, the voter can attend the Municipal Office and have the proper category applied. The elector will be required to fill out an ***Application to Amend Voters' List Form EL15*** and provide proof of identity and residence as prescribed in O. Reg. 500/09.

Eligible voters who attend the Municipal Office will be able to request a replacement Voter Information Letter and PIN under certain circumstances:

- a. Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she will prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 500/09 to an Election Official, an oath on ***Application for Re-Issue of a Voter Information Letter (Lost and Unused) Form T101*** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.
- b. Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can provide to the satisfaction of the Election Official that they did not vote the PIN and require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 500/09 to an Election Official, an oath on ***Application for Re-Issue of a Voter Information Letter (Used by an Impersonator) Form T102*** shall be taken by the elector and the elector's status shall be reset to allow a second vote. Furthermore, a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.

UNOPENED VOTER INFORMATION LETTERS

Unopened Voter Information Letters returned to the Municipal Office will be kept in a secure location. Individuals who contact the Municipal Office claiming not to have received a VIL may be the owner of the unclaimed mail. At the closing of the election, the unclaimed letters will be destroyed at the same time as all other municipal election material as provided for under Section 88 of the Municipal Elections Act, 1996.

Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the PIN shall be disabled so that it cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked “disabled” and be secured and destroyed as in the paragraph above.

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

1. That were sent to eligible voters by Simply Voting/DataFix;
2. That were returned from the Post Office;
3. That were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
4. That were generated by Election Officials for eligible electors added to the Voters’ List after completing an *Application to Amend Voters’ List Form EL15*;
5. That were set to a status that prevented them from being voted; and
6. That were re-issued to an eligible elector.

AUDIT

Prior to the activation of the system by Simply Voting, on October 11, 2022 (9:00 a.m.), Simply Voting shall allow access by the Clerk, Auditor or other authorized Election Official, to the voting system at the Voting Centre between 8:30 and 8:59 a.m. by secure ID and password, for the purposes of ensuring that all candidate’s names are listed and that no votes have been cast.

Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at “0” and shall be required to sign the *Activation of Simply Voting System Form T105* that attests to this fact.

VOTING PROCESS

A Telephone/Internet Voting method shall be used for the 2022 municipal election to commence on October 11, 2022, at 9:00 a.m.

Eligible electors shall be required to telephone a designated 1-800 number or access a designated internet address and cast their vote(s).

Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail in a sealed and personalized Voter Information Letter.

The supplier's system will allow the eligible voter to vote using a telephone and/or the internet.

Every elector shall be required to provide their date of birth along with their PIN.

Following the voter's selection, the voting system shall identify the voter's choice on a confirmation page. The confirmation page offers the option to the voter to confirm their selection or return to the ballot to change their selection.

The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so. The Voting System shall not permit a voter to overvote, or to spoil a ballot.

Once the Voter PIN has been used with the Telephone/Internet Voting service to cast a vote, it cannot be used for voting again.

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

Simply Voting shall keep a record of all electors who have voted.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the voting system using the Clerk's assigned password and a report generation feature incorporated with the system. The information will be created in an electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk.

If requested in writing by a candidate, the Clerk will create the report which will provide an up-to-date list of the names of electors who have voted. This list will also include other information such as qualifying address, and category information that will allow the Clerk and/or candidates to sort the voter information. This information shall be made available to candidates through the Clerk's office.

A computer with internet access will be available at the Municipal Office for those who do not have access to a phone or the internet to vote. This will be available during the following hours:

ACW Municipal Office, 82133 Council Line during the Voting Period starting October 11 at 9:00 a.m., to Friday October 21st during regular business hours (8:30 a.m. to 4:00 p.m.). Internet access will be provided at this location.

SECURITY

The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy (Form TI03), committing to upholding the secrecy provisions established in Section 49 of the *Act*.

No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector to provide assistance.

No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.

No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.

No elector shall reveal how they intend to vote while in a Voting Centre, except for the purposes of obtaining assistance in voting from either a Friend or an Election Official. Any other person present must withdraw until the voter finishes instructing the Friend or Election Official, as the case may be.

All electors voting at a Voting Centre may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath (Form TI06) prior to providing assistance, to be administered by an Election Official. No person shall be allowed to act as a Friend of more than one voter at a Voting Centre.

All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 through 94 of the *Municipal Elections Act, 1996*.

SCRUTINEERS

APPOINTMENT BY CANDIDATE

A candidate may appoint scrutineers to represent him or her during the voting and during the receipt of voting results. The appointment shall be made using the ***Appointment of Scrutineer Form T104***. This form must be signed by the Candidate with an original signature.

NUMBER – PER CANDIDATE

Not more than one scrutineer representing each candidate may be in the Voting Centre for any of the purposes specified in Section 47(1) at any time. Only one candidate or his/her appointed scrutineer may be in attendance at a Voting Centre at one time. The scrutineer/candidate must take the ***Oath of Secrecy Form T103*** at the Voting Centre.

APPOINTMENT- BY COUNCIL RE BY-LAW OR QUESTION (N/A IN 2022 ELECTION)

Council may appoint scrutineers by resolution using ***Appointment of Scrutineer Re: By-laws or Questions Form EL13*** in relation to voting on a by-law or question submitted to the electors, to attend a Voting Centre and during the receipt of voting results.

Equal number of scrutineers shall be appointed for each possible answer to the question and one scrutineer for each of the possible answers may be present at the Voting Centre and during the receipt of voting results; and/or equal number of scrutineers shall be appointed to represent supporters and opponents of the by-law and one scrutineer representing supporters and one representing opponents may be present at the Voting Centre and during the receipt of voting results.

APPOINTMENT – BY ELECTOR – RECOUNT (SECTION 61 (1))

An elector who applies for a recount may appoint one scrutineer. The ***Appointment of Scrutineer Form T104*** must be signed by the elector.

APPOINTMENT – EVIDENCE OF

A person appointed as a scrutineer, before being admitted to the voting location, shall show their ***Appointment of Scrutineer Form T104*** and provide proof of identity and residence as prescribed in O. Reg. 500/9 to the election official.

RIGHTS OF SCRUTINEERS (INCLUDES CANDIDATES, EXCEPT CANDIDATES ELECTED BY ACCLAMATION)

To be present to verify and ensure that all totals of votes case are at “0” and shall be required to sign the ***Activation of Simply Voting System Form T105*** that attests to this fact.

1. To be present at the time and place where results are received by the Clerk to sign the results report indicating the results and votes cast.
2. In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present.

SCRUTINEERS AND CANDIDATES ARE PROHIBITED FROM THE FOLLOWING:

1. Attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate;
2. Displaying a candidate's elections campaign material in the Voting Centre;
3. Compromising the secrecy of the voting;
4. Interfering or attempting to interfere with an elector who is marking a ballot;
5. Obtaining or attempting to obtain any information about how an elector intends to vote or has voted; and
6. Communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave.

NOTICE OF RESULTS

The Clerk at 8:00 pm on Monday, October 24, 2022, shall arrange for the close and deactivation of the Telephone/Internet Voting service.

Notwithstanding the above, the Clerk shall keep the Voting Centre access open until the Clerk confirms that all those who entered into the system prior to 8:00 pm have submitted their ballot.

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

The Clerk shall then request the tabulation of the results for each candidate. Those present, including the Clerk, the Auditor and the Candidates, or their Scrutineer, shall sign the Vote Count – Summary Report indicating the results and the votes cast.

The unofficial results of each candidate shall be available as soon as practical thereafter and shall post the same Unofficial Results on the Municipality's website.

The Clerk shall declare the official election results as soon as possible after Voting Day using the *Declaration of Election – Candidate Form LC26*.

RECOUNT

RECOUNT PROCEDURES (SECTIONS 56-58)

Any recount shall be conducted in the same manner as the original count under Section 60 (1) unless ordered otherwise by a judge under Section 60 (3).

A recount is required when:

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

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

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

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

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

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

WHO CONDUCTS THE RECOUNT (SECTION 56)

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

TIED VOTE RECOUNT (SECTION 56(2))

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk must hold a recount within 15 days after the declaration required by Section 55(4)a)b) of the results of the election by requesting from Simply Voting a re-tabulation of the votes case to be conducted in the same manner as the original vote tabulation.

Simply Voting shall send the results of the recount by email along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system and these results will be compared to the results tabulated.

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

A municipal council or school board may also order a recount within 30 days after the clerk has officially declared the results of the election. If you feel there should be a recount, you must either persuade council (or the school board) to order one or you may apply to the Superior Court of Justice to request that a judge order a recount. This application may be made by any eligible elector and must be made within 30 days of the Clerk declaring the results of the election.

APPLICATION TO SUPERIOR COURT OF JUSTICE (SECTION 58)

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

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

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

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

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

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

PERSONS ENTITLED TO BE PRESENT AT RECOUNT (SECTION 61)

- The Clerk and any other election official appointed to assist with the recount;

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

NOTIFICATION OF RECOUNT DATE, TIME, PLACE (SECTION 56, 57, 58)

The Clerk must set the date, time, and place for the recount within the prescribed time frames on *Notice of Recount Form LC27* to the following:

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

COUNTING TIE VOTE – AFTER RECOUNT PROCEDURES (SECTIONS 62(3) AND 63(10))

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

The lot will be conducted as follows:

The Clerk shall determine the texture and quantity of the paper used for this process and each candidate or the candidate's lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;

The Clerk shall inscribe the name of each candidate(s) on a similar size paper and the candidate(s), the candidate's lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the ballot;

Upon acceptance of all the candidates that the process outlined above have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.

On completion of this process, the Clerk shall hold the box, and without looking into the box, ensure that the contents have been displaced sufficiently and request the Municipality's Legal Counsel to draw only one or the required number for the purpose of determining the successful candidate(s).

The Legal Counsel shall read aloud the name of the candidate or candidates. The Clerk will then proceed to declare this, or these individuals elected.

Once completed, the Legal Counsel shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of paper in the box.

NOTICE OF FINAL CERTIFIED RESULTS (RECOUNT) (SECTION 62(1) AND 62(4))

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

The Clerk of the Municipality will announce the result of the recount as soon as it is complete.

Unless an application has been made for a Judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question by posting the ***Declaration of Recount Results Form LC28*** at the Municipal Office and on the website.

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

CANDIDATES FINANCIAL DISCLOSURE

Pursuant to Section 88.25(9) at least 30 days before the filing date (the last Friday in March following the election), but no later than March 1, 2023 the Clerk shall give every candidate whose nomination was filed:

- Notice of all of the filing requirements of this section including the penalties set out in subsections 88.23 (2) and 92 (1).

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

Pursuant to Section 88.23 (3), A ***Notice to Default Form EL43*** shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the ***Financial Statement – Auditor’s Report PR Form 4*** by 2:00 pm on March 31, 2023. The Clerk shall also make available to the public the name of the candidate and a description of the nature of the default.

Pursuant to Section 88.23 (4)(5), the Clerk shall publish on the municipal website a report detailing all candidates in an election and indicate whether each candidate complied with Section 88.25.

Clarification on Campaign Expenses should be directed to Sections 88.19 to 88.32.

COMPLIANCE AUDIT COMMITTEE

ESTABLISH COMPLIANCE AUDIT

In Huron County, a joint Compliance Audit Committee will be established. Terms of Reference will be developed to be adopted by By-law by all participating municipalities. Once adopted, the recruitment process will be initiated through an advertisement that must be, at minimum, posted to the municipal website.

Before October 1, 2022, Council shall approve the appointment of the members of the Compliance Audit Committee by resolution or by-law.

REVIEW OF CONTRIBUTIONS TO CANDIDATES (88.34(1) TO (4))

The Clerk shall review the contributions reports on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.9.

ELECTOR APPLICATION (88.33 (1) AND 88.35 (1))

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

REPORT, CONTRIBUTIONS TO CANDIDATES FOR COUNCIL

As soon as possible after April 24, 2023, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limited under Section 88.9, and

- a) if the contributor’s total contributions to a candidate for office on a council appear to exceed the limit under Section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- b) if the contributor’s total contributions to two or more candidates for office on the same council appear to exceed the limit under Section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall forward each report prepared to the Compliance Audit Committee. See Section 88.30 (2) for supplementary filing date provisions.

DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING CANDIDATES (SECTION 88.34(8))

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

SAME - REPORT, CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13 & SECTION 88.36(5))

The same process as described under the sub-heading “Report, Contributions to Candidates for Council” and “Decision of Compliance Audit Committee Regarding Candidates” shall apply to Registered Third Parties who appear to have contravened any of the contribution limits under Section 88.13 and Section 88.36(5).

ELECTION RECORDS

DISPOSITION OF RECORDS (SECTION 88)

Subject to a Judge’s order or recount proceedings, after 120 days from declaring the results under Section 55, the Clerk shall destroy the ballots in the presence of two witnesses. The Clerk may also destroy any other documents and materials related to the election except those specified in 88.25, 88.29 and 88.32.

The witnesses shall complete the *Witness Statements as to Destruction of Ballots Form LC30*.

At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.

Having returned all pertinent documents to the municipality, Simply Voting shall confirm in writing the destruction of all records in its possession.

The documents shall not be destroyed if:

- A court orders that they be retained; and
- A recount has been commenced and finally disposed of.

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

ACCESSIBILITY (SECTION 12.1)

ELECTORS AND CANDIDATES WITH DISABILITIES

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

LOCATION – ACCESSIBILITY

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

ACCESSIBILITY PLAN

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

REPORT

Within 90 days after Voting Day in a regular election, the Clerk shall submit a report to council regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

EMERGENCIES (SECTION 53)

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

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

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

The emergency continues until the Clerk declares it has ended.

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

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

If required, the Clerk may consider alternate options for reporting results, notification of electors, alternate facilities, voting period and or election officials.

In the event of an emergency, Simply Voting, under the direction from the Clerk shall stop the Voting System from accepting calls via a telephone and connections from the internet thus preventing the election from continuing, or starting, as the case may be.

In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend the election details.

SYSTEM INTEGRITY

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

- Ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- Ensuring that no one except the Clerk, or designate, can access PINs maintained by Simply Voting that match each voter's name and address; and
- Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 24 at 8:00 pm.

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

- Checking the Voting Centre telephones and internet access;
- Checking the configuration of the ballot;

- Checking the telephone voting prompts;
- Checking that voting begins and ends at the designated times;
- Attempting to vote before and after the Voting Period;
- Attempting to view results before the Voting Period ends;
- Attempt to use a PIN more than once;
- Attempting to vote using an incorrect PIN; and
- Balancing the number of electors that voted with the number of votes cast.

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

In addition, a test to verify the total of votes cast is at “0” prior to the voting system being activated will occur no later than October 11 at 8:59 am.

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to August 26, 2022.

CORRUPT PRACTICES

PROVINCIAL OFFENCES AND PROSECUTION

Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.

Although the municipality will be using an alternate voting method, being Telephone and Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

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

- a) Votes without being entitled to do so;
- b) Votes more times that this act allows;
- c) Induces or procures a person to vote when that person is not entitled to do so;
- d) Before or during an election, publishes a false statement of a candidate’s withdrawal;
- e) Furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- f) Without authority, supplies a PIN/ballot to anyone;
- g) Deals with a PIN/ballot, without having authority to do so;
- h) Attempts to do something described above.

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

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

Although many provisions of the Municipal Elections Act also deal with voting places, ballots, and ballot boxes, etc. the same must be used interchangeably with the “alternate form” of voting since the principles of the Act must be maintained. It is therefore enforceable and subject to penalties.

As such, the Clerk, in this alternate form of voting, has agreed to the following rules and regulations:

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

PENALTIES

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of \$25,000 and or a maximum imprisonment of six months. Trade unions and corporations are subject to a maximum of \$50,000 if convicted.

MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

Notification of the voting process and how electors can access the voting system will be provided in the Voter Information Letter and will be provided to electors by first class mail.

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten years. As such and in order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk in this alternative form of voting has agreed:

That all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written will be reported to the police.

FORMS

EL15 - APPLICATION TO AMEND THE VOTERS' LIST

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

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

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

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

Previous qualifying address (if applicable)		At previous address, applicant was:					
_____	_____	_____	_____	_____	_____		
street number & name	apt. #	roll number	ward number	voting subdiv.	owner	_____	
_____	_____	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)				tenant	_____
city	postal code					other	_____
						spouse	_____

Current mailing address of applicant (if different than Qualifying address above)		At mailing address, applicant is:					
_____	_____	_____	_____	_____	_____		
street number & name	apt. / unit #	city	postal code	owner	_____		
						tenant	_____
						other	_____
						spouse	_____

School Support

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

Applicant wishes to be an elector for the following school board

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

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

_____ date
 signature of applicant

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

Certificate of Approval (to be completed by Clerk or designate)	<input type="checkbox"/> Refused (state reason)
<input type="checkbox"/> Approved	_____
I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.	_____
_____ date	_____
signature of clerk or designate	

EL18(A) - DECLARATION OF QUALIFICATIONS – COUNCIL

Municipal Election Act, 1996

MUNICIPAL CANDIDATES

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

- Mayor
- Deputy Mayor
- Councillor

Do solemnly declare that:

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

- Mayor
- Deputy Mayor
- Councillor

2. Without limiting the generality of paragraph 1, on Voting Day, October 24, 2022, I will be at least eighteen years of age, am a Canadian citizen, a resident of the Township of Ashfield-Colborne-Wawanosh or the owner or tenant of land in the Township of Ashfield-Colborne-Wawanosh or the spouse or same partner of such owner or tenant.

3. I am not ineligible or disqualified under the *Municipal Election Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above mentioned office.

4. Without limiting the generality of paragraph 3,

- I am not an employee of the Township of Ashfield-Colborne-Wawanosh, or if I am an employee of the Township of Ashfield-Colborne-Wawanosh, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
- I am not a judge of any court.
- I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Ashfield-Colborne-Wawanosh prior to 2:00 pm on Nomination Day, August 19, 2022. I understand that the Clerk of the Township of Ashfield-Colborne-Wawanosh will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
- I am not a member of the Executive Council of Ontario or a federal Minister of the

Crown.

- I am not a Crown employee within the meaning of the *Public Service Act*, or if I am a Crown employee, I have followed and will continue to follow all the relevant provisions of Part III of such *Act*.
5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Election Act, 1996*.
 6. Without limiting the generality of paragraph 5,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than four years prior to Monday, October 24, 2022.
 7. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada), in connection with an act or omission with respect to a municipal election 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 violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

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

Declared before me at the Township of Ashfield-Colborne-Wawanosh

This _____ day of _____, 2022

Signature of Candidate

Signature of the Clerk

Personal information on this form is collected under the authority of the <i>Municipal Election Act, 1996</i> , and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Township of Ashfield-Colborne-Wawanosh until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, Township of Ashfield-Colborne-Wawanosh
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EL18(B) -DECLARATION OF QUALIFICATIONS – SCHOOL BOARD

Municipal Election Act, 1996

SCHOOL BOARD CANDIDATES

I, _____, a nominated candidate for the office of: Trustee, School Board
Ward _____, for the:

- Avon Maitland District School Board
- Huron Perth Catholic District School Board
- Conseiller, Le Conseil Scolaire Viamonde
- Conseiller, Le Conseil Scolaire catholique Providence

Do solemnly declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996*, and the *Municipal Act, 2001* and the *Education Act* to be elected to and to hold the office of Trustee, Ward _____ for the above noted School Board.
2. Without limiting the generality of paragraph 1, on Voting Day, October 24, 2022, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen years of age.
3. I am qualified under the Education Act to vote for members of the School Board to which I am seeking office.
4. I am not ineligible or disqualified under the *Municipal Election Act, 1996*, the *Education Act*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.
5. Without limiting the generality of paragraph 4,
 - I am not an employee of the School Board, or if 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*.
 - I am not Clerk or Treasurer or Deputy-Clerk or Deputy Treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by section 219 of the Education Act and Section 30 of the Municipal Elections Act, 1996.
 - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Ashfield-Colborne-Wawanosh prior to 2:00 pm on Nomination Day, August 19, 2022. I understand that the Clerk of the Township of Ashfield-Colborne-Wawanosh

will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
6. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Election Act, 1996*.
 7. Without limiting the generality of paragraph 6,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than four years prior to Monday, October 24, 2022.
 8. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada), in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 24, 2022.
 9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

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

Declared before me at the Township of Ashfield-Colborne-Wawanosh

This _____ day of _____, 2022.

Signature of Candidate

Signature of the Clerk

Personal information on this form is collected under the authority of the *Municipal Election Act, 1996*, and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Township of Ashfield-Colborne-Wawanosh until the next municipal election. Questions about this collection of personal information should be directed to the Clerk Township of Ashfield-Colborne-Wawanosh 519-524-4669

EL19 - WITHDRAWAL OF NOMINATION

Municipal Election Act, 1996 (s. 36)

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 pm on Nomination Day, August 19, 2022 if the nomination was filed on or before Nomination Day and by 2:00 pm on August 24, 2022 if the nomination was filed under subsection 33(5).

The Candidate is required to appear in person with identification.

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 _____ this ____ day of _____, 2022.
(time)

Signature of Clerk

EL20 - DECLARATION OF ACCLAMATION TO OFFICE

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

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

NAME OF CANDIDATE	OFFICE

Dated this ___ day of _____, 2022.

Signature of the Clerk

EL37 - CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 (s. 88.20(6))

TO:

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

FROM:

The Clerk, or designated election official, of The Township of Ashfield-Colborne-Wawanosh

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of _____ in the Municipal Election to be held October 24, 2022 is: _____.

Date

Signature of the Clerk

The Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2018 election.

By September 26th, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the 2018 or 2022 elections. (s. 88.20(11))

EL42 - NOTICE TO CANDIDATE OF FILING REQUIREMENTS MUNICIPAL ELECTIONS ACT, 1996 (s. 88.25(9))

To: _____
Candidate

Office

Address

From the Clerk of the Township of Ashfield-Colborne-Wawanosh.

TAKE NOTICE Every Candidate shall file by 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.

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 the candidate’s election campaign period continues during all or part of the supplementary reporting period, he or she shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the supplementary reporting period.
3. A supplementary financial statement or auditor’s report shall include all the information contained in the initial statement or report filed under subsection (1) and in any previous supplementary statement or report under subsection (2), as the case may be, updated to reflect the changes to the candidate’s election campaign finances during the supplementary reporting period.
4. An auditor’s report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
5. No auditor’s report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.
6. Failure to adhere to these filing requirements may result in the forfeit of office and ineligibility to be elected or appointed to any office to which this act applies.

Signature of the Clerk

Date

EL44 - NOTICE TO DEFAULT

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

To: _____

Candidate

Office

Address

From the Clerk of the Township of Ashfield-Colborne-Wawanosh.

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

- You have failed to file documents with the Municipal Clerk as required by Section 88.25 of the Municipal Elections Act, 1996 on or before the relevant date; or
- You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.25 of the Municipal Elections Act, 1996; or
- A document filed under Section 88.25 of the Municipal Elections Act, 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 76 of the Act.

NOTICE OF DEFAULT

(use the appropriate wording)

If this notice indicates that you have failed to file a document required by Section 88.25 the Municipal Elections Act, the following provisions and penalties apply:

TO A SUCCESSFUL CANDIDATE:

- a) You forfeit any office to which you were elected, and the office shall deem to be vacant
- b) Until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

TO AN UNSUCCESSFUL CANDIDATE:

- a) Until the next regular election has taken place, you are ineligible to be elected or

appointed to any office to which the Municipal Elections Act, 1996 applies.

Notice of Penalties

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

- (a) Any office to which the person was elected is forfeited and becomes vacant; and
- (b) The person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

Exception

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

92. (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),

- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
- (b) if the candidate files a document under 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Signature of the Clerk

Date

LC01 -NOTICE OF NOMINATION FOR OFFICE

2022 Municipal and School Board Elections

Notice is hereby given to electors in the Township of Ashfield-Colborne-Wawanosh that Nomination for the following offices may be made by completing and filing the prescribed forms accompanied by the prescribed nomination filing fee in the Office of the Clerk, 82133 Council Line:

- **Mayor** - 1 to be elected **at large**;
- **Deputy Mayor**– 1 to be elected **at large**;
- **Councillor** – 5 to be elected **at large**;

Nominations for the following School Board offices must be filed with the appropriate municipal office:

- **Avon Maitland District School Board** – number to be elected to be determined by the Board;
- **Huron-Perth Catholic District School Board** – number to be elected to be determined by the Board;
- **Conseil scolaire Viamonde** for the Regional Municipality of Waterloo, County of Wellington, County of Middlesex, County of Perth (including Stratford) and County of Huron – number to be elected to be determined by the Board;
- **Conseil scolaire catholique Providence** for the County of Oxford, County of Grey, County of Perth (including Stratford) number to be elected to be determined by the Board;

The filing fee of \$100 for Deputy Mayor, Councillor or School Board Member and \$200 for Mayor, is payable by cash, certified cheque, money order or debit machine. A nomination must be signed by the candidate and filed in person or by agent during regular business hours between May 2, 2022 to August 18, 2022 from 9:00 a.m. and 4:00 p.m. and **Nomination Day** – August 19, 2022 from 9:00 a.m. to 2:00 p.m.

Nomination forms may be picked up from the Clerk’s Office at 82133 Council Line, RR5 Goderich during business hours beginning May 2, 2022 or from the Municipal website at www.acwtownship.ca

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said Offices, then voting will be held on **Monday, October 24, 2022**.

Municipal and School Board Candidates are reminded that the campaign period begins on the day on which the Candidate files a Nomination Paper with the Clerk responsible, through

to December 31, 2022. Contributions may not be made to or accepted by a Candidate nor expenses incurred outside the campaign period.

Additional information regarding the 2022 Municipal and School Board elections may be obtained from the Clerk at 519-524-4669 during regular business hours.

LC02 - NOTICE OF COLLECTION / CONSENT TO RELEASE PERSONAL INFORMATION

(Municipal Freedom of Information and Protection of Privacy Act)

Personal information on the Nomination Paper is collected under the authority of the Municipal Elections Act and will be used to assist the Clerk in the administration of the 2022 Municipal Election. Questions regarding this collection should be directed to the Clerk, 82133 Council Line, RR5 Goderich 519-524-4669.

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

- Mayor
- Deputy Mayor
- Councillor
- Trustee, Avon Maitland District School Board
- Trustee, Huron-Perth Catholic District School Board
- Conseiller, Le Conseil scolaire Viamonde
- Conseiller, Le Conseil scolaire catholique Providence

I acknowledge that the Nomination Form filed by me contains personal information and I hereby authorize the Clerk to disclose it to the public.

This _____ day of _____, 2022

Signature of Candidate

Signature of the Clerk

LC03 - LIST OF NOMINATIONS FILED

As of _____, 2022

NAME OF CANDIDATE	OFFICE	DATE OF FILING	ADDRESS

Dated this ___ day of _____ 2022.

Signature of the Clerk

LC05 – OFFICIAL LIST OF CANDIDATES

Municipal Elections Act, 1996

Notice is hereby given to the electors of the Township of Ashfield-Colborne-Wawanosh that during the period commencing on May 2, 2022 and completed on Nomination Day, August 19, 2022, the following persons filled all necessary papers, declarations and fees and as Clerk, I am satisfied that such personas are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996. I have, therefore certified such candidates for the office which follows their respective name:

NAME OF CANDIDATE	OFFICE	ADDRESS

Dated this 2nd day of August 2022.

Signature of the Clerk

LC06 - NOTICE OF ADDITIONAL NOMINATIONS

Municipal Elections Act, 1996 (Section 33(5))

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

AND FURTHER TAKE NOTICE that the Clerk may receive and certify additional nominations for the remaining vacancies in the office of _____ between the hours of 9:00 am and 2:00 pm on August 24, 2022 subject to the provisions of subsection 33(5) of the Municipal Elections Act, 1996.

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

_____, _____ to be elected.

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

Dated this ____ day of August 2022.

Signature of the Clerk

LC07 - DECLARATION OF ACCLAMATION TO OFFICE

ADDITIONAL NOMINATIONS

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

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

NAME OF CANDIDATE	OFFICE

Dated this 25th day of August 2022.

Signature of the Clerk

LC08 - VOTERS' LIST COVER SHEET

Municipal Elections Act, 1996 (s.23)

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

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

Any person may make an application to the Clerk requesting that the person's name be added to or removed from the Voters' List or that information on the Voters' List relating to the person be amended by completing and filing the prescribed form available at the Municipal Office during the regular office hours between September 1 to October 21, 2022, and from 10:00 am to the close of voting on October 24, 2022. The application shall be in writing and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant.

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

The last day for filing applications concerning inclusion, additions, corrections, or deletions from the List is October 24, 2022, at 8:00 pm.

Florence Witherspoon
Clerk
Township of Ashfield-Colborne-Wawanosh

LC09 - NOTICE OF THE POSTING OF THE VOTERS' LIST

Municipal Elections Act, 1996

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

As of September 1, 2022, all electors should ensure that their names and relevant information are correct on the Voters' List.

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

The Office of the Clerk
The Township of Ashfield-Colborne-Wawanosh
82133 Council Line, RR5
Goderich, ON N7A 3Y1

During regular office hours between September 1, 2022 and October 21, 2022 and from 10:00 am to the close of voting on October 24, 2022. The application shall be in writing on the appropriate form (Form EL15) available at the municipal office and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant.

Dated this ___ day of August 2022.

Signature of the Clerk

LC11 - POLICY FOR USE OF THE VOTERS' LIST

The Voters' List has been compiled for election purposes only.

All electors should ensure that their names and relevant information are correct on the Voters' List.

Copies - Local boards – Municipalities – Minister

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

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

Copies – For Candidates

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

Copies – For MPs and MPPs

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

Eligible candidates who request a copy of the Voters' List must sign a ***Declaration of Proper Use of the Voters' List Form T111*** as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Where facilities exist for the Voters' List to be provided electronically to a Candidate, who has signed a ***Declaration of Proper Use of the Voters' List Form T111*** provided by the Clerk stating the list shall be used for election purposes only, the Clerk may choose to provide it in this format.

Eligible candidates who obtain additional copies of the Voters' List or any part thereof shall pay the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies.

Use of online, electronic, and paper versions of the Voters' List, Interim and Final List of Changes to the List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the holder and shall not be used for any purpose other than the 2022 Municipal Election. All Voter information obtained during the 2022 Municipal Election shall be destroyed by the holder after the election, either by returning the same to the Clerk for destruction with other election material or by deleting it completely from the computer hardware. If records are shared by the holder with others (campaign workers) an oath administered by the holder, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

LC12 - INTERIM LIST OF CHANGES

Municipal Election Act, 1996 (Section 27 (1) a))

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

Dated this ____ day of _____, 2022.

Signature of the Clerk

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

LC14 - FINAL LIST OF CHANGES

Municipal Election Act, 1996 (Section 27 (2) a))

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

Dated this ____ day of _____, 2022.

Signature of the Clerk

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

LC23- ESTIMATED MAXIMUM CAMPAIGN EXPENSES

BASED ON 2018 ELIGIBLE ELECTORS AS OF OCTOBER 25, 2018

Municipal Elections Act, 1996 (s. 33.0.1(1) and 88.20(6))

1. There is a limit of \$1200 per individual contribution.
2. A contributor shall not make contributions exceeding a total of \$5,000 to candidates running for office on the same Council.
3. Limits are placed on expenses based on a formula related to the number of electors (O.Reg. 101/97). For the office of Mayor, it is \$7,500 plus \$0.85 per elector. For all other offices, it is \$5,000 plus \$0.85 per elector in each ward.

Spending Limit Estimate – Council Offices				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.85)	Total Spending Limit
Mayor	\$7,500	5786	\$4,918.10	\$12,418.10
Deputy Mayor	\$5,000	5786	\$4,918.10	\$9,918.10
Councillor	\$5,000	5786	\$4,918.10	\$9,918.10

Spending Limit Estimate – School Board Trustee				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.85)	Total Spending Limit
Avon Maitland District School Board	\$5,000	4957	\$4,213.45	\$9,213.45
Huron Perth Catholic District School Board	\$5,000	615	\$522.75	\$5,522.75
Le Conseil Scolaire Viamonde	\$5,000	1	\$0.85	\$5,000.85
Le Conseil Scolaire Catholique Providence	\$5,000	11	\$9.35	\$5,009.35

4. On or before September 25, 2022, each candidate will receive a Final Certificate of Maximum Permitted Expenses pursuant to Section 88.20(6) of the Municipal Elections Act, 1996.
5. The Clerk's calculation is final.



 Signature of the Clerk

LC26 - DECLARATION OF ELECTION - CANDIDATE

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

I, Clerk of the Corporation of the Township of Ashfield-Colborne-Wawanosh in the County of Huron, do hereby declare the following candidate or candidates elected as a result of the Municipal Election held on October 24, 2022.

NAME OF CANDIDATE	OFFICE

Signature of the Clerk

Date

Note: The Clerk shall as soon as possible after voting day declare the candidate or candidates who received the highest number of votes to be elected (s. 55)

LC27 - NOTICE OF RECOUNT

Municipal Elections Act, 1996 (s.56-58) O. Reg. 101/97

I, Clerk of the Corporation of the Township of Ashfield-Colborne-Wawanosh in the County of Huron do hereby declare that a recount of the votes cast in the Municipal Election held on October 24, 2022 for the office of _____ shall be commencing at _____ on _____ (date) at _____ (location).

The recount is being conducted pursuant to Section ____ of the Municipal Elections Act, 1996.

Signature of the Clerk

Date

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

LC28 - DECLARATION OF RECOUNT RESULTS

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

I, Clerk of the Corporation of the Township of Ashfield-Colborne-Wawanosh in the County of Huron do hereby declare that:

1. On the ___ day of _____, 2022, I conducted a recount of the ballots cast in the Municipal Elections held on 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 are/is: _____

Signature of the Clerk

Date

LC30 - WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

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

First Witness

I, _____ state that I was presented on _____ and did witness the Clerk of the Township of Ashfield-Colborne-Wawanosh destroy all ballots used in the Municipal Election held on October 24, 2022 for the election of persons to the offices listed below.

Signature

Second Witness

I, _____ state that I was presented on _____ and did witness the Clerk of the Township of Ashfield-Colborne-Wawanosh destroy all ballots used in the Municipal Election held on October 24, 2022 for the election of persons to the offices listed below.

Signature

List of Offices for which Ballots were destroyed:

Other Materials Destroyed:

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

PR FORM 1 - NOMINATION PAPER



Ministry of Municipal Affairs

Nomination Paper - Form 1

Municipal Elections Act, 1996 (Sections 33, 35)

Instructions

A Nomination Paper may only be filed in person or by an agent; it may not be faxed or emailed. 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 no. (if any)
-----------------------------	---------------------------

Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)	
Last Name	Given Name(s)

Nominee's full qualifying address within municipality		
Suite/Unit No.	Street No.	Street Name

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

Mailing Address	<input type="checkbox"/> Same as qualifying address	
Suite/Unit No.	Street No.	Street Name

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

If nominated for school board, full address of residence within its jurisdiction		
Suite/Unit No.	Street No.	Street Name

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

Email Address	Telephone No. (including area code)	Telephone No.2 (including area code)
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Declaration of Qualification

I, _____, solemnly 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 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 Clerk or Commissioner

in the _____
 on (yyyy/mm/dd) _____

 Signature of Clerk or Commissioner, etc.

 Signature of Nominee

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	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 Filed (yyyy/mm/dd)
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PR FORM 4 – FINANCIAL STATEMENT – AUDITOR’S REPORT



Ministry of Municipal Affairs
and Housing

**Financial Statement – Auditor’s Report
Form 4**

Municipal Elections Act, 1996 (Section 78)

Instructions:

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses beyond the nomination fee 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 his or her spouse) shall be paid immediately over to the clerk who was responsible for the conduct of the election.

For the campaign period from (day candidate filed nomination)

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

 to

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

- Primary filing reflecting finances to December 31 (or 45th day after voting day in a by-election)
- Supplementary filing including finances after December 31 (or 45th day after voting day in a by-election)

Box A: Name of Candidate and Office

Candidate’s name as shown on the ballot Last Name	Given Name(s)
Name of office for which the candidate sought election	Ward name or no. (if any)
Name of Municipality	

Spending limit issued by clerk
\$ _____

I did not accept any contributions or incur any expenses other than the nomination fee. *(Complete Box A and B only)*

Box B: Declaration

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

Declared before (clerk or commissioner)
in the _____
on (yyyy/mm/dd) _____

Signature of Clerk or Commissioner

Signature of Candidate

Date Filed in the Clerk’s Office (yyyy/mm/dd)

TI01 - APPLICATION FOR RE-ISSUANCE OF A VOTER INFORMATION LETTER

(LOST AND UNUSED)

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

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 500/09, to the Election Official, do hereby make the following declaration:

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

OR

- I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.
3. I understand that should the Voter Information Letter be received by mail or found that I shall not attempt to use or to give to someone else for voting purposes.

I 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 by virtue of the Canada Evidence Act. I further understand that making a false statement is an offence under the Municipal Elections Act, 1996 and that I will be subject to prosecution.

Dated this ____ day of _____, 2022.

Signature of Applicant

Signature of Election Official

FOR USE BY ELECTION OFFICIAL:

Generation of new Personal Identification Number (Initial) _____

TI02 - APPLICATION FOR RE-ISSUANCE OF A VOTER INFORMATION LETTER

(USED BY AN IMPERSONATOR)

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

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 500/09, to the Election Official, do hereby make the following declaration and provide the following information to the Election Official:

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

2. That:

I have not received by mail a Voter Information Letter from the municipality;

OR

I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet;

OR

I have possession of the Voter Information Letter provided by the municipality.

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

4. That:

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

OR

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

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

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

I 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 by virtue of the Canada Evidence Act. I further understand that making a false statement is an offence under the Municipal Elections Act and/or the Criminal Code of Canada and that I will be subject to penalties and/or a term of imprisonment.

Dated this ____ day of _____, 2022.

Signature of Applicant

Signature of Election official

FOR USE BY ELECTION OFFICIAL:

Reset voter's status to allow re-vote (Initial) _____

Generation of new Personal Identification Number (Initial) _____

TI03 - OATH OF SECRECY

I, _____, do solemnly swear or affirm:

- I will maintain and aid in maintaining the secrecy of the voting; and
- I will not interfere or attempt to interfere with an elector who is marking the ballot; and
- I will not obtain or attempt to obtain information about how an elector intends to vote or has voted; and
- I will not communicate any information about how an elector intends to vote or has voted.

Name and Capacity of person taking Oath	Signature	Signature of person administering the Oath	Date and Time

T104 - APPOINTMENT OF SCRUTINEER

Municipal Election Act, 1996 s. 16(1)

I, _____, a candidate for the office of _____ hereby appoint _____ to act as a scrutineer to represent me at the location set out above, during the voting process of the Municipal Election to be held from October 11th to October 24th, 2022 at the locations as may be determined by the Clerk, and for the receipt of voting results.

Signature of Candidate

Date

Requirements for Admittance

Before being admitted to the voting location or during the receipt of voting results, a person appointed as scrutineer shall produce and show his/her **Form T104** to the Election Official for the voting location and take the **Oath of Secrecy Form T103** from the Election Official and shall show proof of identity and residence as prescribed in O. Reg. 500/09.

Conduct of Scrutineers

1. Anyone who is creating a disturbance at the voting center will be removed as directed by the Returning Officer.
2. All electronic devices shall be turned off upon entering the voting center and their use is prohibited while in the voting center and during the receipt of voting results.
3. No candidate or scrutineer has the right to interfere with the Election Official in the discharge of their duties.
4. Scrutineers/candidates wishing to be in attendance for the receipt of the voting results must be at the voting center or at another location as determined by the Clerk prior to 8:00 pm. No one will be admitted to the voting center or counting location after 8:00 pm.

Rights of Scrutineers – Includes Candidates, except Candidates elected by acclamation

1. To be present to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the **Activation of Simply Voting System Form T105** that attests to this fact.
2. To be present at the time and place where results are received by the Clerk to sign the results report indicating the result and votes cast.
3. In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present.

Scrutineers and Candidates are prohibited from the following:

1. From attempting, directly or indirectly, to interfere with how an elector votes, and

prohibited from attempting to campaign or persuade an elector to vote for a particular candidate.

2. Displaying a candidate's election campaign material in the voting center.
3. Compromising the secrecy of the voting.
4. Interfering or attempting to interfere with an elector who is marking a ballot.
5. Obtaining or attempting to obtain, in the voting center, any information about how an elector intends to vote or has voted.
6. Communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave.

TI05 - ACTIVATION OF SIMPLY VOTING SYSTEM

I, _____, affirm that:

At 9:00 am on Thursday, October 11, 2022, I verify that all candidates' names are listed and that no votes have been cast prior to the voting system being activated.

Dated this 11th day of October, 2022.

Signature of Clerk

Auditor

Signature of all present to verify:

Name and Capacity	Signature

TI06 - ORAL OATHS AT THE VOTING CENTRE

ORAL OATH TO VOTE WITH ASSISTANCE

I, (state name) , being an elector entitled to vote in this municipality declare that I require assistance to vote by telephone/internet with a friend or Election Official.

ORAL OATH OF FRIEND OF ELECTOR

I, (state name) , being a friend of (name of elector) an elector who requires assistance to vote and who is entitled to vote in this municipality declare that I will vote by telephone/internet as directed by the elector, and I will keep secret the manner in which the elector voted.

ORAL OATH OF INTERPRETER

I, (state name) , acting as interpreter for (name of elector) an elector who is 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 Centre.

TI07 - APPOINTMENT AND PRELIMINARY OATH

OR AFFIRMATION FOR ELECTION OFFICIALS

Municipal Election Act, 1996 (Sections 15 (1) and (2) and Section 48 (1))

Check Applicable Box:

I, _____, appointed in the capacity of:

- Deputy Returning Officer
- Election Official

do hereby swear or solemnly affirm:

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

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 or her ballot;
- Obtain or communicate any information as to how an elector is about to vote or has voted;
- Directly or indirectly induce an elector to show his/her marked ballot to any person; or
- Directly or indirectly influence how an elector votes.

Sworn or Affirmed before me at the Township of Ashfield-Colborne-Wawanosh, in the County of Huron.

Dated this ____ day of _____, 2022.

Signature of Clerk

Appointee

TI08 – SAMPLE VOTER INFORMATION LETTER

JOHN SAMPLE
1826 PRINCE STREET
ANYTOWN, ON B2N 3K3

Address:
1826 Prince Street.

VOTER INSTRUCTIONS

HOW CAN I VOTE?

VOTE USING THE INTERNET OR PHONE



- Using your PIN (see box below) and your Date of Birth, vote anytime from **Day, Month Date** starting at **HH:MM am** until **Day, Month Date** ending at **HH:MM pm**.
- To vote online, go to www.anytownvote.com and follow the instructions.
- To vote by phone, call the voting phone number at **1-800-XXX-XXXX** and follow the instructions.
- Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.
- By casting a ballot or by entering the electronic voting system and entering your assigned PIN number and Date of Birth, you are **DECLARING THAT YOU ARE ELIGIBLE TO VOTE** in this election.

IMPORTANT INFORMATION

You qualify to vote if:

- You are at least 18 years old on Election Day (Month, Day, Year)
- You are a Canadian citizen
- You have been resident in the Town for a period of three months immediately preceding Election Day (since Month, Day, Year), and continue to so reside

Your PIN
8765 4321

This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

Additional Detail

QUESTIONS & ASSISTANCE

If you require assistance please contact the Voter Help Centre:

Phone: XXX-XXXX or toll free at 1-888-XXX-XXXX.

Hours of operation are:

HH:MM am to HH:MM pm on weekdays from October XX to October XX.

HH:MMam to HH:MMpm on Election Day Day, October XX.

Email: election@anytown.ca

Website: www.anytown.ca/elections

CANDIDATE INFORMATION

You can vote for the following candidates based on your qualifying address. If the information listed below is incorrect for the district in which you are eligible to vote then please call the Voter Help Centre for assistance.

MAYOR Vote for ONE of the following:	COUNCILLORS Vote for TWO of the following:	School Board Vote for ONE Candidate only:
Sydney CROSBY	Anna ASHFORM-MORTON	Davis CROMWELL
Dalton MULROWNEY	Donald E CLARKE	Allison SMITH
	Danny LECKY	Davis CROMWELL
	Anthony L MORSE	
	Michael MUNDAY	
	Mike TRINACTY	
	Gary W WHITTIER	

TI09 - OATH OF RETURNING OFFICER

Municipal Election Act, 1996

I, _____, appointed in the capacity of Returning Officer for the 2022 Municipal Election swear or solemnly affirm that:

- I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection;
- I will maintain and aid in maintaining the secrecy of the voting; and
- I will not attempt to:
 - Interfere with an elector when s/he is marking their ballot;
 - Obtain or communicate any information as to how an elector is about to vote or has voted; or
 - Directly or indirectly induce an elector to show his/her marked ballot to any person.

Sworn or Affirmed before me at the Township of Ashfield-Colborne-Wawanosh, in the County of Huron.

Dated this ____ day of _____, 2022.

Commissioner of Oath

Returning Officer

TI10 - DELEGATION OF POWERS AND DUTIES OF CLERK

Municipal Elections Act, 1996 (s. 15 (2), (3), and (4))

I, Florence Witherspoon, Clerk for the Township of Ashfield-Colborne-Wawanosh, in the exercise of the authority granted to me by subsections 15(2), (3) and (4) of the Municipal Elections Act, 1996, hereby delegate the powers and duties to _____, as set out below:

Delegated Power or Duty	Statutory Authority
Responsibility of maintaining peace and order in connection with the election.	Section 11(2)(c)
Use of forms and administer oaths as supplied by the Clerk.	Section 12(2)
Require a person to provide proof of identity and residence.	Section 12(3)
Authority to sign certificates of corrections and additions to the Voters' List.	Section 24

Where deemed appropriate in the conduct of the 2022 municipal election, I may, in accordance with subsection 15(3) of the Act, continue to exercise the delegated power and duties notwithstanding the delegation of responsibility hereby made.

Dated this ____ day of _____, 2022.

Signature of the Clerk

TI11 - DECLARATION OF PROPER USE OF THE VOTERS' LIST

Municipal Election Act, 1996 (Section 23 (3), (4), and (5))

I, _____, being a:

Candidate for the office of _____

OR

A person entitled to a copy of the Voters' List pursuant to Section 23 of the Municipal Elections Act, 1996, namely _____

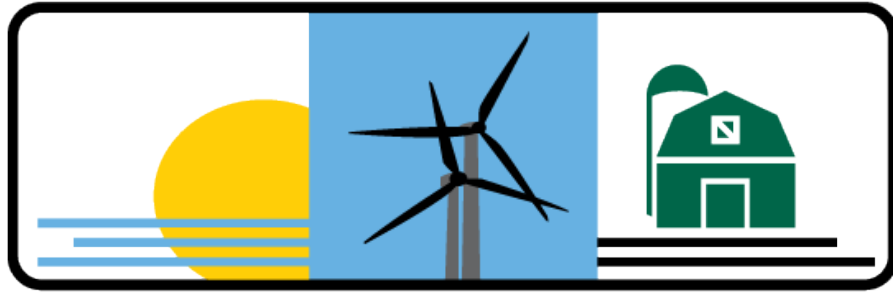
Hereby request the Clerk to provide me with the following information when it becomes available:

- A copy of the Voters' List;
- A copy of the revisions made to the Voters' List (Interim List of Changes);
- Candidates module to view the list of electors;

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

Signature

Date



— TOWNSHIP OF —
ASHFIELD-COLBORNE-WAWANOSH

ADDENDUM #1- ELECTION PROCEDURES FOR THE 2022 MUNICIPAL ELECTION

Approved by the Clerk of the
Township of Ashfield-Colborne-Wawanosh

April 28, 2022 _____
Date


Clerk, Florence Witherspoon

1. Purpose of this Addendum

This Addendum amends the Election Procedures for the 2022 Municipal Election by allowing for remote verification of identity for the 2022 Municipal Election.

2. Amendment

This Addendum amends the section of the procedures titled Voting Methods & Process (pg. 23) sub-section Changes to Voters' List (pg.25). In addition to attending the Municipal Office to complete Application to Amend Voters' List Form EL15, or Declaration of Identity Form 9, eligible electors will be able to provide proof of identification virtually.

The following procedure will be added to the Election Procedures for the 2022 Municipal Election.

REMOTE VERIFICATION OF IDENTITY

If the person is unable to attend the office and requires remote verification for any form included in the Election Procedures for the 2022 Municipal Election.

- a) To be added to the voter's list advise them that they will need to submit an EL15 form (available online or at the Municipal Office) and deliver it by mail or email to the Election Official to arrange for a remote meeting to review the EL15 form and identification. This meeting is not acceptable by telephone.
- b) The remote verification takes place by an electronic method of communication in which the Election Official and the voter can see, hear, and communicate with each other in real time throughout the entire transaction.
- c) The Election Official will request that the voter show the front and back of their identification to the satisfaction of the Election Official.
- d) The Election Official will approve or refuse the Certificate of Approval located on the EL15 and note on the form that the meeting was held remotely.
 - a. Should the person not have identification in accordance with the Municipal Elections act, 1996 and O. Reg 304/13, a Declaration of Identity Form 9 must be completed.
 - b. The Declaration of Identity Form 9 shall be signed virtually and witnessed by the Election Official, and then submitted via mail or email for commissioning.
 - i. The Election Official shall not certify the Certificate of Approval until the Declaration of Identity Form 9, is commissioned.
- e) To be issued a replacement PIN advise the elector that they will need to submit a completed Application for the Reissue of a Voter Information Letter (Lost and Unused) (TI01) and deliver it by mail or email to the Election Official

to arrange for a remote meeting to review the Application form and identification.

- a. See steps above for remote viewing process.
- b. Should the person not have identification in accordance with the Municipal Elections act, 1996 and O. Reg 304/13, the Election Official shall ask the elector security questions such as, their date of birth and address, or if there are any other eligible electors in their household, and the birth dates of those electors.