



Tay Valley Township

**2014
MUNICIPAL ELECTION
PROCEDURES**

As Clerk of Tay Valley Township for the municipal elections, I do hereby certify the following procedures for conducting the 2014 municipal elections and also certify the forms attached (or similar version, either paper or electronic) as being those permitted to be used during this election process.

May 20, 2014
Date Approved


Clerk

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<p style="text-align: center;">Legend PR FORM = Prescribed Form Form LC = Lanark County Clerk's Form Form EL = AMCTO Election Form</p>

DEFINITIONS

DEFINITIONS

- a) **Act**.....means the *Municipal Elections Act, 1996*, S.O. 1996, C. 32, as amended.
- b) **Auditor**.....means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system.
- c) **Ballot**.....means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting, using a touchtone telephone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- d) **Candidate**.....means a person who has been nominated under Section 33 of the Act.
- e) **Certified Candidate**....means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
- f) **Clerk**..... means the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2014 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- g) **Election Official**....means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. (s.15(4))
- h) **Friend**.....means a person who has been requested by an elector to assist him or her in the voting process.
- i) **Help Centre**.....means a location designated by the Clerk supplied with a telephone and internet connection to accommodate voting during the voting period. The ability to vote at the Help Centre will be limited to regular office hours (8:30 a.m. to 4:30 p.m.) Monday to Friday during the voting period, save and except on October 25th from 9:00 a.m. to 12:00 p.m. and on Voting Day when the offices will remain open until 8:00 pm.
- j) **Municipal Office**...means the Tay Valley Township administration building located at 217 Harper Road, Perth, ON.
- k) **Regular Office Hours**..... means Monday to Friday, 8:30 a.m. to 4:30 p.m.

- l) **Password**.....means an additional access control word assigned by the internet/telephone voting provider to each authorized user (ie. Auditor, Clerk, Election Official) to provide additional security for access to the voting system.
- m) **Personal Identification Number (PIN)**.....means a unique multiple digit number assigned to each voter to provide security for access to the voting system.
- n) **Preliminary List of Electors**.....means a list of electors for the municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the municipality by July 31st of an election year.
- o) **Proof of Identification**.....means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- p) **Revision Centre**.....means a location designated by the Clerk to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.
- q) **Scrutineer**.....means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- r) **Time/Clock**.....means the time as indicated on the clock located on the DRO's computer.
- s) **Voter Information Letter**.....means a letter containing a PIN, a telephone access number and an internet address for voting, a Revision Centre telephone number for assistance and a list of candidates for office. These letters shall be mailed individually to every person on the Voters' List or provided by Election Officials to persons who have completed an application for inclusion on the Voters' List.
- t) **Voters' List**....means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- u) **Voting Day** (not to be confused with Voting Period).....means the final day on which the vote is to be taken in an election and shall be Monday, October 27, 2014 with the close of voting to be at 8:00 pm.
- v) **Voting Period**....means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Monday, October 20 at 8:30 a.m. to Monday, October 27, 2014 at 8:00 p.m.
- w) **Voting Place**...means the only location both convenient and accessible to the electors, for the purpose of casting a printed ballot as established by the Clerk. There is no Voting Place where an alternative voting method has been approved by Council, such as Telephone and Internet or Vote By Mail.

AUTHORITY

AUTHORITY

Municipal Elections Act, 1996

Duties of Clerk

11. (1) The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:
1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
 2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
 3. Repealed: 2002, c. 17, Sched. F, Table.
 4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).
- (2) Responsibility for conducting an election includes responsibility for,
- (a) preparing for the election;
 - (b) preparing for and conducting a recount in the election;
 - (c) maintaining peace and order in connection with the election; and
 - (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

Powers of Clerk

12. (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,
- (a) is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.

Also see the section on DISCRETIONARY POWERS OF THE CLERK later on in the manual.

Procedures and Forms

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

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

LANGUAGE

LANGUAGE (SECTION 9)

English

With respect to an election held for offices of a municipal council and an English public or separate school board, notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

English and French

Section 9.1 of the Act requires notices, forms and other information provided under the Act to be made available in **both** English and French for the election of:

- a) Members of a French-language district school board; or
- b) Members of a school authority that,
 - (i) Has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
 - (ii) Is subject to an agreement, resolution or order under Part XII of the Education Act that requires the school authority to establish, operate or maintain a French-language instructional unit.

Other Languages

A municipal council may pass a by-law to authorize the use of languages other than English and French in notices, forms (other than the prescribed forms) and other information provided under the Act with respect to the election of the aforementioned members.

NOMINATIONS

2014 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

The giving of notice for nominations shall be on the “Notice of Nomination for Office” **Form LC01** and shall be placed in a local newspaper(s) prior to January 1, 2014 and in one (1) conspicuous place in the municipality and on the municipal website.

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

- (1) Reeve**
- (1) Deputy Reeve**
- (2) Councillor – Bathurst Ward**
- (2) Councillor – Burgess Ward**
- (2) Councillor – Sherbrooke Ward**

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

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

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

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

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

Qualifications.

The certified cheque, cash, debit card or money order will be deposited with the Municipal Treasury Department.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES (SECTION 76(6))

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 his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk's calculation is final.

NOTICE OF PENALTIES (SECTION 33.1)

The Clerk shall before voting day, provide a notice of penalties on the "Notice of Penalties" [Form LC31](#) to the candidate or their agent.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The candidate may sign the consent to release personal information [Form LC02](#) authorizing the Clerk to release personal information to the public and media.

UNOFFICIAL LIST OF CANDIDATES

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

NOMINATION DAY – September 12, 2014 (SECTION 31)

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

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

CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

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

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

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

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

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

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

The withdrawal shall be noted on the "Unofficial List of Candidates" [Form LC03](#)

OFFICIAL LIST OF CANDIDATES

The final list of certified candidates will be posted at the Municipal Office and on the website on or before Wednesday, September 17, 2014 using the "Official List of Certified Candidates" [Form LC05](#).

DECLARATION OF ELECTION (SECTION 40)

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

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

- a) under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the Internet/Telephone voting method;
- b) the dates and times of the voting period;
- c) the location and hours of operation for the Help Centre and Revision Centre.

The form and manner of such notice of election shall be as shown in "Sample Voter Information Letter" [Form LC41](#) and "Notice of Election Information" [Form T112](#).

ACCLAMATIONS (SECTION 37(1))

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

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

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

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

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

WITHDRAWAL OF ADDITIONAL NOMINATIONS

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

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

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

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

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

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

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

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

If a certified candidate dies or becomes ineligible before the close of voting and

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

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

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

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a "Certificate of Maximum Campaign Expenses" Form EL37.

The certificate shall be delivered to each candidate within 10 days after Nomination Day (September 13, 2014 to Monday, September 22, 2014). The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

CANDIDATE NAME PRONOUNCIATION

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to October 2, 2014.

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s. 32)

ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?

2014 MUNICIPAL ELECTIONS NOTICE TO MUNICIPAL ELECTORS OF THE COUNTY OF LANARK

NOMINATIONS

Nominations for the positions listed below must be made on the prescribed form available at your municipal Clerk's Office. Nomination forms must be filed, either in person or by your agent, with the Returning Officer of the appropriate municipality during that office's normal office hours between the first business day of 2014 and September 12th, 2014 from 9 a.m. to 2 p.m. (Nomination Day).

The required filing fee of \$100.00 (cash, debit, certified cheque or money order made payable to the appropriate municipality) must accompany the signed form. The filing fee for Head of Council position is \$200.00. Full details on the procedures to be followed may be obtained from the appropriate Municipal Clerk.

MUNICIPAL OFFICES FOR WHICH PERSONS MAY BE NOMINATED:

TOWN OF SMITHS FALLS	TOWNSHIP OF MONTAGUE	TAY VALLEY TOWNSHIP
MAYOR (1)	REEVE (1)	MAYOR (1)
COUNCILLOR (6)	DEPUTY REEVE (1)	DEPUTY MAYOR (1)
	COUNCILLOR (3)	COUNCILLOR (5)
Returning Officer-Kerry Costello Town of Smiths Falls 77 Beckwith Street North P.O. Box 695 Smiths Falls, Ontario K7A 4T6 (613-283-4124) www.smithsfalls.ca	Returning Officer-Katie Valentin Township of Montague 6547 Roger Stevens Drive P.O. Box 755 Smiths Falls, Ontario K7A 4W6 (613-283-7478) www.township.montague.on.ca	Returning Officer-Lauren Walton Tay Valley Township 80 Gore Street E. Perth, Ontario K7H 1H9 (613-267-3311) www.perth.ca
TOWNSHIP OF LANARK HIGHLANDS	TOWN OF CARLETON PLACE	TOWNSHIP OF DRUMMOND/ NORTH ELMSLEY
MAYOR (1)	MAYOR (1)	REEVE (1)
DEPUTY MAYOR (1)	DEPUTY MAYOR (1)	COUNCILLOR
COUNCILLOR	COUNCILLOR (5)	Drummond Ward (2)
Ward 1 (1)		North Elmsley Ward (2)
Ward 2 (1)		
Ward 3 (1)		
Ward 4 (1)		
Ward 5 (1)		
Returning Officer – Rob Wittkie Township of Lanark Highlands 75 George Street, P.O. Box 340 Lanark, ON K0G 1K0	Returning Officer-Duncan Rogers Town of Carleton Place 175 Bridge Street Carleton Place, ON K7C 2V8	Returning Officer – Cathy Ryder Township of Drummond/North Elmsley 310 Port Elmsley Road, RR 5 Perth ON K7H 3C7

(613-259-2398) (1-800-239-4695) www.lanarkhighlands.ca	(613-257-6211) www.carletonplace.ca	(613-267-6500) www.dnetownship.ca
TOWNSHIP OF BECKWITH	TOWN OF MISSISSIPPI MILLS	TAY VALLEY TOWNSHIP
REEVE (1) DEPUTY REEVE (1) COUNCILLOR (3)	MAYOR (1) COUNCILLOR Almonte Ward (4) Ramsay Ward (4) Pakenham Ward (2)	REEVE (1) DEPUTY REEVE (1) COUNCILLOR Bathurst Ward (2) Burgess Ward (2) Sherbrooke Ward (2)
Returning Officer - Cynthia Moyle Township of Beckwith 1702 9th Line Beckwith, RR #2 Carleton Place ON K7C 3P2 (613-257-1539) (1-800-535-4532) www.twp.beckwith.on.ca	Returning Officer – Shawna Stone Town of Mississippi Mills 3131 Old Perth Road, RR 2 Almonte ON KOA 1A0 (613-256-2064) (1-866-779-8666) www.mississippimills.ca	Returning Officer- Amanda Mabo Tay Valley Township 217 Harper Road Perth ON K7H 3C6 (613-267-5353) (1-800-810-0161) www.tayvalleytwp.ca

SCHOOL BOARD OFFICES FOR WHICH PERSONS MAY BE NOMINATED
UPPER CANADA DISTRICT SCHOOL BOARD (English Public School Elector
(Area=Lanark, Leeds/Grenville, Stormont/Dundas/Glengarry and Prescott/Russell Counties)

TRUSTEE (1) representing the municipalities of Beckwith, Carleton Place and Mississippi Mills Returning Officer – Shawna Stone Town of Mississippi Mills 3131 Old Perth Road, RR 2 PO Box 400 Almonte ON KOA 1A0 (613-256-2064) (1-866-779-8666) www.mississippimills.ca	TRUSTEE (1) representing the municipalities of Drummond/ North Elmsley, Lanark Highlands, Tay Valley, Perth, and Montague Returning Officer - Cathy Ryder Township of Drummond/North Elmsley 310 Port Elmsley Road, RR 5 Perth ON K7H 3C7 (613-267-6500) www.dnetownship.ca	TRUSTEE (1) representing the municipalities of Rideau Lakes, Smiths Falls, Merrickville-Wolford and Westport Returning Officer – Dianna Bresee Township of Rideau Lakes 1439 County Road 8 PO Box 500 Delta ON K0E 1G0 (613-928-2251) (1-800-928-2250) www.twprideaulakes.on.ca
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CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO (English Separate School Electors)

TRUSTEE (1) representing all of Lanark County (excluding the Town of Smiths Falls)	Returning Officer – Shawna Stone 3131 Old Perth Road, RR 2 PO Box 400 Almonte ON KOA 1A0 (613-256-2064) (1-866-779-8666) www.mississippimills.ca
TRUSTEE (1) Representing all of Leeds County (excluding Elizabethtown-Kitley Township) and the Town of Smiths Falls	Returning Officer-Sandra Seale 1 King Street West P.O. Box 5000 Brockville, Ontario K6V 7A5 (613) 342-8772 www.brockville.com

AVIS DE MISE EN CANDIDATURE POUR LES ÉLECTIONS MUNICIPALES

Si vous voulez vous déclarer candidat(e) à un des postes de conseiller scolaire décrits ci-dessous, vous devez remplir le formulaire prescrit, disponible au bureau du secrétaire de la municipalité. Les mises en candidature doivent être déposées, soit en personne, soit par mandataire, auprès du directeur du scrutin de la municipalité correspondante durant les heures normales d'ouverture des bureaux entre le premier jour d'affaire de janvier 2014 et le 12 septembre 2014 à 14 heures (jour de déclaration de candidature).

Le coût de mise en candidature de \$100 (en espèces, par chèque certifié ou par mandat postal) doit accompagner le formulaire signé. Pour de plus amples renseignements sur le processus à suivre pour la mise en candidature, veuillez communiquer avec le directeur du scrutin approprié.

FONCTIONS SUJETTES À ÉLECTION - Conseiller scolaire

LE CONSEIL DES ÉCOLES PUBLIQUE DE L'EST DE L'ONTARIO

(territoire: la ville d'Ottawa; les comtés de Lanark, de Leeds et Grenville, de Stormont, Dundas et Glengarry, de Prescott et Russell, de Frontenac, de Hastings, de Prince Edward, ainsi que de Lennox et Addington)

Conseiller(ère) scolaire (1)
Un (1) élu pour le secteur 12 qui comprend les comtés de Lanark, de Renfrew, ainsi que la ville de Smiths Falls

Mitch Stillman
directeur du scrutin
Ville de Petawawa
1111, rue Victoria
Petawawa ON K8H 2E6
(613-687-5536)
www.petawawa.ca

LE CONSEIL DES ÉCOLES CATHOLIQUES DE LANGUE FRANÇAISE DU CENTRE-EST

(territoire: la ville d'Ottawa; les comtés de Lanark, de Leeds et Grenville, de Frontenac, de Hastings, de Prince Edward, de Lennox et Addington, ainsi que du canton de South Algonquin dans la circonscription de Nipissing)

Conseiller(ère) scolaire (1)
Un (1) élu pour le secteur 2 qui comprend les comtés de Lanark, de Leeds et Grenville, ainsi que la ville de Smiths Falls

Cahl Pominville
directeur du scrutin
Canton de North Grenville
285 County Road 44
Kemptville ON K0G 1J0
(613-258-9569 Ext. 110)
www.northgrenville.ca

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In the event there is an insufficient number of certified candidates to fill the positions available in each municipality, nominations will be reopened by the appropriate Returning Officer, for the vacant positions only. Additional nomination papers would then be accepted between 9:00 a.m. to 2:00 p.m. on Wednesday, September 17, 2014. If there are a greater number of certified candidates than is required to fill the available positions in each municipality, further notice to the public will be provided by the appropriate Returning Officer and a vote will be held on **MONDAY, OCTOBER 27, 2014**. Contact your local Clerk for information on Advance Vote dates and times.

Dated this 1st day of December, 2013

This is a joint notice published by the Clerks of the municipalities in the County of Lanark. The Clerk of your own municipality may be contacted regarding standard procedures and forms. Please note, however, that nomination forms must be filed with the Returning Officer noted above.

**TAY VALLEY TOWNSHIP
DECLARATION OF QUALIFICATIONS
MUNICIPAL CANDIDATES**

Municipal Elections Act, 1996

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

- | | | | |
|--------------------------|--------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Reeve | <input type="checkbox"/> | Councillor, Bathurst Ward |
| <input type="checkbox"/> | Deputy Reeve | <input type="checkbox"/> | Councillor, Burgess Ward |
| | | <input type="checkbox"/> | Councillor, Sherbrooke Ward |

Do Solemnly Declare That:

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

- | | | | |
|--------------------------|--------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Reeve | <input type="checkbox"/> | Councillor, Bathurst Ward |
| <input type="checkbox"/> | Deputy Reeve | <input type="checkbox"/> | Councillor, Burgess Ward |
| | | <input type="checkbox"/> | Councillor, Sherbrooke Ward |

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of Tay Valley Township or the owner or tenant of land in Tay Valley Township or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
- I am not an employee of Tay Valley Township, or if I am an employee of Tay Valley Township, 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 Tay Valley Township prior to 2:00 p.m. on Nomination Day, September 12, 2014. I understand that the Clerk of Tay Valley Township will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a member of the Executive Council of Ontario or a Federal Minister of the Crown.
 - I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
 - I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 7 of such *Act*.
5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.
 6. Without limiting the generality of paragraph 5, I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 7. I am not prohibited because of conviction of a corrupt practice described in s. 90(3) of the *Municipal Elections Act, 1996* from voting in a municipal election.
 8. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal election during the last two regular elections prior to Monday, October 27, 2014.
 9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

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

Declared before me at Tay Valley Township,

This _____ day of _____, 2014

(Signature of Candidate)

(Signature of Clerk or designate)

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

**TAY VALLEY TOWNSHIP
DECLARATION OF QUALIFICATIONS
SCHOOL BOARD CANDIDATES**

Municipal Elections Act, 1996

I, _____, a nominated candidate for the office of
Trustee, School Board Ward _____, for the (check one):

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

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Education Act* to be elected to and to hold the office of Trustee, Ward _____ for the above noted School Board.
2. Without limiting the generality of paragraph 1, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen (18) years of age.
3. I am qualified under the *Education Act* to vote for members of the School Board to which I am seeking office.
4. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Education Act*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.
5. Without limiting the generality of paragraph 4,
 - I am not an employee of any School Board or if I am an employee of a School Board, I am on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*.
 - I am not a Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*.
 - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will

provide proof of my resignation in a form satisfactory to the Clerk of Tay Valley Township prior to 2:00 p.m. on Nomination Day, September 12, 2014. I understand that the Clerk of Tay Valley Township will reject my nomination for the office mentioned above if I fail to provide proof of resignation by this deadline.

- I am not a member of the Executive Council of Ontario or a Federal Minister of the Crown.
6. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.
7. Without limiting the generality of paragraph 6,
- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than five (5) years prior to Monday, October 27, 2014.
8. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal election during the last two (2) regular elections prior to Monday, October 27, 2014.
9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

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

Declared before me at Tay Valley Township,

This _____ day of _____, 2014

(Signature of Candidate)

(Signature of Clerk or designate)

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

TAY VALLEY TOWNSHIP
ESTIMATED MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 (s. 33.0.1(1))

TO:

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

I hereby certify that the estimated maximum campaign expenses that a candidate is permitted to incur for the office of _____ in the Municipal Election to be held October 27, 2014, is _____*.

Date

Municipal Clerk or designate

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2010 election.

Within 10 days after Nomination Day, the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the 2010 or 2014 elections.

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

TAY VALLEY TOWNSHIP NOTICE OF PENALTIES

Municipal Elections Act, 1996 (s. 33.1)

TO:

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

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

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

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

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

PENALTIES

In the case of a default described above:

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

Date

Municipal Clerk or designate

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

TAY VALLEY TOWNSHIP
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 2014 Municipal Elections. Questions regarding this collection should be forwarded to the Clerk, 217 Harper Road, Perth, ON, K7H 3C6 – 613-267-5353.

Name of Candidate: _____

Candidate for the office of:

- Reeve
- Deputy Reeve
- Councillor, Bathurst Ward
- Councillor, Burgess Ward
- Councillor, Sherbrooke Ward

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

Candidate Signature: _____

Clerk Or Designate: _____

Dated at _____, this _____ day of _____, 2014.

TAY VALLEY TOWNSHIP
NOTICE OF REJECTION OF NOMINATION

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

TO:

_____ / _____
(Name of Candidate) (Office)

(Address) (Postal Code)

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

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

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

(Date)

(Signature of Clerk or designate)

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

TAY VALLEY TOWNSHIP WITHDRAWAL OF NOMINATION

Municipal Elections Act, 1996 (s. 36)

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

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

Date

Signature of Candidate

This withdrawal delivered to me at _____ this _____ day of _____, 2014.
(time)

Municipal Clerk or designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 p.m. on Nomination Day (September 12, 2014) if the nomination was filed on or before Nomination Day and by 2:00 p.m. on September 17th, if the nomination was filed under section 33(5).

TAY VALLEY TOWNSHIP
NOTICE OF ELECTION INFORMATION

Municipal Elections Act, 1996 (s. 40)

Municipal Elections for the offices of:

Reeve – 1 to be elected

(List candidates alphabetically)

Deputy Reeve – 1 to be elected

(List candidates alphabetically)

Councillor – Bathurst Ward - 2 to be elected

(List candidates alphabetically)

Councillor – Burgess Ward - 2 to be elected

(List candidates alphabetically)

Councillor – Sherbrooke Ward - 2 to be elected

(List candidates alphabetically)

School Board Trustee – English Public – 1 to be elected

(List candidates alphabetically)

School Board Trustee – English Separate – 1 to be elected

(List candidates alphabetically)

School Board Trustee – French Public – 1 to be elected

(List candidates alphabetically)

School Board Trustee – French Separate – 1 to be elected

(List candidates alphabetically)

- Location of Revision and Help Centre: 217 Harper Road, Perth, ON
- Voting Period: Beginning October 20, 8:30 a.m. through to October 27, 2014 at 8:00 p.m.
- *Additional information as appropriate to the circumstance.*

Date

Municipal Clerk or designate

**TAY VALLEY TOWNSHIP
DECLARATION OF ACCLAMATION TO OFFICE**

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

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

NAME OF CERTIFIED CANDIDATE	OFFICE

Dated this _____ day of _____, 2014

Municipal Clerk or designate

**TAY VALLEY TOWNSHIP
NOTICE OF ADDITIONAL NOMINATIONS**

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

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

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

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

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

Dated this ____ day of September, 2014.

Municipal Clerk

**TAY VALLEY TOWNSHIP
DECLARATION OF ACCLAMATION TO OFFICE
ADDITIONAL NOMINATIONS**

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

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

NAME OF CERTIFIED CANDIDATE	OFFICE

DATED THIS ____ DAY OF September, 2014.

Municipal Clerk

TAY VALLEY TOWNSHIP
CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

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

TO:

_____ / _____
(Name of Candidate) (Office)

(Address) (Postal Code)

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of _____ in the Municipal Election to be held October 27, 2014, is _____.

Date

Municipal Clerk or designate

Within 10 days after Nomination Day, the Clerk shall give a final certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the 2010 or 2014 elections. (s.76)

Certificate to given to candidate in accordance with Section 13.

VOTERS' LIST

VOTER QUALIFICATIONS (SECTION 17(2))

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

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

CERTIFICATION OF VOTERS' LIST

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

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

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

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

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2014 and notify the Municipal Property Assessment Corporation (MPAC). This notification can occur when the "Final List of Changes" to the Voters' List is sent to MPAC after the election (see the Final List of Changes section below).

The corrected PLE becomes the VOTERS' LIST.

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

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

The Clerk may place in a local newspaper(s) on or before September 1, 2014 a "Notice of the Voters' List" (Municipality) Form LC09A as attached and/or all Clerks in Lanark County may place in a newspaper having general circulation within Lanark County, a "Notice of the Voters' List" (Lanark County) Form LC09B.

REQUESTS FOR COPIES OF VOTERS' LIST

Upon written request, the Clerk shall give every candidate a copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. For example, if a candidate is running in Ward 2, they only receive the part of the Voters' List pertaining to Ward 2, not the entire Voters' List. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form LC10.

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

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

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

AMENDMENTS TO THE VOTERS' LIST

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

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

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

INTERIM LIST OF CHANGES (SECTION 27(1))

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

For the purpose of producing the Voter Information Letter by the supplier, the Interim List of Changes shall be prepared following Nomination Day and before September 15, 2014 (date provided by election supplier).

FINAL LIST OF CHANGES (SECTION 27(2))

A certified copy of the Final List of Changes shall be sent to the MPAC together with a copy of the approved applications Form EL15 and Form EL16.

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

**TAY VALLEY TOWNSHIP
VOTERS' LIST COVER SHEET**

**FOR THE YEAR
2014**

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

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

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

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

Amanda Mabo,
Returning Officer
TAY VALLEY TOWNSHIP

**TAY VALLEY TOWNSHIP
MUNICIPAL ELECTIONS 2014
NOTICE OF THE VOTERS' LIST**

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

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

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

**The Office of the Clerk
Tay Valley Township
217 Harper Road
Perth, ON K7H 3C6**

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

QUALIFICATIONS OF ELECTORS

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

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

DATED AT TAY VALLEY TOWNSHIP

THIS ____ DAY OF AUGUST, 2014.

CLERK

KEY INFORMATION TO MUNICIPAL ELECTORS IN THE COUNTY OF LANARK REGARDING THE 2010 MUNICIPAL ELECTIONS

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Interested in Running for Municipal Office?

Nominations for the 2014 municipal election can be made on the prescribed forms, available from the Clerk of the municipality, during normal business hours until Friday, September 12 at 2:00 p.m. Proper Identification must be presented to file Nomination Papers.

Who Can Vote?

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

- resides in the local municipality, or is the owner or tenant of land in the municipality, or the spouse of such owner or tenant; and
- is a Canadian citizen, and
- is at least 18 years old, and
- is not prohibited from voting under the Municipal Elections Act, 1996 or otherwise prohibited by law

Are You on the Voters' List?

The List of eligible voters for the upcoming municipal election has been prepared by the Returning Officer/Clerk of your municipality.

As of September 2, 2014 all Voters should ensure that their names and relevant information are correct on the Voters' List. To be added, deleted or to make any other corrections, contact or visit the municipal office where you are entitled to vote, with proper identification during normal office hours beginning September 2 up to and including the close of voting on October 24 at 8 p.m.

INTERNET / TELEPHONE VOTING

Electors in the Township of Montague, Tay Valley Township, Tay Valley Township and the Town of Mississippi Mills will be voting by internet or telephone, in the 2014 municipal election. There will be no paper ballot.

A Voter Information Letter will be mailed to you directly, in the month of October, providing you with a Personal Identification Number (PIN) which will allow you to vote 24 hours a day for 7 days (Oct. 20-27), from any telephone or any device connected to the internet. If access to a telephone or internet connection is unavailable to you, a Voter Help Centre will be provided by your municipality with telephone and internet access during the voting period. Contact your municipality for Voter Help Centre locations and dates and times of operation. Proof of identity and residence is required in the following instances:



- When adding or deleting one's name from the Voters' List.
- When re-issuing, activating or deactivating a PIN.
- When swearing an oath

VOTE BY MAIL

Electors in the Township of Lanark Highlands and the Town of Smiths Falls will be using Vote By Mail. Each elector is mailed a voting package, which includes a ballot, a secrecy envelope, a return envelope and a voter's declaration.



To add your name to the Voters List and to receive a Vote By Mail Kit, identification is required. If a person whose name is on the Voters' List does not have identification or the identification provided is not acceptable, then the voter will be required to complete a declaration of identity form.

TRADITIONAL PAPER BALLOT

Electors in the Township of Beckwith, Township of Drummond North Elmsley and the Town of Carleton Place will be voting by the traditional ballot. Electors will be notified of their polling station in early October.

In order to vote, the elector must attend the polling station on October 24th, 2014 and cast their ballot. To be added to the Voter's List the voter must have acceptable I.D. If a person whose name is not on the Voters' List does not have identification or the identification provided is not acceptable, then the voter will be required to complete a declaration of identity form.



TOWN OF SMITHS FALLS (Vote By Mail) Returning Officer – Kerry Costello Town of Smiths Falls 77 Beckwith Street North P.O. Box 695 Smiths Falls, Ontario K7A 4T6 (613-283-4124) www.smithsfalls.ca	TOWNSHIP OF MONTAGUE (Electronic Voting) Returning Officer – Katie Valentin Township of Montague 6547 Roger Stevens Drive P.O. Box 755 Smiths Falls, Ontario K7A 4W6 (613-283-7478) www.township.montague.on.ca	TAY VALLEY TOWNSHIP (Electronic Voting) Returning Officer – Lauren Walton Tay Valley Township 80 Gore Street E. Perth, Ontario K7H 1H9 (613-267-3311) www.perth.ca
TOWNSHIP OF LANARK HIGHLANDS (Vote By Mail) Returning Officer – Rob Wittkie Township of Lanark Highlands 75 George Street, P.O. Box 340 Lanark, ON K0G 1K0 (613-259-2398) (1-800-239-4695) www.lanarkhighlands.ca	TOWN OF CARLETON PLACE (Traditional Paper Ballot) Returning Officer – Duncan Rogers Town of Carleton Place 175 Bridge Street Carleton Place, ON K7C 2V8 (613-257-6211) www.carletonplace.ca	TOWNSHIP OF DRUMMOND/ NORTH ELSLEY (Traditional Paper Ballot) Returning Officer – Cathy Ryder Township of Drummond/North Elmsley 310 Port Elmsley Road Perth ON K7H 3C7 (613-267-6500) www.dnetownship.ca
TOWNSHIP OF BECKWITH (Traditional Paper Ballot)	TOWN OF MISSISSIPPI MILLS (Electronic Voting)	TAY VALLEY TOWNSHIP (Electronic Voting)

Returning Officer – Cynthia Moyle Township of Beckwith 1702 9th Line Beckwith Carleton Place ON K7C 3P2 (613-257-1539) (1-800-535-4532) www.twp.beckwith.on.ca	Returning Officer – Shawna Stone Town of Mississippi Mills 3131 Old Perth Road Almonte ON K0A 1A0 (613-256-2064) (1-866-779-8666) www.mississippimills.ca	Returning Officer – Amanda Mabo Tay Valley Township 217 Harper Road Perth ON K7H 3C6 (613-267-5353) (1-800-810-0161) www.tayvalleytwp.ca
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TAY VALLEY TOWNSHIP
DECLARATION OF PROPER USE OF THE VOTERS' LIST
Municipal Elections Act, 1996 (s. 23(3), (4) and (5))

I, _____, being a:
(Name)

Candidate for the office of _____

OR

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

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

- a copy of the Voters' List;
- a copy of the Revisions made to the Voters' List after the preparation of the Interim List of Changes on September 22, 2014;
- the Candidates module to view the list of electors as of September 29, 2014;
- a copy of the daily lists showing the name of each person who has voted.

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

Signature

Date

**TAY VALLEY TOWNSHIP
POLICY FOR USE OF THE VOTERS' LIST**

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

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

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

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

Copies for local boards – municipalities - Minister

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

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

Copies – for candidates

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

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

Copies – for MPs and MPPs

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

TAY VALLEY TOWNSHIP
INTERIM LIST OF CHANGES

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

Tay Valley Township

Ward No. (if any)	Voting Subdivision (one or more)
-------------------	----------------------------------

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

DATED THIS ____ DAY OF _____ 2014.

Municipal Clerk

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

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.

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

INSTRUCTIONS TO COMPLETE
Application to Amend Voters' List – Form EL15

Please check only ONE box to indicate the purpose of the form:

ADD applicant's name to list,

CORRECT applicant's name on list, or

DELETE applicant's or family member's name from list (deceased, moved, other)

(If deceased, have the family member complete the form with the deceased's information and have the family member sign the form.)

Ensure the Applicant Completes the Following Information:

- ✓ Full name (last, first, middle)
- ✓ Date of birth (year, month, day)
- ✓ Indicate if it is a commercial property (check box if yes)
- ✓ Qualifying address on voting day (**including apt # if applicable**)
 - this is the property address where the person wants to be added on the voters' list
- ✓ Previous qualifying address (if the person has moved in the past 4 years)
 - ensures their name was removed from their previous property
- ✓ Indicate if applicant is occupying **only a portion of a house** (i.e.: basement apartment, 2nd floor, rear apartment etc.)
 - these properties tend to have multiple units / households
- ✓ Current mailing address of applicant (if different from the qualifying address)
- ✓ Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
- ✓ Ward number, voting subdivision (i.e.: polling station)
- ✓ School support & school board
- ✓ Sign & date the form

School Support:

A person **must be** Roman Catholic to support the Separate School Board

- Includes Greek and Ukrainian Catholics

A person **must have** French Language Education Rights to support a French School Board

If a person does not indicate they are Roman Catholic or have French Language Education rights **the only school board they can support is English-Public.**

Important Reminders:

All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property.

All forms must be signed and dated by the applicant.

Items to be Completed by Municipal Staff:

Roll Number:

The roll number **must** be included on every EL15 form submitted to MPAC.

A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like 1234-567-890-1234-0000.

- the first 4 digits are the municipality;
- the next 10 digits describe the location of the property and;
- the last 4 digits indicate the unit on the property (i.e. an apartment unit will be something other than '0000').

THE FINAL STEP PRIOR TO SUBMITTING FORM TO MPAC:

Please ensure all forms are signed and dated by the applicant.

CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)

Please check APPROVED or REFUSED

Sign and date the form.

TAY VALLEY TOWNSHIP *(Prepare in triplicate)*

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

Municipal Elections Act, 1996 (s. 25)

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

IN RESPECT OF

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

ENTERED ON LIST FOR

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

STATEMENT BY APPLICANT

I, the undersigned, hereby state:

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

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

Signature of Applicant

Date Signed

CAMPAIGNING AND CAMPAIGN MATERIAL

CAMPAIGNING AND CAMPAIGN MATERIAL

Campaign materials, including campaigning, are permitted no earlier than the filing of Nomination Papers by the Candidate.

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

The investigation or prosecution for any acts of vandalism to campaign material of the candidates should be referred to the OPP by the complainant. The municipality or any of its municipal servants, employees or agents will not be responsible.

MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES

Questions from Candidate's shall be directed to the Clerk.

The Clerk's primary method of communication with Candidates shall be by email.

CAMPAIGNING AND CAMPAIGN MATERIAL - MUNICIPALLY OWNED/LEASED FACILITIES

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

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

ELECTION SIGNS

Municipal Roads

Campaign materials shall be permitted along municipal road allowances providing the following conditions are respected:

- i) that the visibility of intersections or private entrances is not obstructed and do not create a safety condition;
- ii) and the campaign material is of sufficient texture and or proper installation that weather conditions will not displace this material and create a safety hazard on municipal roads.

The municipality, its municipal servants, employees or agents shall not be responsible for investigating or prosecuting for any acts of vandalism to the campaign materials of the candidates.

Should any campaign materials be located on municipally owned property or be located on municipally owned road allowances which do not comply to the provisions of this policy, the same shall be removed forthwith and destroyed.

All candidates shall be required to remove all campaign materials along municipally owned road allowances within 30 days following an election. Should such materials continue to be located, the same shall be removed and destroyed.

County Roads

The County of Lanark allows campaign signs on county road allowances as long as sight lines are not affected and the signs are removed immediately after the election.

Provincial Roads

The provincial policy with respect to the posting of campaign material on provincial road allowances follows on the next few pages.

Utility Poles

Posters or similar campaign material that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

Additional Resources

Election – Campaign Materials Policy

Election – Municipal Employee Involvement Policy

Election - Election Related Resource Policy

Election Sign Policy

Under the authority of the Public Transportation and Highway Improvement Act the Ministry through the issuance of a permit controls all visible signing upon or within 400 metres of the provincial highway right-of-way.

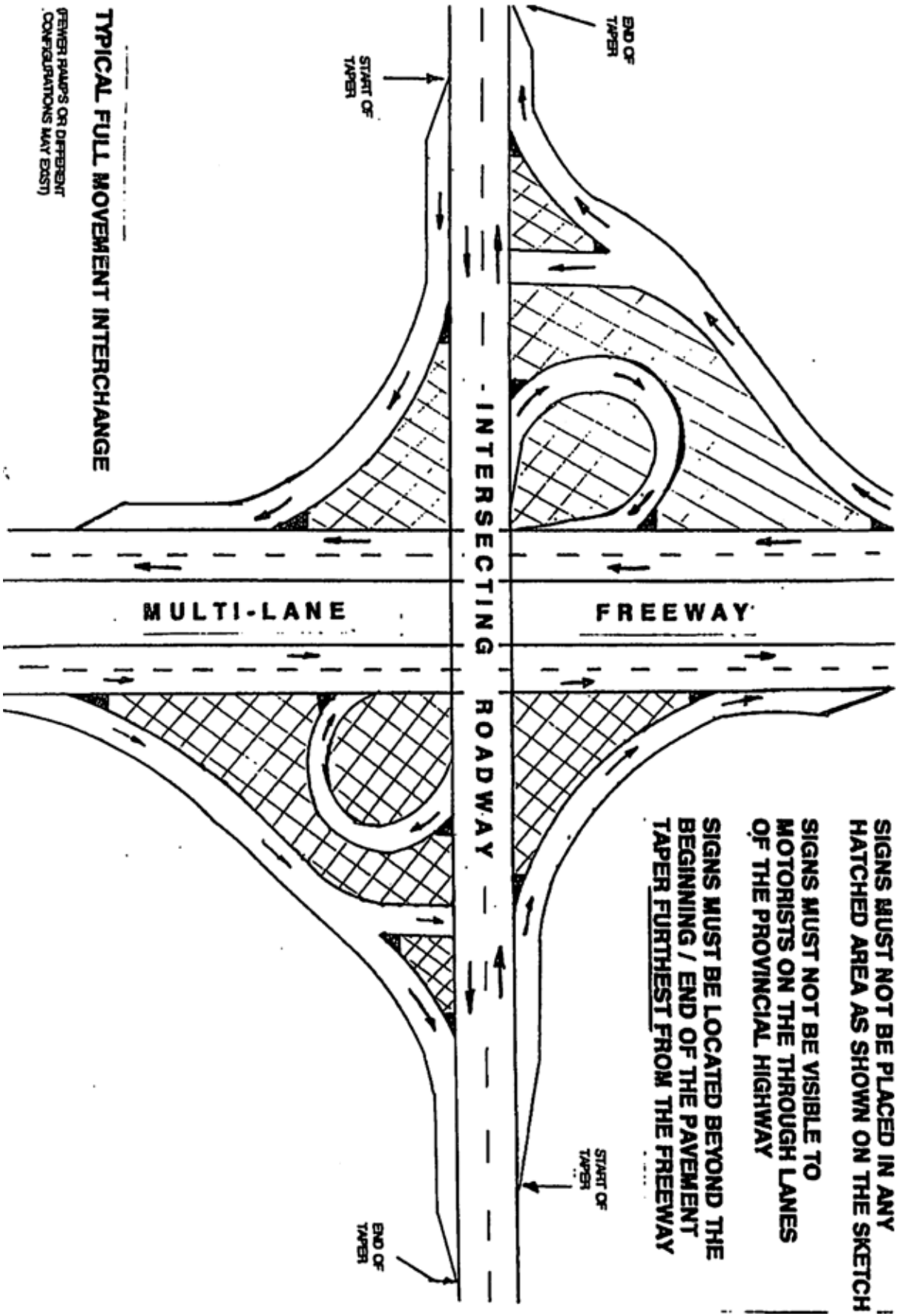
Election signs placed by, or on behalf of, a candidate or a political party and signs designed to encourage citizens to vote must follow these restrictions governing election signs that are visible from a provincial highway system.

1. An election sign **must not** be placed upon or adjacent to the right-of-way of a Class 1 - Freeway or a Class 2 - Staged Freeway (i.e. Hwy 401, 115, etc). See attached typical diagram for freeway/staged freeway interchange election sign placement.
2. Election signs may be erected on the right-of-way or adjacent to a Special Controlled Access, Major or Minor Highway (i.e. Hwy 7, Hwy 35) **after an official election has been issued** or for **municipal elections** in accordance with any By-Law outlining a time frame for the placement of municipal election campaign signs.
3. Signs up to 0.7 m² (8 sq. ft.) in size **must be** placed at least 4 m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 sq. ft.) and up to 3.7 m² (40 sq. ft.) must be placed at the outer limit of the right-of-way (i.e. fence line). Election signs must not exceed 3.7 m² (40 sq. ft.).
4. An "election sign" **must not** be affixed to a permanent or an official sign or to guide rail or other highway structure or facility and **must not** be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.
5. Portable read-o-graph sign trailers **must not** be placed upon a provincial highway right-of-way. Portable read-o-graph sign trailers may be utilized providing they are erected on private property that is zoned commercial and meets all the requirements of the ministry for portable read-o-graph signing.
6. A Sign Permit or a Letter of Approval for any signs erected under these instructions is not required.
7. Election signs **must be** removed from the Ministry right-of-way and adjacent properties within three (3) working days after Election Day.
8. Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.,) for a period of two weeks. After this time they will be disposed of.

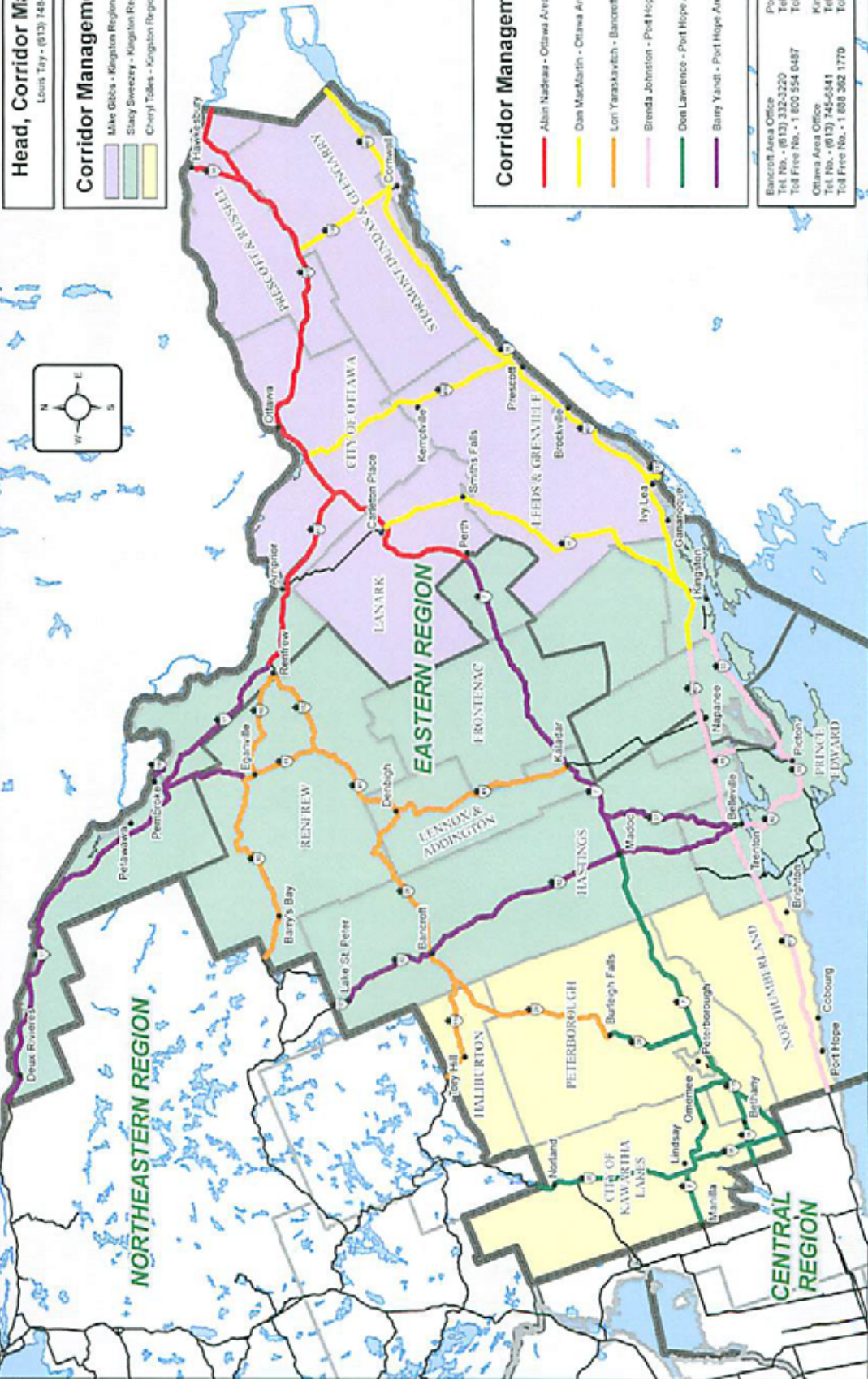
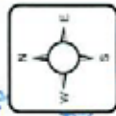
Please contact a Corridor Management Officer in your area, with the telephone numbers provided below, to obtain additional information. Thank you for your co-operation.

**Ministry of Transportation
Operational Services
Bancroft Area Office**
50 Monck Street
Bancroft, ON K0L 1C0
Tel. No.: (613) 332-3220
Toll Free: 1-800-554-0487
Fax No.: (613) 332-3751

**Ministry of Transportation
Operational Services
Port Hope Area Office**
138 Hope Street North
Port Hope ON L1A 2P1
Tel No.: (905) 885-6381
Toll Free: 1-866-224-0622
Fax No.: (905) 885-9273



TYPICAL FULL MOVEMENT INTERCHANGE
 (Pavement Patterns or Different Configurations May Exist)



Head, Corridor Management
Louis Tay - (613) 748-5280

Corridor Management Planners

- Mike Gibbs - Kingston Regional Office, (613) 545-4334
- Stacy Sweeney - Kingston Regional Office, (613) 545-4655
- Cheryl Tolka - Kingston Regional Office, (613) 545-4744

Corridor Management Officers

- Alan Nadreas - Ottawa Area Office, (613) 742-5322
- Dan MacMartin - Ottawa Area Office, (613) 742-5324
- Lon Yarakulwich - Bancroft Area Office, ext. 214
- Brenda Johnston - Port Hope Area Office, ext. 205
- Don Lawrence - Port Hope Area Office, ext. 209
- Barry Yandl - Port Hope Area Office, ext. 224

Bancroft Area Office
Tel. No. - (613) 332-2320
Toll Free No. - 1 800 554 0487

Port Hope Area Office
Tel. No. - (905) 852-5351
Toll Free No. - 1 866 224 0622

Ottawa Area Office
Tel. No. - (613) 742-5341
Toll Free No. - 1 888 362 1770

Kingston Regional Office
Tel. No. - (613) 544-2220
Toll Free No. - 1 800 267 0255

PROXY VOTING

PROXY VOTING (SECTION 44)

The municipality has chosen to use an alternative voting method and proxy voting will not be utilized.

VOTING PLACES

VOTING PLACES (SECTION 45)

For the purposes of elections conducted with alternative voting methods, a voting place is not required. However; the following location has been identified as a Help Center to assist electors with the voting process:

Municipal Office
217 Harper Road
Perth, ON K7H 3C6

PERSONNEL

CLERK (SECTION 12(1))

A Clerk who is responsible for conducting an election may provide for any matter or procedure that,

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

DRO's AND OTHER ELECTION OFFICIALS (SECTION 15)

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer and may appoint any other election officials for the election and for any recount that the Clerk considers necessary.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk" [Form LC19](#).

There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

The Returning Officer is required to complete and sign the "Oath of Returning Officer" [Form LC17](#) prior to January 1 of an election year.

All other election staff are required to complete and sign the "Appointment and Preliminary Oath or Affirmation for Election Officials" [Form LC18](#).

An application form, detailed job descriptions and appointment letters for election personnel are below.

TAY VALLEY TOWNSHIP
OATH OF RETURNING OFFICER
Municipal Elections Act, 1996

I, the undersigned, appointed in the capacity of Returning Officer, for the _____ swear or solemnly affirm:

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

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

That I will not attempt to:

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

SWORN or affirmed before me at the

_____ of _____

in the County of Lanark

this _____ day of _____, 2014.

Commissioner, etc.

Signature of Returning Officer

**TAY VALLEY TOWNSHIP
DELEGATION OF
POWERS AND DUTIES OF CLERK**

I, **Amanda Mabo**, Clerk, of the above-noted municipality, 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 as set out below to the following persons below:

DELEGATED POWER OR DUTY	STATUTORY AUTHORITY FOR POWER OR DUTY	NAME OF PERSON DELEGATED AUTHORITY
Require a person, to provide proof that is satisfactory to the election official, of the person's identity or qualifications or of any other matter	Section 12 (3)	
Use forms and oaths as supplied by the Clerk	Section 12 (2)	
Authority to approve changes to the Voters' List	Section 24, 25	
Conduct of election in accordance with the election policies and procedures	<i>Municipal Elections Act</i>	
To maintain peace and order, may remove any person from the Help Center that is causing a disturbance	Section 11 (2) (c)	

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

December ____, 2013

Signature of Clerk

TAY VALLEY TOWNSHIP
APPOINTMENT AND PRELIMINARY OATH
OR AFFIRMATION FOR ELECTION OFFICIALS

Check Applicable Box Below

- DEPUTY RETURNING OFFICER
- ELECTION ASSISTANTS

Ward and Voting Subdivision No.
Municipality:
Name of Person Appointed:

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

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

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

That I will not attempt to:

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

SWORN or affirmed before me at the

_____ of _____

in the County of Lanark

this _____ day of _____, 2014.

Name, Clerk

Signature of person appointed

**TAY VALLEY TOWNSHIP
DRO APPOINTMENT – CONFIRMATION LETTER**

Date:

Re: 2014 Municipal Election

DEPUTY RETURNING OFFICER

Name

ELECTION ASSISTANTS

Identify Name of Election Assistants

VOTING

Internet/Telephone Voting will be utilized for the 2014 Municipal Election.

This will confirm your appointment as Deputy Returning Officer in the municipality for the Municipal Election on **Monday, October 27, 2014. Voting will commence on October 20th, 2014 at 8:30 a.m. through to October 27, 2014 at 8:00 p.m.** SHARP.

You are required to take the oath of office upon appointment.

Please review the DRO Duties and Responsibilities. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Amanda Mabo, Clerk/Returning Officer
217 Harper Road
Perth, Ontario K7H 3C6
T: 613-267-5353 ext. 130
E: clerk@tayvalleytwp.ca
www.tayvalleytwp.ca

/Enclosure

TAY VALLEY TOWNSHIP DUTIES AND RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Deputy Returning Officer
Reports To: Clerk

Delegation of Power and Duties:

The *Municipal Elections Act*, 1996 authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required”.

"Deputy Returning Officer" (DRO) shall be defined as an election official appointed by the Clerk or Assistant Returning Officer to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2014 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the *Municipal Elections Act*, 1996 and the procedure set out and/or approved by the Returning Officer.

Pre Voting Period

Responsibilities include:

- attending training sessions, as required
- attending Public Information Session
- signing “Appointment and Preliminary Oath or Affirmation For Election Officials” Form
LC18
- familiarizing themselves with the election policies, procedures, voting system, voters list management system, forms, oaths, etc.
- familiarizing themselves with the *Municipal Elections Act*
- familiarizing themselves with the Help Centre and Revision Centre
- responding to questions from Candidates and Electors
- determining the eligibility of voters
- assisting the Returning Officer, as required

Voting Period

A. During Voting Hours

Responsibilities include:

- ensuring the conduct and integrity of the voting process
- ensuring that the Help Center is free of campaign material and is private
- administering any oaths, as may be required
- assisting the Returning Officer, as required

B. After the Close of Voting

Responsibilities include:

- completing the prescribed election forms
- assisting the Returning Officer, as required

**TAY VALLEY TOWNSHIP
ELECTION ASSISTANT APPOINTMENT – CONFIRMATION LETTER**

Date: **Date**

Re: **2014** Municipal Election

ELECTION ASSISTANT

Name

DEPUTY RETURNING OFFICER

Identify Name of DRO

VOTING

Internet/Telephone Voting will be utilized for the **2014** Municipal Election.

This will confirm your appointment as an Election Assistant in the municipality for the Municipal Election on **Monday, October 27, 2014. Voting will commence on October 20th, 2014 at 8:30 a.m. through to October 27, 2014 at 8:00 p.m. SHARP.**

You are required to take the oath of office upon appointment.

Please review the Election Assistant Duties and Responsibilities. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Amanda Mabo, Clerk/Returning Officer
217 Harper Road
Perth, Ontario K7H 3C6
T: 613-267-5353 ext. 130
E: clerk@tayvalleytwp.ca
www.tayvalleytwp.ca

/Enclosure

**TAY VALLEY TOWNSHIP
DUTIES AND RESPONSIBILITIES OF THE
ELECTION ASSISTANT**

IDENTIFYING INFORMATION

Position: Election Assistant
Reports To: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act*, 1996 authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"**Election Assistant**" shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2014 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All duties/responsibilities of the Election Assistant will be assigned by the Clerk.

Responsibilities include:

- attending training sessions, as required
- signing "Appointment and Preliminary Oath or Affirmation For Election Officials" Form LC18
- assisting the Returning Officer, as required

**TAY VALLEY TOWNSHIP
APPOINTMENT AND OATH OF A CONSTABLE**

Municipal Elections Act, 1996, Section 11 (2)

Ward _____ Voting Subdivision No. _____

Municipality _____

Name of Person Appointed as Constable _____

The person named above is hereby appointed Constable for the above Ward and/or Voting Subdivision and is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*, as per "Delegation of Powers and Duties of Clerk" **Form LC19** and procedures set out and/or approved by the Returning Officer.

Signature of Clerk

I, _____ swear solemnly that I will:

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

SWORN or affirmed before me at the

_____ of _____

in the County of Lanark

this _____ day of _____, 2014.

Commissioner, etc.

Signature of Constable

TAY VALLEY TOWNSHIP DUTIES AND RESPONSIBILITIES OF CONSTABLE

IDENTIFYING INFORMATION

Position: Constable
Reports To: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act*, 1996 authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

“**Constable**” shall be defined as a police officer or a person appointed by the Clerk to maintain peace and order at an election.

GOALS AND OBJECTIVES:

To maintain the integrity of the election process.

RESPONSIBILITIES:

The duties and responsibilities of the “Constable” shall be carried out in accordance with the *Municipal Elections Act*, 1996 and the procedure set out and/or approved by the Clerk.

PRE VOTING DAY:

- attend the training session/sign “Appointment and Preliminary Oath or Affirmation For Election Officials” Form LC18
- familiarize themselves with the duties and responsibilities of the Election Officials
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Help Center

VOTING DAY

1. Before the opening of the Help Center

Responsibilities may include:

- arrive at the Help Center one-half hour prior to the opening of the polls
- assist in setting up the Help Center
- ensure that no campaign material is allowed in the Help Center
- ensure that only qualified persons are allowed at the Help Center

2. During Voting Hours

Responsibilities may include:

- ensuring the conduct and integrity of the Help Center
- maintain the orderly conduct and flow of electors through the Help Center
- maintain peace and order in the Help Center
- ensure that only authorized persons are allowed to remain in the Help Center

3. After the Close of the Help Center

Responsibilities may include:

- Assist the Returning Officer, as required

**TAY VALLEY TOWNSHIP
ELECTION OFFICIAL APPLICATION**
For those persons interested in working as an
Election Assistant in the 2014 Municipal Election

Part 1 *(print clearly in space provided)*

Last Name:	First Name:
Mailing Address:	
City/Town:	Postal Code:
Home Phone:	Cell Phone:
Email Address:	

Part 2 <i>(check yes or no)</i>	Yes	No
--	-----	----

Part 2 <i>(check yes or no)</i>	Yes	No
Are you at least 18 years of age?		
Are you or do you anticipate being a candidate or the spouse of a candidate running in the 2014 Municipal Election in Tay Valley Township?		
Are you or do you anticipate being actively involved in a campaign of a candidate running in the 2014 Municipal Election in Tay Valley Township?		
Have you worked on a federal, provincial or municipal election before?		
Briefly describe your election experience.		

Part 3

I declare that the information provided by me in this application is to the best of my knowledge, an accurate statement of facts.

Signature Date _____

Note(s):

- i) Application forms are to be returned to Amanda Mabo, Returning Officer by **August 15th, 2014**, to the address below.
- ii) Attendance at an election training session on **Monday, October 6th at 5:30 p.m.** is mandatory for all election personnel.

The collection of information is made under the authority of the Municipal Elections Act, 1996, as amended, and will be used to appoint and administer election personnel.

Insert municipal contact information here.

VOTING PROCEDURE

AUTHORITY (SECTION 42)

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

On March 28th, 2006, By-Law No. 2006-28 was passed authorizing internet/telephone voting.

SERVICE PROVIDER

The service provider for internet/telephone voting, determined by the Clerk, is Intelivote Systems Inc. (Intelivote). A copy of the contract with Intelivote is available from the Clerk upon request.

SYSTEM INTEGRITY

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

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

AUDITOR

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

- a) checking the wording of the script;
- b) checking the Help Centre telephones and internet access;
- c) checking Script and input timing;
- d) attempting to use a PIN more than once;
- e) balancing a predetermined number of votes with those cast;
- f) matching PINs to names and addresses;
- g) checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

SECRECY

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

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

PREPARATION OF VOTER INFORMATION LETTERS

The Voters' List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Intelivote by September 17, 2014 in electronic format in order that Intelivote may provide this information to Doculink to print the "Voter Information Letter" Form LC41.

Voter Information Letters shall be delivered by Intelivote to Canada Post and distributed by first class mail to all eligible voters no later than October 12, 2014 to enable them to use the Telephone/Internet Voting service.

The Voter Information Letter will contain but not be limited to:

- a) the elector's PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
- b) instructions on how to vote;
- c) dates and hours of voting;
- d) the location and telephone number of the Revision and Help Centres;
- e) voter eligibility criteria;
- f) office and candidate information; and
- g) information on illegal and corrupt practices.

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

PUBLIC INFORMATION SESSION

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

The Clerk may coordinate the public information session, notices and advertisements with other municipal clerks of local municipalities who have adopted a similar alternative voting method.

REVISION / HELP CENTRE

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

The Revision/Help Centre shall be established at the Municipal Office located at 217 Harper Road, Perth.

The Revision Centre shall be responsible for the following:

- a) Eligible voters who attend at the Revision Centre and are not on the Voters' List will be added to the list by filling out an "Application to Amend Voters' List" **Form EL15** and providing proof of identity and residence as prescribed in *O. Reg. 304/13*. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions to the List made after September 17, 2014, the Voter Information Letter containing a PIN will be provided to the individual.
- b) Eligible voters who attend at the Revision Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:
- i) where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" **Form LC42** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
 - ii) where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.
- Prior to issuing a new PIN**, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)" **Form LC43** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.
- c) Answering election questions, and referring detailed questions to the Returning Officer or authorized Election Official.

CANDIDATES MODULE

The candidates shall receive login ID(s) and password(s) allowing them to access the Candidates Module as of September 27, 2014 to view the List of Electors.

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

Candidates may view this information anytime after the start of the voting period using the Candidates Module.

VOTING

Voting will commence on October 20, 2014 at 8:30 am through to October 27, 2014 at 8:00 pm.

During the Voting Period, the Help Centre will be open Monday to Friday, during office hours, Saturday, October 25 from 9:00 a.m. – 12:00 p.m. and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m. At 8:00 p.m. the doors of the Municipal Office shall be locked and those in line to vote at the Help Centre will be permitted to cast their ballot.

Touch-tone telephones and internet access is provided. Any telephone provided at the Help Centre shall delete any display options on the telephone.

Prior to the activation of the system by Intelivote, on October 20, 2014 (8:30 a.m.), Intelivote shall allow access by the Auditor to the voting system at the Municipal Office between 8:20 a.m. and 8:29 a.m. by secure ID and password, for the purposes of ensuring that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a "0" total.

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 Intelivote System" Form LC44 that attests to this fact.

Eligible electors may telephone a designated 1-800 number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**. "Diga-pulse" telephones will be able to access the system providing the over-ride button on the telephone is set to a "touch-tone" mode. Should the elector be unable to access the system, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

A voter must complete the races and questions in the order that they are presented by the system. The voter cannot skip a race or question.

If a voter chooses, they may use one method to vote some of the races or questions and use the other method to vote the remaining races or questions. However, once a voter has voted on a particular race or question, that race is closed and will not be available for voting again, regardless of the method.

Once a voter has made a selection for a race or question, the voting system shall indicate the voter's choice and shall allow the voter to either confirm their selection and cast their vote or return to the race or question to change their selection. If the selection of a particular race or

question is not confirmed and the vote is not cast, the voter is able to reenter the system and make their selection casting their vote for that particular race or question, or any other race or question that has not been previously voted.

Once the Voter PIN has been used to complete **all** races and/or any questions associated with the election, it cannot be used again and further access shall not be granted to the telephone/internet voting service using that PIN.

Intelivote shall record the PIN and corresponding name of all electors who have voted. This **does not** provide information on who an elector has voted for.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the Intelivote system using the Clerk's assigned password. This report titled "Voter Participation Status" report will be created in an electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk.

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

ELECTORS REQUIRING ASSISTANCE (SECTION 52 (1) 4)

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

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the "Oral Oaths At Help Centre" Form LC24 and then assist and/or vote as directed by the voter. Any other person present must remove themselves until the voter finishes instructing the Election Official.

Oral Oath of Friend of Elector

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

Oral Oath of Interpreter

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

DUPLICATE VOTER INFORMATION LETTERS

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

Voter Information Letters returned to the Revision Centre shall have the PIN immediately disabled in the system so that the PIN cannot be used in the voting process. The opened Voter Information Letters will then be retained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

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

- a) that were sent to eligible voters;
- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
- d) that were set to a status that prevented them from being used to vote;
- e) that were re-issued to an eligible elector; and
- f) that were assigned by Election Officials to eligible electors that have completed "Application to Amend Voters' List" Form EL15.

PIN PROCEDURES

Problems Accessing the System

Where an eligible voter has tried his/her PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified:

- shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend at the Help Centre to obtain assistance in voting.
- and they have determined that it has already been used, the voter can present themselves at the Revision Centre with proof of identity and residence as prescribed in *O. Reg. 304/13* and have an Election Official confirm that the elector's PIN has been used. If this is the case, follow the procedure outlined in the section titled, Revision/Help Centre, b) (ii).

Incorrect Information on Voter Information Letter

Where an eligible voter has received an incorrect voter PIN in terms of ward, if applicable, and/or school support, the voter can contact the Revision Centre and have the proper category applied to the existing PIN.

If the voter has used the PIN to vote, and the voter determines that the ward, if applicable, and/or school support is incorrect, and they have not voted those races, the voter can contact the Revision Centre and have the proper category applied to the existing PIN. The voter can then re-access the system and vote all races not yet completed.

The elector will be required to provide appropriate confirmation of eligibility and to complete the "Application to Amend Voters' List" Form EL15.

New PIN(S)

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

RETIREMENT HOME OR INSTITUTION (SECTION 45(7))

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

NAME OF RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Perth Community Care	To be determined	To be determined
Lanark Lodge	To be determined	To be determined

TAY VALLEY TOWNSHIP

SAMPLE VOTER INFORMATION LETTER



Municipality of Ontarioville
125 Main Street
Ontarioville, ON
N6J 3K6

Municipal Election 2010
Municipality of Ontarioville

JOHN SAMPLE
150 BRUNSWICK ST.
ONTARIOVILLE, ON M3K 2Z1

Ward: 12
Poll: 1201-1

Qualifying Address:
150 Brunswick St.

VOTER INSTRUCTIONS

HOW CAN I VOTE?

VOTE USING THE INTERNET OR PHONE

- Using your PIN (see box below), vote anytime from **Monday, October 18** starting at 8:30am until **Monday, October 25** ending at 8:00pm.
- To vote online, go to www.ontarioville.isivote.com and follow the instructions.
- To vote by phone, call the voting phone number at **1-800-123-4567** 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.

ADDITIONAL INFORMATION

- If you do not have access to a computer or telephone please consider one of the following to complete your voting activity:
Visit the Ontarioville Town Hall, 100 Main Street
Visit the Ontarioville Public Library, 142 Main Street
Use any public pay phone
- **PLEASE REMEMBER:** Take your PIN with you as it is required to vote.

IMPORTANT INFORMATION

E-vote now!

As electronic voting is available over a number of days, you are encouraged to vote early to avoid higher volume activity periods near the end of the election period.

You qualify to vote if:

- You are at least 18 years old on Election Day, October 25, 2010
- You are a Canadian citizen
- You or your spouse lives, rents or owns property in the municipality and
- You are not otherwise prohibited by law from voting.

Your PIN
8765 4321



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

See other side

QUESTIONS & ASSISTANCE

If you require assistance please contact the Voter Help Centre or visit the Town Hall at 100 Main Street:

Phone: 490-1234 or toll free at 1-888-123-4567.

Hours of operation are:

8:30am to 4:30pm on weekdays from October 18 to October 22.

8:30am to 8:00pm Election Day Monday, October 25.

Email: election@ontarioville.ca

Website: www.ontarioville.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 ward in which you are eligible to vote then please call the Voter Help Centre for assistance.

MAYOR Vote for 1 of the following:	DEPUTY MAYOR Vote for 1 of the following:
Gary DENNISON	Gary DENNISON
George HENDERSON	George HENDERSON
Betty JOHNSON	Betty JOHNSON
Jan WYSEMAN	Jan WYSEMAN
COUNCILLOR Vote for 4 of the following:	TRUSTEE English Public School Board Vote for 1 of the following:
Susan FERGUSON	Michael CHURCH
Marc LEDUC	Alice CRANSTON
Yvonne ST. CROIX	Linda WEBSTER
James WARNER	
Doris WEAVER	
Cameron YOUNG	

See other side

TAY VALLEY TOWNSHIP APPLICATION FOR RE-ISSUE OF A VOTER INFORMATION LETTER (LOST AND UNUSED)

Surname:	Given Name(s):	
Qualifying Address (Street No & Name):	City:	Postal Code:
Mailing Address (if different):		
Tel Number:	Roll Number:	
<p>I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:</p> <ol style="list-style-type: none"> 1. That I am an eligible elector for the municipality and that I am on the Voter's List or have made an application to be included on the Voter's List; 2. <input type="checkbox"/> That I have not received by mail a Voter Information Letter from the municipality, <p style="text-align: center;">OR (check appropriate)</p> <ol style="list-style-type: none"> <input type="checkbox"/> That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet. 3. That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes. <p>I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the <i>Canada Evidence Act</i> dated this _____ of _____, 2014. I further understand that making a false statement is an offence under the <i>Municipal Elections Act</i>, 1996 and that I will be subject to prosecution.</p>		
_____ Signature of Applicant	_____ Signature of Election Official	
FOR USE BY ELECTION OFFICIAL ONLY PROCEDURAL POLICY FOR RE-ISSUANCE		
Verification of de-activation of Voter Personal Identification Number _____ <div style="text-align: right;">(signature of Election Official)</div>		
Activation of new Voter Personal Identification Number (PIN) _____ <div style="text-align: right;">(signature of Election Official)</div>		

SIGNATURE OF ACKNOWLEDGEMENT

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

Signature of Applicant

Date

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

Signature of Election Official

Date

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

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

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

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

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

OR (check applicable box)

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

OR (check applicable box)

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

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

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

OR (check applicable box)

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

4. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.
5. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Help Centre in the municipality.
6. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

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

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

Signature of Applicant

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

PROCEDURES OF ELECTION OFFICIAL

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

(signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT

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

Signature of Applicant

Date

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

Signature of Election Official

Date

**FOR USE BY THE ELECTION OFFICIAL
VOTER LEAVES THE HELP CENTRE**

1. Voter has left the Help Centre after voting:

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

Deactivate Voter Personal Identification Number immediately

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

Signature

Date / Time

TAY VALLEY TOWNSHIP ACTIVATION OF INTELIVOTE SYSTEM

INSTRUCTIONS: *To be administered by an Election Official to any of the persons authorized to be in attendance at the Help Centre or any other location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.*

I, one of the undersigned, swear or solemnly affirm:

THAT at **8:2X a.m.**, October 20th, 2014, I verified that all totals of votes cast for all candidates were at "0" prior to the voting system being activated.

SWORN or affirmed before me at the

_____ of _____

in the County of Lanark

this _____ day of _____, 2014.

Name and capacity in which such person is attending. (if scrutineer, name candidate)	Signature of person taking above oath	Signature of person administering above oath

**TAY VALLEY TOWNSHIP
ORAL OATHS AT HELP CENTRE**

ORAL OATH TO VOTE WITH ASSISTANCE

I, _____ being an elector entitled to vote in Tay Valley Township swear or solemnly affirm I require assistance to vote by telephone/internet.

ORAL OATH OF FRIEND OF ELECTOR

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

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

ORAL OATH OF INTERPRETER

I, _____ acting as interpreter for _____, an elector entitled to vote in Tay Valley Township swear or solemnly affirm:

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

SCRUTINEER

SCRUTINEERS (SECTION 16 & 47)

Appointment - by candidate – qualification

A candidate may appoint scrutineers to represent him/her at the Help Centre during the “0” count audit and receipt of voting results, including during a recount.

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

Number - per candidate - in Help Centre - one only

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

Appointment - by council - re by-law – question

Council may appoint scrutineers by resolution using “Appointment of Scrutineers Re By-laws or Questions” [Form LC46](#) in relation to voting on a by-law or question submitted to the electors, to attend at a Help Centre during the “0” count audit and receipt of voting results, including during a recount.

Equal numbers 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 Help Centre 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 Help Centre during the receipt of voting results.

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

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

Appointment - evidence of

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

Scrutineers Rights and Prohibitions

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

TAY VALLEY TOWNSHIP
APPOINTMENT OF SCRUTINEER BY CANDIDATE
Municipal Elections Act, 1996

TAKE NOTICE that I, _____
(Name of Candidate)

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

hereby appoint _____ to represent me and attend:

- the activation of the Intelivote System ("0" count audit)
- at the receipt of the voting results
- at a recount (if such becomes necessary)

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

Date

Signature of Candidate

CONDUCT OF SCRUTINEERS

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

Rights of Scrutineers (includes Candidates, except Candidates elected by acclamation)

- to be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Intelivote System" Form LC44 that attests to this fact.
- to observe the receipt of the voting results at the Help Centre, but shall not interfere with the process
- to sign the Vote Count Summary Report (supplied by the provider)
- in the event of a recount, Section 61 of the *Act* prescribes the number of scrutineers entitled to be present and their rights

Scrutineers and Candidates are prohibited from the following:

- displaying a candidate's election campaign material in the Help Centre
- compromising the secrecy of the voting
- interfering or attempting to interfere with an elector who is voting
- obtaining or attempting to obtain, any information about how an elector intends to vote or has voted
- communicating any information obtained at the Help Centre prior to the release of the information by the clerk

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

TAY VALLEY TOWNSHIP
APPOINTMENT OF SCRUTINEER BY ELECTOR
Municipal Elections Act, 1996

TAKE NOTICE that I, _____
(Name of Elector)

An elector in the _____
(TAY VALLEY TOWNSHIP)

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

Voting Subdivision No.(s) (polling station) _____ **Ward No.(s)** _____

in the Municipality of _____ in respect of the Municipal Elections
held on Monday, October 27, 2014 under the *Municipal Elections Act, 1996*.

Date

Signature of Elector

CONDUCT OF SCRUTINEERS

- 1) ANYONE who is creating a disturbance at the Recount will be removed as directed by the Clerk.
- 2) Before being admitted to the Recount, a person appointed as scrutineer shall produce and show his/her **Form LC45** to the Clerk for the Recount and take the "Oral Oath of Secrecy" **Form LC25** from the Clerk before being permitted to remain at the Recount. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in *O. Reg. 304/13*.
- 3) **Cell phones SHALL be turned off** upon entering the Recount and their use is prohibited during the Recount.
- 4) The Clerk is responsible for the conduct of the Recount and no elector or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
- 5) Scrutineers/electors wishing to observe the recount **MUST** be at the Recount prior to the time designated by the Clerk. No one will be admitted to the Recount after the time designated. Once admitted to the Recount, no one shall be permitted to leave until the Recount has been completed and signed off by the Clerk.
- 6) The total of votes cast for each candidate as counted by the Clerk and Election Official is final. They are not required to do an additional recount.

Rights of Scrutineers (includes Electors)

- to attend the Recount 15 minutes before the designated time
- shall not interfere with the counting process
- to sign the statement of the results prepared by the Clerk

Scrutineers and Candidates are prohibited from the following:

- displaying a candidate's election campaign material at the Recount
- obtaining or attempting to obtain, any information about how an elector has voted
- communicating any information obtained at the Recount about how an elector has voted

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

TAY VALLEY TOWNSHIP ORAL OATH OF SECRECY

I, _____ (*state name*), 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 voting;
- I will not obtain or attempt to obtain information about how an elector intends to vote or has voted; or
- I will not communicate any information obtained at about how an elector intends to vote or has voted.

TO BE DECLARED BY ANY SCRUTINEER, CANDIDATE, OR ELECTOR (IN THE CASE OF A RECOUNT) WISHING TO REMAIN AT THE HELP CENTRE

NAME OF SCRUTINEER	SIGNATURE	NAME OF CANDIDATE	WARD

**TAY VALLEY TOWNSHIP
APPOINTMENT OF SCRUTINEER**

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

Moved by _____

Resolution No. _____

Seconded by _____

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

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

"CARRIED"

I hereby certify the above to be a true copy of a resolution of the **Council (or local board, etc.)** of the (TAY VALLEY TOWNSHIP, local board, etc.) passed on the ____ of _____, 2014.

Municipal Clerk (or Secretary), or designate

(TAY VALLEY TOWNSHIP, local board, etc.)

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

CONDUCT OF SCRUTINEERS

- 1) ANYONE who is creating a disturbance at a Help Centre will be removed as directed by the Returning Officer (RO).
- 2) Before being admitted to a Help Centre, a person appointed as scrutineer shall produce and show his/her Form LC22 to the Election Official for the Help Centre and take the "Oral Oath of Secrecy" Form LC25 from the Election Official before being permitted to remain in the Help Centre. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in *O. Reg. 304/13*.
- 3) **Cell phones SHALL be turned off** upon entering the Help Centre and their use is prohibited while in the Help Centre.

- 4) The Election Official is responsible for the conduct of the Help Centre and no scrutineer has the right to interfere with the Election Official in the discharge of his/her duties.
- 5) Scrutineers wishing to observe the count MUST be at Help Centre prior to 8:00 p.m. No one will be admitted to the Help Centre after 8:00 p.m.
- 6) The total of votes cast for each by-law or question as counted is final. At this point, Election Officials are not required to do a recount/second count.

Rights of Scrutineers

- to sign the statement of the results prepared by the Election Official
- in the event of a recount, Section 61 of the *Act* prescribes the number of scrutineers entitled to be present and their rights.

Scrutineers are prohibited from the following:

- from attempting, directly or indirectly, to interfere with how an elector votes for a particular by-law or question
- displaying election campaign material in a Help Centre
- compromising the secrecy of the voting
- interfering or attempting to interfere with an elector who is voting
- obtaining or attempting to obtain any information about how an elector intends to vote or has voted
- communicating any information obtained at a Help Centre prior to the release by the clerk.

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

COUNT PROCEDURES

COUNT PROCEDURES

The Clerk, at 8:00 pm on October 27th, 2014, shall arrange for the close and deactivation of the Telephone/Internet Voting service at the Help Centre.

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

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

The Clerk shall then request the tabulation of the results for each candidate to be sent by email to the following Receiving Location in the Help Centre: clerk@tayvalleytwp.ca.

Those present, including the Clerk, the Auditor and Candidates, or their scrutineer, shall sign the Vote Count Summary Report indicating the results and votes cast.

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

NOTICE OF RESULTS

NOTICE OF RESULTS

The unofficial results of each candidate by category of wards and polling subdivisions, as applicable, shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 27, 2014, Voting Day, at the Municipal Office located at 217 Harper Road, Perth, and the Clerk shall post the same **Unofficial Results** on the municipality's website.

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using "Declaration of Election – Candidate" Form LC26 and post the results at the Municipal Office and on the municipal website.

TAY VALLEY TOWNSHIP
DECLARATION OF ELECTION - CANDIDATE
Municipal Elections Act, 1996 (s. 55(4(a))

I, _____, Clerk of the Corporation of
(name of Clerk)

_____ in the County of Lanark declare the
following candidate or candidates elected as a result of the Municipal Election
held October 27th, 2014.

<u>OFFICE</u>	<u>ELECTED CANDIDATE</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Date

Clerk's Signature

CLERK OF THE CORPORATION OF THE
TAY VALLEY TOWNSHIP
IN THE COUNTY OF LANARK

RECOUNT

RECOUNT PROCEDURES (SECTIONS 56-58)

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

A recount is required when:

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

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

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

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

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

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

WHO CONDUCTS RECOUNT (SECTION 56)

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

TIED VOTE RECOUNT (SECTION 56)

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

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

Intelivote shall send the results of the recount by fax and/or by e-mail, along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system, and these results will be compared to the results tabulated by the Auditor assigned to the election.

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

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

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

APPLICATION TO SUPERIOR COURT of JUSTICE (SECTION 58)

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

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

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

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

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

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

PERSONS ENTITLED TO BE PRESENT AT RECOUNT (SECTION 61)

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

- be appointed for each possible response to the by-law or question;
- any other person may be present with the Clerk's permission.

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

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form 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.

PROCESS AT RECOUNT (SECTIONS 61, 62)

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

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

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

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.

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

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

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

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

NOTICE OF FINAL CERTIFIED RESULTS – SECTION 62 (4)

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

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

**TAY VALLEY TOWNSHIP
NOTICE OF RECOUNT**

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

I, _____, Clerk of the Corporation of
(name of Clerk)
_____ in the County of Lanark hereby declare that a
recount of the votes cast in the Municipal Election held October 27th, 2014 for

(state office or by-law/question)

shall be held commencing at _____ on _____
(time) (date)

at _____.
(location)

THE RECOUNT IS BEING CONDUCTED PURSUANT TO SECTION _____ OF
THE *MUNICIPAL ELECTIONS ACT, 1996*.

Date

Clerk's Signature

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

**TAY VALLEY TOWNSHIP
DECLARATION OF RECOUNT RESULTS**

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

I, _____, Clerk (or designated official) of the Corporation of _____ in the County of Lanark declare that:

(1) On the _____ day of _____, 2014, I conducted a recount of the ballots cast in the Municipal Election held October 27th, 2014 for:

the office(s) of: _____

the following question or by-law: _____

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

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

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

(Name of Clerk)

CLERK OF THE CORPORATION OF

IN THE COUNTY OF LANARK

CANDIDATES FINANCIAL DISCLOSURE

CANDIDATES FINANCIAL DISCLOSURE (Section 78 (6))

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

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

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

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

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

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

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

REFUND OF NOMINATION FILING FEE (SECTION 34)

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

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

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

TAY VALLEY TOWNSHIP NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s. 78 (6))

TO:

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

FROM:

The Clerk or designated election official of

(TAY VALLEY TOWNSHIP)

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 27, 2015, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.78 of the *Municipal Elections Act, 1996*.

- 78(1) *On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,*
- (a) in the case of a regular election, as of December 31 in the year of the election;*
 - (b) in the case of a by-election, as of the 45th day after Voting Day.*
- (2) *If the candidate's election campaign period continues during all or part of the supplementary reporting period, he or she shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.*
- (3) *A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) and in any previous supplementary statement or report under subsection (2), as the case may be, updated to reflect the changes to the candidate's election campaign finances during the supplementary reporting period.*
- (4) *An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*
- (5) *No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.*

_____ Date

_____ Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every candidate whose nomination was filed with him or her, notice of the filing requirements of this section.
Notice to be given in accordance with Section 13

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

TAY VALLEY TOWNSHIP NOTICE OF DEFAULT

Municipal Elections Act, 1996 (s. 80 (3))

TO:

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

FROM:

The Clerk, or designated election official of _____ (TAY VALLEY TOWNSHIP)

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

- | |
|---|
| A. You failed to file documents with the Municipal Clerk as required by Section 78 of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 79 of the <i>Municipal Elections Act, 1996</i> , or |
| C. A document filed under Section 78 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 76 of that Act. |

(Insert Appropriate Wording or Use the Following Suggestions)

NOTICE OF DEFAULT

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

- (I) If this notice indicates that you have failed to file a document required by Section 78 or 79.1 of the *Municipal Elections Act*, the following provisions and penalties apply:

TO A SUCCESSFUL CANDIDATE

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

OR

TO AN UNSUCCESSFUL CANDIDATE

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

NOTICE OF PENALTIES

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

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

Exception

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

- 92.** (3) *If the expenses incurred by or on behalf of a candidate exceed the amount determined for the office under section 76, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.*
- (5) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 80 (2) if he or she,*
- (a) *files a document under section 78 or 79.1 that is incorrect or otherwise does not comply with that section; or*
 - (b) *incurs expenses that exceed what is permitted under section 76.*

Date

Municipal Clerk or designate

COMPLIANCE AUDIT COMMITTEE

COMPLIANCE AUDIT COMMITTEE (SECTION 81 AND 81.1)

Establish Compliance Audit Committee

A Council shall before October 1 of an election year, establish a Committee for the purposes of Section 81.

In Lanark County a joint Compliance Audit Committee will be established.

Develop a Terms of Reference to be adopted by by-law by all participating municipalities. Once adopted, initiate recruitment process using the Joint Lanark County Compliance Audit Committee Ad – [Form LC49](#) and the Joint Lanark County Compliance Audit Committee Application – [Form LC50](#).

Post the Ad, Application and Terms of Reference on the municipal website.

Council shall approve the appointment of members by resolution or by-law.

Compliance Audit Application

An elector who is entitled to vote in an election and who believes on reasonable grounds that a candidate has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the candidates' election campaign finances. Refer to Section 81 for the purposes for handling an application.

JOINT LANARK COUNTY COMPLIANCE AUDIT COMMITTEE AD*Municipal Elections Act, 1996 (s. 81, 81.1)***APPOINTMENTS****TO THE JOINT LANARK COUNTY
2014 ELECTION
COMPLIANCE AUDIT COMMITTEE**

The municipalities of Carleton Place, Mississippi Mills, Perth, Smiths Falls, Beckwith, Drummond/North Elmsley, Lanark Highlands, Montague and Tay Valley are currently seeking interested applicants with accounting, auditing and legal experience, from professionals who are required to adhere to codes or standards of their profession and from individuals with in-depth knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*, for appointment to the **Joint Lanark County 2014 Election Compliance Audit Committee**.

The purpose of the Compliance Audit Committee is to:

- consider compliance audit applications made by electors and decide whether they should be granted or rejected;
- appoint an auditor if the application is granted;
- receive and consider the auditor's report;
- commence legal proceedings, if there is a contravention; and
- if no contravention, determine whether there were reasonable grounds for the application.

DEADLINE is Monday, February 24th, 2014 at 12:00 p.m.

For further information or if you wish to be considered for an appointment, a copy of the Terms of Reference and Application Form are available from any of the following:

TOWN OF SMITHS FALLS	TOWNSHIP OF MONTAGUE	TAY VALLEY TOWNSHIP
Kerry Costello, Clerk Town of Smiths Falls 77 Beckwith Street North P.O. Box 695 Smiths Falls, Ontario K7A 4T6 (613-283-4124) www.smithsfalls.ca	Katie Valentin, Clerk Township of Montague 6547 Roger Stevens Drive, P.O. Box 755 Smiths Falls, Ontario K7A 4W6 (613-283-7478) www.township.montague.on.ca	Lauren Walton, Clerk Tay Valley Township 80 Gore Street E. Perth, Ontario K7H 1H9 (613-267-3311) www.perth.ca
TOWNSHIP OF LANARK HIGHLANDS	TOWN OF CARLETON PLACE	TOWNSHIP OF DRUMMOND/ NORTH ELMSLEY
Rob Wittkie, Clerk Township of Lanark Highlands 75 George Street, P.O. Box 340 Lanark, ON K0G 1K0 (613-259-2398) (1-800-239-4695) www.lanarkhighlands.ca	Duncan Rogers, Clerk Town of Carleton Place 175 Bridge Street Carleton Place, ON K7C 2V8 (613-257-6211) www.carletonplace.ca	Cathy Ryder, Clerk Township of Drummond/North Elmsley 310 Port Elmsley Road, RR 5 Perth ON K7H 3C7 (613-267-6500) www.dnetownship.ca

TOWNSHIP OF BECKWITH	TOWN OF MISSISSIPPI MILLS	TAY VALLEY TOWNSHIP
Cynthia Moyle, Clerk Township of Beckwith 1702 9th Line Beckwith, RR #2 Carleton Place ON K7C 3P2 (613-257-1539) (1-800-535-4532) www.twp.beckwith.on.ca	Shawna Stone, Clerk Town of Mississippi Mills 3131 Old Perth Road, RR 2 Almonte ON K0A 1A0 (613-256-2064) www.mississippimills.ca	Amanda Mabo, Clerk Tay Valley Township RR 4, 217 Harper Road Perth ON K7H 3C6 (613-267-5353) (1-800-810-0161) www.tayvalleytwp.ca

JOINT LANARK COUNTY COMPLIANCE AUDIT COMMITTEE APPLICATION

Municipal Elections Act, 1996 (s. 81, 81.1)

INSTRUCTIONS:

Completed applications can be hand delivered or sent by regular mail, and must be received by **12:00 p.m. on Monday, February 24th, 2014** by one of the following member municipalities:

TOWN OF SMITHS FALLS	TOWNSHIP OF MONTAGUE	TAY VALLEY TOWNSHIP
Kerry Costello, Clerk Town of Smiths Falls 77 Beckwith Street North P.O. Box 695 Smiths Falls, Ontario K7A 4T6 (613-283-4124) www.smithsfalls.ca	Katie Valentin, Clerk Township of Montague 6547 Roger Stevens Drive, P.O. Box 755 Smiths Falls, Ontario K7A 4W6 (613-283-7478) www.township.montague.on.ca	Lauren Walton, Clerk Tay Valley Township 80 Gore Street E. Perth, Ontario K7H 1H9 (613-267-3311) www.perth.ca
TOWNSHIP OF LANARK HIGHLANDS	TOWN OF CARLETON PLACE	TOWNSHIP OF DRUMMOND/NORTH ELSLEY
Rob Wittkie, Clerk Township of Lanark Highlands 75 George Street, P.O. Box 340 Lanark, ON K0G 1K0 (613-259-2398) (1-800-239-4695) www.lanarkhighlands.ca	Duncan Rogers, Clerk Town of Carleton Place 175 Bridge Street Carleton Place, ON K7C 2V8 (613-257-6211) www.carletonplace.ca	Cathy Ryder, Clerk Township of Drummond/North Elmsley 310 Port Elmsley Road, RR 5 Perth ON K7H 3C7 (613-267-6500) www.dnetownship.ca
TOWNSHIP OF BECKWITH	TOWN OF MISSISSIPPI MILLS	TAY VALLEY TOWNSHIP
Cynthia Moyle, Clerk Township of Beckwith 1702 9th Line Beckwith, RR #2 Carleton Place ON K7C 3P2 (613-257-1539) (1-800-535-4532) www.twp.beckwith.on.ca	Shawna Stone, Clerk Town of Mississippi Mills 3131 Old Perth Road, RR 2 Almonte ON K0A 1A0 (613-256-2064) www.mississippimills.ca	Amanda Mabo, Clerk Tay Valley Township RR 4, 217 Harper Road Perth ON K7H 3C6 (613-267-5353) (1-800-810-0161) www.tayvalleytwp.ca

Any personal information provided on this form will be subject to public inspection as per the terms of section 88(5) of the *Municipal Elections Act, 1996*.

Applicant

Last Name	First Name
Mailing Address	Unit No.
	City/Town
	Postal Code

E-mail Address (update when available)	Business Phone No.	Home Phone No.
--	--------------------	----------------

Questionnaire & Certification

Instructions for completing this Questionnaire and preparing your curriculum vitae (CV) :

- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Your curriculum vitae (CV) should be based on your skills, experience and qualifications compared to those listed in the terms of reference for the Committee
- You should include detailed information in your curriculum vitae (CV) for the questions where you answered 'yes'
- Include your current and past employer's names, and under each employer include the job titles, dates you were in each position and a summary of your experience for each position
- Submit a copy of your curriculum vitae (CV) , along with this application form
- Please do not include copies of transcripts, licenses, certificates, etc.

1 The Committee shall be composed of three voting members and three alternate members, and shall not include:

- employees or officers of the member municipalities;
- members of Council of the member municipalities; or
- any candidates in the 2014 municipal election and any by-elections during Council's term for any of the member municipalities.

Are you any of the aforementioned?

Yes
 No

*If yes, you are not eligible to be a member of this Committee.

2 Do you possess the following experience (please include number of years experience in your curriculum vitae (CV)):

Knowledge of the *Municipal Elections Act, 1996*? Yes
 No

Knowledge and understanding of the campaign financing rules in the *Municipal Elections Act, 1996*? Yes
 No

Proven analytical and decision-making skills? Yes
 No

Experience working on a committee, task force or similar setting? Yes
 No

Excellent oral and written communication skills? Yes
 No

3 Curriculum vitae (CV) attached? Yes
 No

4 Would you have any conflicts of interest or potential conflicts of interest if you were appointed? Yes
 No

If yes, please describe the general nature of the conflict of interest (e.g. providing financial assistance or legal counsel to any candidate running for Council in the 2014 municipal election).

If appointed to the Joint Lanark County 2014 Election Compliance Audit Committee I agree that I will not provide advice to, prepare or audit the election financial statements of any candidate for office on Council or become a candidate in the 2014 municipal election and any by-elections during Council's term for any of the member municipalities.

I hereby certify that the information contained in this application form is accurate.

Signature

Date

The term of office for the Joint Lanark County 2014 Election Compliance Audit Committee is from December 1, 2014 to November 30, 2018 to deal with applications from the 2014 election and any by-elections during Council's term.

I consent to share my contact information with other municipalities or school boards for possible appointment to their Compliance Audit Committee.

Yes

No

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, s. 81.1 and the *Municipal Freedom of Information and Protection of Privacy Act*. The information is used to assess an applicant's eligibility to serve on the Joint Lanark County 2014 Election Compliance Audit Committee. Pursuant to s. 88 of the *Municipal Elections Act, 1996*, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any member municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any of the member municipalities.

ELECTION RECORDS

ELECTION RECORDS

Candidates

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

Clerk

Disposition of Records (Section 88)

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

The witnesses shall complete the "Witness Statements as to Destruction of Ballots" Form LC30. The ballots and any other documents shall not be destroyed if:

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

Retention of Records

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

TAY VALLEY TOWNSHIP
WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS
Municipal Elections Act, 1996 (s. 88(2))

_____ in the County of Lanark
(TAY VALLEY TOWNSHIP)

FIRST WITNESS

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

(Signature of Witness)

SECOND WITNESS

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

(Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

The Clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under Section 55 and, unless there is a court order that they be retained or a recount has been commenced and not finally disposed of, shall then destroy the ballots in the presence of two witnesses (s.88). At the time of destroying the ballots pursuant to Section 88, other documents and other materials related to the Election (with exception of documents filed under Section 78 and 79.1) may also be destroyed.

ACCESSIBILITY

ACCESSIBILITY

Electors and Candidates with Disabilities

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

Location - Accessibility

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

Report

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

Other Resources

AMCTO Municipal Election Manual 2014, Chapter 7

Ontario Candidate's Guide to Accessible Elections

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

Municipally approved Accessibility Policies and Procedures

EMERGENCIES

EMERGENCIES (SECTION 53)

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

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

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

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

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

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency (all information pertaining to the emergency shall be communicated via Lake 88.1 FM and posted to the website and Facebook page if possible).

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

- reporting results
- notification of electors
- Election Officials
- voting period (delay of Voting Day, extension of voting hours or day(s))
- alternate Help Centre or alternate facility

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

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

CORRUPT PRACTICES

OFFENCES, PENALTIES AND ENFORCEMENT (SECTION 89 and 90)

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

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

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

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

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

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

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

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

PENALTIES

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

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

MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter to electors by 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 (10) years.

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

DISCRETIONARY POWERS OF THE CLERK

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

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

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

	<i>Reproduction Of Voters' List</i>
23(2)(a)	The Clerk shall determine the method of reproducing the Voters' List.
	<i>Revision Of Voters' List</i>
23(2)(b)	The Clerk may determine at what time and where applications to revise the Voters' List can be made.
24(1)	The Clerk can determine the forms used for revision of the Voters' List.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
25(3)(a)	The Clerk shall set the time and place for a hearing to decide on deletions from the Voters' List.
25(3)(b)	The Clerk shall determine the method and form of notice for a hearing to consider deletions from the Voters' List.
25(4)	The Clerk may remove a name from the Voters' List without a hearing if satisfied the person is deceased.
25(5)	The Clerk shall dismiss the appeal if applicant or representative does not appear.
25(6)	The Clerk may decide to delete a name when the person affected does not attend the hearing if satisfied that the person received notice or could not be found.
25(7)(b), (c)	The Clerk can determine how to send a copy of an approved application to delete a name from the Voters' List to the applicant and the affected person.
25(8.1)	The Clerk shall not make a determination under Section 25(7) or (8) until after the hearing.
25(9)	The Clerk decides whether a person can be found for the purpose of giving results of the hearing to delete a name from the Voters' List under Section 25(7) (c) or (8) (c).
27(1)(a)	The Clerk can determine the form and method, and shall prepare an interim list of changes to the Voters' List.
27(1)(b)	The Clerk can determine how the interim list of revisions is delivered to certified candidates.
SECTION	SHORT DESCRIPTION
	<i>Certification Of Voters' Lists, As Revised</i>
28(1)	The Clerk shall determine the method of preparing the Voters' Lists for each voting place and the form of certification.
	<i>Nominations</i>
32	The Clerk can determine the form and method of giving notice of the offices for which persons may be nominated and the nomination procedures.
33(2)	The Clerk can determine which, if any, electronic method or methods of payment may be used to pay the nomination fee, notwithstanding cash, certified cheque and money order shall be accepted. (O.Reg 101/97 as

	amended by O.Reg 303/13, Nov. 2013)
35(1)	The Clerk shall examine nomination papers filed on or before Nomination Day (September 12 th , 2014) before 4:00 p.m. on Monday, September 15 th , 2014); and if required, additional nominations filed on Wednesday September 17 th , 2014 shall be examined before 4:00 p.m. on Thursday, September 18 th , 2014.
35(2), (3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected.
35(5)	The Clerk's decision to certify or reject a nomination is final.
	<i>Acclamations</i>
37(1), (2)	The Clerk can determine the method of declaring acclamations.
	<i>Notice of Election</i>
40(a), (b), (c), (d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable.
	<i>Ballot Form</i>
41(1)	The Clerk shall provide ballots in the prescribed form.
41(2)3.	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5.	The Clerk can decide to include addresses to distinguish between candidates with similar names. However, every candidate's qualifying address shall appear under their name.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	<i>Voting Or Vote Counting Equipment Or Alternate Voting Method</i>
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to candidates.
	<i>Advance Vote</i>
43(3)	The Clerk shall hold an advance vote in accordance with the by-law passed by Council in Section 43(1).
43(5)(b)	The Clerk determines how to keep safe any Advance Vote ballot boxes and

(ii)	all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting.
	<i>Proxies</i>
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy.

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

Recounts	
56(1), (2)	The Clerk shall hold a recount within 10 days if votes are tied.
59.	The Clerk may decide to include other candidates for an office in a recount.
61(1)1.	The Clerk may be present at a recount in the case of a tie vote, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1.	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
By-Elections	
65(4)1.	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1.	The Clerk sets the date of voting if the by-election relates to a question or by-law.

SECTION	SHORT DESCRIPTION
Financial Reporting	
33.0.1 (1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination).
76(7)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses.
78(6)	The Clerk determines the form and method of delivery of notice to candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
79(4)	The Clerk determines how campaign surpluses are held in trust.
80(3)	The Clerk determines the form of the notice of default.
81 (4)	The Clerk or the secretary of the local board establishes administrative practices and procedures for the Compliance Audit Committee and shall carry out any other duties required under this Act to implement the committee's decisions.
84(5)	The Clerk determines the method of communicating the receipt of a disclaimer to the Council or the Board.
33.1	The Clerk shall determine the form and method of delivery of notice, to each person nominated for an office, of the penalties under subsections 80(2) and 92(5) related to election campaign finances.

	<i>Election Records</i>
88(2)(a)	The Clerk determines the method used to destroy the ballots.
88(2)(b)	The Clerk may determine what other documents or materials related to an election may be destroyed when the 120 day retention period has elapsed.
88(4)	Financial statements must be retained until the next election.
88 (9.1)	The Clerk shall make the documents filed under sections 78 and 79.1 available at no charge for viewing by the public on a website on the Internet or in another electronic format as soon as possible after the documents are filed

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