

Municipal Election Procedures



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This document is available in alternate formats upon request.

Interpretation and Election Principles

Definitions

In these procedures:

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

"Ballot" means a set of audio instructions or image on a computer screen with all choices available to an elector and way to mark their vote,

"Barrier" shall have the same meaning as defined in the *Accessibility for Ontarians with Disabilities Act, 2005*,

"Candidate" means a person nominated under s. 33 of the Act, and a "Certified Candidate" means a Candidate whose nomination was certified by the Clerk under s. 35 of the Act,

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

"Disability" shall have the same meaning as defined in the *Accessibility for Ontarians with Disabilities Act, 2005*,

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

"Election Official" means the Clerk or any other person appointed in writing by the Clerk to carry out election duties including the duties of a deputy returning officer set out in the Act,

"Municipal Office" means the Woolwich Township administration building located at 24 Church Street West, Elmira, Ontario,

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

"Township" means The Corporation of the Township of Woolwich,

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

"Voter Information Letter" means a personalized letter mailed to every elector containing their personal voter identification number and PIN number, how to vote and any other information the Clerk may provide,

"Voters' List" means the preliminary list of electors corrected by the Clerk, under s. 22 of the Act,

"Voting Day" means the day on which the final vote is to be taken, and

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

Municipal Elections Act

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

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

Language and Time (s. 9)

Procedures and forms will be provided in English only.

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

Questions

Questions about these procedures can be addressed to the Clerk and will be answered following the Township Communications - Election Questions procedure in the Election Advertising and Campaigning section.

Election Principles

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

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

Authority of the Clerk

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

The Clerk is responsible for conducting the election, including:

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

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

In an internet and telephone voting election, the Clerk must establish forms and procedures and has authority to require people to use established forms.

This document sets out the forms and procedures established by the Clerk for the 2018 municipal election. These procedures will be posted online and provided to all Candidates and Third Party Advertisers.

Election Officials - Appointment and Training (s. 15)

The Clerk may appoint Election Officials and delegate any of the Clerk's powers and duties to election officials. The Clerk may continue to exercise the delegated powers and duties, despite the delegation. All election officials shall be appointed and take an oath of secrecy using the "Appointment and Oath of Election Official" Form W20.

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

Procedures Subject to Change

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

The Clerk will summarize changes to these procedures below, post updated procedures online and email all Candidates and Third Party Advertisers.

List of Changes

Subject Area	Nature of the Change	Date
Candidates and Nomination	Number of nominations for school boards corrected	March 29, 2018
Job Descriptions	Job description information added	
Election Advertising and Campaigning	Election sign rules clarified Use of Corporate Resources for Election Purposes updated	
Election Accessibility Plan	Election Accessibility Plan added	
Campaign Expenses and Contributions	Various clarifications	
Voters' List	Title changed Link to voterlookup.ca added	
Voting Procedure	Proxy voting is not allowed	
Other	Headings revised and reorganized	
Index of Forms	Updated new provincial forms and Township forms requiring release of regulations	April 27, 2018
Election Advertising and Campaigning	Updated policy Use of Corporate Resources for Election Purposes	
Candidates and Nomination	Confirmed school board nomination filing locations Updated reference to provincial forms	
Third Party Advertisers and Registration	Updated reference to provincial forms	

Election Accessibility Plan

Commitment to Accessibility and Accessible Voting Locations (s. 45)

The Multi-Year Accessibility Plan sets out the Township's commitment to:

- fostering a more inclusive community, and
- allowing persons with disabilities full participation in the community.

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

The Election Accessibility Plan supports full and equal access to electoral services for persons with disabilities and pro-actively addresses accessibility barriers for the 2018 municipal election. This plan will be monitored and improved or updated as best practices are identified and new opportunities for improvement arise to respond to feedback from the community.

Legislative Requirements (s. 12.1, 45)

The Act requires the Clerk to:

- consider the needs of electors and candidates with disabilities;
- ensure that each voting place, which includes Election Help Centres, is accessible to electors with disabilities;
- prepare a plan for the identification, removal and prevention of barriers that affect voters and Candidates with disabilities and make the plan available to the public; and
- submit a report to council about the identification, removal and prevention of barriers that affect voters and Candidates with disabilities before Monday, January 21, 2019.

Input and Feedback

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

Email: Election@Woolwich.ca.

Phone: 519-669-1647 or Toll Free: 1-877-969-0094

Letter Mail: 24 Church Street West, P.O. Box 158, Elmira, ON, N3B 2Z6

Election Accessibility

1. Consultation Initiatives

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

2. Communication Initiatives

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

3. Candidate Initiatives

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

4. Election Help Centre Initiatives

- Inspect Election Help Centre locations to ensure all are accessible.
- The main entrance to the Election Help Centre will be accessible.
- Ensure Election Help Centres have signage for easy navigation.

- Enhance walkability to Election Help Centre locations and reduce excessive distances between the parking lot and the entrance.
- Establish Election Help Centres at retirement homes and institutions in accordance with the Act to assist electors.

5. Voting Process Initiatives

- Internet and telephone voting allows voters to cast their ballot from anywhere with an internet connection or telephone, whether the voter is coping with an illness, working days or nights, has a disability or has trouble travelling.
- Internet and telephone voting method allows voters to vote using accessibility features like screen magnifiers, brightness or high contrast views, screen readers, TTY telephone assistance or any other assistive device they may use at home.
- Internet voting method may allow electors to use translation software if they are more comfortable reading a different language.
- Internet and telephone voting means travel to polls is not necessary but Election Help Centers will be available to assist voters.
- Notepads will be provided to increase communication to assist voters who are hard of hearing or deafened.
- Chairs or stools will be available at Election Help Centers for electors waiting in line who cannot stand for a prolonged period.
- Electors will be notified of an emergency or service disruption.

6. Training of Election Officials Initiatives

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

7. Post-election Accessibility Report

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

Public Information and Communications

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

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

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

Voter Information Letters

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

Voter Information Letters will also contain election information such as:

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

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

Election Website

The official election website (www.Woolwich.ca/elections) will be the main place for all election information and updates, including:

- key election dates and times,
- Election Help Centre locations, dates and hours of operation,
- election policies and procedures,
- election results,
- Candidate and Third Party Advertiser financial statements, and
- any other information that may be helpful or must be publicly available.

Communications

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

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

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

Job Descriptions

It is critical that Candidates understand their responsibilities and time commitment. Once elected, Council members will receive orientation training November 15, 20, 22, 27 and 29, 2018. Candidates for Council are encouraged to contact the Clerk if they have questions about their role.

Annual Salary

The salary is \$18,139 for a Councillor and \$30,921 for the Mayor (2018 rate).

Township of Woolwich Mission Statement

Woolwich Township citizens deserve responsible community leadership, high quality services and programs, sound financial management and customer service assistance in a courteous, helpful manner. Elected officials, staff and volunteers aim to exceed resident expectations.

Legislated Responsibilities of Council and the Mayor

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

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

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

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

Time Commitment – Council Meetings and Committees of Council

Woolwich Township Council generally meets in Council Chambers at 24 Church Street West, Elmira at 7:00 pm, two to three times a month according to the Council meeting schedule, posted online. Meetings generally last three or more hours and all members of Council must attend. Closed and Special meetings of Council are called as required.

Typically, Council members are also appointed to one or two additional Committees of Council, which require the Councillor to attend, participate, and report back to Council. The commitment varies but normally requires attendance at one additional, one to three-hour meeting per month.

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

Time Commitment – Public Events and Community Relations

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

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

Human Resources and Directing Staff

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

Code of Conduct

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

Third Party Advertisers and Registration

Third Party Advertising

Third party advertising is any message or material to support or oppose a Candidate or a question on the ballot which incurs a cost. Third parties advertising between May 1, 2018, and October 22, 2018 must register with the Clerk in each municipality where they plan to advertise.

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

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

Third party advertising **does not** apply:

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

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

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

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

Registration Period and Procedure (s. 88.6)

A notice of registration must be filed as follows:

- in the Municipal Office Monday to Friday, 9:00 am to 5:00 pm during:
 - Monday, May 1, 2018 to Friday, October 19, 2018,
- using the prescribed "Notice of Registration - Third Party" Form 7, and
- in person by:
 - the individual, or
 - a representative of the corporation or trade union

Registration - Additional Materials

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

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

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

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

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

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

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

Candidates and Nomination

Candidate Qualifications (s. 17.2)

Candidates must be eligible to vote in Woolwich Township to run for council on the day their nomination is filed, see Voter Qualifications below.

Candidates may run in any ward in the Township.

There are additional rules for:

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

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

Filing Location	Offices	Office
Woolwich Township Clerk's office	1	Mayor
	2	Ward 1 Councillor
	1	Ward 2 Councillor
	2	Ward 3 Councillor
	1	Woolwich/Wellesley Trustee – Waterloo Region District School Board (English Public School Board)
Waterloo Regional Clerk's office	1	Regional Chair – Region of Waterloo
City of Waterloo Clerk's Office	2	Waterloo/Wellesley/Woolwich Trustee – Waterloo Catholic District School Board (English Separate School Board)
City of London Clerk's Office	1	Huron, Middlesex, Perth, Waterloo, Wellington Trustee – Conseil Scolaire Viamonde (French Public School Board)
City of Kitchener Clerk's Office	1	Waterloo Region-Brant-Haldimand-Norfolk Trustee – Conseil scolaire catholique MonAvenir (French Separate School Board)

Nomination Period and Procedure (s. 31, 32, 33, 34)

Nominations must be filed in person:

- at the Municipal Office during the period:
 - May 1, 2018, to July 26, 2018, from Monday to Friday, 9:00 am to 5:00 pm, and
 - Friday, July 27, 2018, from 9:00 am to 2:00 pm (Nomination Day),
- using the “Nomination Paper” Form 1 and “Endorsement of Nomination” Form 2 endorsed by 25 people eligible to vote for the office (a person may endorse more than one nomination),
- by the nominee or the nominee’s agent with the nominee’s original signature and the declaration of qualification commissioned,
- with the prescribed nomination filing fee (cash, debit card, certified cheque or money order accepted):
 - \$200.00 for Mayor or \$100 for all other offices*, and
- with proof of identity and residence as prescribed in O. Reg. 304/13 and proof of citizenship satisfactory to the Clerk.

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

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

Nomination – Additional Materials

The nomination process will include completion of the following:

- “Declaration of Qualifications” Form W10,
- “Release of Campaign Information” Form W11,
- “Preliminary Amount of Expenses and Contributions” Form W12,
- “Nomination and Registration Notices” Form W13,
- proper pronunciation of their name for the telephone voice prompts of the voting system,
- any other information required, and
- “Nomination Checklist” Form W14 confirming completion of the above.

Campaign Contact Information

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

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

If the Candidate does not consent to providing this information, only their name will be provided online. Contact information provided may be personal or campaign specific, however only one phone number, address, email or website will be provided for each Candidate and the Candidate is responsible for updating this information. No pictures, biographies or platforms will be provided.

Woolwich Township does not endorse or support any Candidate.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of Candidates by posting in the Municipal Office and on the election website an unofficial list of candidates which will be updated as each Nomination Paper is filed.

Multiple Nominations (s. 29 (2))

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

Withdrawal of Nominations (s. 36)

Candidates may withdraw their nomination in person or by an agent by filing a "Withdrawal of Nomination" Form 2 with their original signature with the Clerk before 2:00 pm on Nomination Day, Friday, July 27, 2018. When a nomination is withdrawn, the Clerk will provide notice as follows:

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

Certification or Rejection of Nomination Papers (s. 35)

On or before Monday, July 30, 2018, at 4:00 pm, the Clerk will review each nomination received. The Clerk will certify the nomination by signing the nomination paper if satisfied that the person being nominated is qualified and the nomination complies with the Act.

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

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

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

Official List of Candidates

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

Declaration and Notice of Election (s. 40)

If after 4:00 pm on Monday, July 30, 2018, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk will declare an election to be conducted and provide notice on the election website of:

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

Acclamations (s. 37(1))

If after 4:00 pm on Monday, July 30, 2018, the number of Certified Candidates for an office is the same as or fewer than the number to be elected, the Clerk will declare the Candidate(s) elected by acclamation and post a “Declaration of Acclamation to Office” Form W18 at the Municipal Office and online. There is no election for any offices which have been acclaimed.

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

If at 4:00 pm on Monday, July 30, 2018, the number of certified nominations filed for an office is fewer than the number of persons to be elected, the Clerk will post a notice of additional nominations online and take further nominations between 9:00 am and 2:00 pm on Wednesday, August 1, 2018.

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

After 4:00 pm on Thursday, August 2, 2018, the Clerk will:

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

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

Death or Ineligibility of a Candidate (s. 39)

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

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

Election Advertising and Campaigning

Responsibility for Information

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

Guides

A Candidates guide is available at www.mah.gov.on.ca and School Board Trustees can find out more at www.elections.ontarioschooltrustees.org.

Start of Campaign (s. 88.20, 88.21)

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

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

Mandatory Advertising Information (s. 88.3, 88.5)

Election campaign advertisements must identify:

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

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

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

Responsibility of Broadcasters and Publishers

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

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

Township Communications - Election Questions

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

Valrie Hummel, Director of Council & Information Services/Clerk
24 Church Street West,
P.O. Box 158, Elmira, ON N3B 2Z6
Tel: 519-669-1647 ext. 6005
Email: vhummel@woolwich.ca

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

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

Township Communications - Administrative Questions

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

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

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

Municipally Owned/Leased Facilities

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

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

The Township's Use of Corporate Resources for Election Purposes policy CC-10 is available on the election website or at the Township Office.

Campaigning at Apartments and Condominiums (s. 88.2)

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

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

Use of Municipal Logo, Crest or Other Insignia

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

Election Signs

Candidates and Third Party Advertisers must follow election sign requirements set out in the Township's Election Sign By-law No. 16-2014 and the Region of Waterloo Sign By-law No. 10-030, including:

- signs can only be posted between September 7 and October 25, 2018,
- signs can only be put on private property with the owner's consent,
- 2 signs for each Candidate or Third Party Advertiser may be posted on each side of a public road allowance on each block, as long as the signs:
 - are portable or mounted on wire frame able to be bent by hand or a wood frame with less than 4" x 4" post driven into the ground,
 - are less than 1.2 m wide and .8 m tall, set back at least .5 m from the road or sidewalk and do not block sightlines for drivers,
- no signs on Election Help Center property on a day it will be open,
- no signs on other public property or attached to public infrastructure like light poles, utility boxes, trees, benches or waste containers,
- no signs that flash, change colour or have any moving parts.

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

Complaints regarding vandalism to signs, posters or other campaign material should be referred to Waterloo Regional Police Service by the complainant.

Scrutineers

Appointment by Candidate and Qualification

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

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

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

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

Candidate and Scrutineer Access

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

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

Number of Scrutineers

No more than one scrutineer representing each Candidate may be permitted at one time at the Municipal Office or any Election Help Centre.

Conduct

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

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

Campaign Finances

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

Sections 88.22 to 88.32 of the Act assign several duties to Candidates and Third Party Advertisers respecting contributions, receipts, records, financial filings, return of contributions, anonymous donations and other matters. Candidates and Third Party Advertisers should pay careful attention to these rules and their duties under the Act and obtain professional assistance as required.

Financial Reporting Training

Woolwich will offer financial reporting training to assist Candidates. Financial reporting training is mandatory for Elected Candidates in Woolwich. This training is not intended to replace the need to obtain professional advice.

Campaign Period (s. 88.24, 88.28)

Contributions cannot be accepted outside the campaign period (beginning on nomination or registration and ending December 31, 2018), unless extended.

Campaign Contributions (s. 88.8 to 88.15, 88.34)

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

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

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

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

Contribution Rebates

Woolwich Township does not issue contribution rebates.

Who may make Campaign Contributions:	Candidate	Third Party Advertiser
Individuals residing in Ontario	Yes	Yes
The spouse of a Candidate or an individual who is a Third Party Advertiser	Yes	Yes
A Corporation conducting business in Ontario	No	Yes
Trade Union holding bargaining rights in Ontario	No	Yes
A Federal or Provincial political party, constituency association or candidate. The Government of Canada or Ontario, or a municipal government or local board.	No	

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

No one may contribute more than:

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

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

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

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

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

Campaign Expenses (s. 88.19)

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

- the value goods and services including the replacement value of goods and services used in a previous election,
- election campaign advertisements,

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

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

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

- the Clerk provides a preliminary amount during nomination or registration, and
- the Clerk makes a second, final calculation on or before September 25, 2018 and provides this amount by email to Candidates and Third Party Advertisers using the "Certificate of Maximum Campaign Expenses" Form W15.

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

All Candidates and Third Party Advertisers must file a "Financial Statement" Form 4, in person, with an original signature, before 2:00 pm on March 29, 2019. If an error is noticed before the deadline, the financial statement may be corrected and refiled. Candidates and Third Party Advertisers will receive notice of filing requirements, entitlement to a refund and penalties during the nomination or registration process.

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

Candidates and Third Party Advertisers may pay \$500 to the Clerk to extend the deadline to file their "Financial Statement" Form 4 until April 26, 2019 at 2:00 pm.

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

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

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

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

- the day when the Candidate has received enough money to pay for the original deficit and any expenses from seeking further contributions,
- the day the Candidate notifies the clerk in writing that he or she will not accept further contributions, or
- June 30, 2018.

If a Candidate's campaign period is extended, they must file a supplementary financial statement (auditor's report, if necessary) with all their original financial information plus the information from the additional campaigning by September 27, 2019.

Default and Penalties (s. 88.23, 88.27)

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

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

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

Financial Statements and Review of Contributions (s. 88.34)

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

Compliance Audit Committee (s. 81)

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

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

Voters' List

Verifying the Voters' List

Voters may verify their information on the preliminary list of electors or the Voters' List using the online tool voterlookup.ca or by contacting the Clerk's Office or an Election Help Centre.

Voter Guide

The Ministry of Municipal Affairs posts a voter guide on their website at www.mah.gov.on.ca.

Voter Qualifications (s. 17(2))

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

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

Preliminary List of Electors (s. 19)

Municipal Property Assessment Corporation provides the preliminary list of electors to the Clerk between July 31 and August 31, 2018, which contains:

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

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

A Voter's name may be on the Voters' List of more than one municipality. For example, if a person lives in Woolwich and owns property in Kitchener, they are a resident elector in Woolwich and a non-resident elector in Kitchener. In this case the elector is entitled to vote in both municipalities but may not vote more than once for the same office, namely School Trustee or Regional Chair.

Voters' List (s. 22(2))

The Clerk may correct any obvious errors in the preliminary list of electors before Friday, August 31, 2018, using information in the Township's control.

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

The Clerk will maintain the Voters' List electronically.

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

Information on the Voters' List may be amended between September 4, 2018, and October 22, 2018, until 8:00 pm at the Municipal Offices or at an Election Help Centre as follows:

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

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

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

The Clerk shall prepare an interim list of changes to the Voters' List on or before September 15, 2018, and circulate to those who requested a copy by September 25, 2018, if authorized under the Act.

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

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

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

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

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

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

Voting Procedure

Council Authority (s. 42)

On April 25, 2017, Woolwich Council passed By-law No. 26-2017 authorizing:

- the internet and telephone voting method, and
- an agreement with Dominion Voting Systems Inc. to provide voting services following a competitive Request for Proposals (RFP) process.

Voting Period

The Voting Period allows for voting between Tuesday, October 9, 2018, at 10:00 am and Monday, October 22, 2018, at 8:00 pm.

Voting Options - Internet and Telephone

Voters may vote using one of the following methods:

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

Paper ballots will not be available but Voters may go to an Election Help Centre to vote online or for other election services and assistance.

Voting Proxy

Proxy voting, or assigning another person to vote on your behalf, will not be offered this election due to the internet and telephone voting method.

System Integrity

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

- the election system can only be accessed by eligible voters using their unique Voting Credentials (Voter ID, PIN number) and year of birth,
- all eligible voters are sent a sealed Voter Information Letter with their Voting Credentials and only voters have access to their PIN number,
- Election Officials may only access a voter's PIN number to deactivate and issue a new PIN number according to these procedures, and
- eligible voters can be added or amend their information on the Voters' List up to and including Election Day, October 22, 2018, at 8:00 pm.

Voting System Testing and Activation

The Clerk will conduct a logic and accuracy test of the voting system on Tuesday, October 9, 2018, at 9:30 am. After confirming that the system is

working properly, the Clerk shall activate the voting system at 10:00 am.

Voting system testing and activation will be open to Candidates or their scrutineers, provided they sign in and attest that the system is functioning using the "Activation of the Voting System" Form W30.

Voting

Voters may log into the voting system using:

- their Voter ID, PIN number (included on the Voter Information Letter),
- their year of birth, and
- a captcha (verifying text in a picture or a sound).

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

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

Once an voter has made a selection for all contests, the system will indicate the voter's choice and ask the voter to either confirm their selections and cast their ballot or allow the voter to return to a contest to change their selections. Once the ballot is cast and confirmed, the Voter's identification number and PIN cannot be used again to access the voting system.

Completing a Ballot Later, Timeout and Lost Connections

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

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

Voting Security

Woolwich Township will **never** call or email you asking for your login or PIN. To ensure secrecy, confidentiality and privacy while voting, please:

- ensure no one else is listening on the same phone line while voting,
- do not use public WiFi if you are unfamiliar with the security settings.

Voter Assistance

Voting Places

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

Election Help Centres

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

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

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

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

Verify, Update or Add Information on the Voters' List

Voters may verify their information on the Voters' List using voterlookup.ca, at the Municipal Office or at an Election Help Centre.

Starting September 1, 2018, eligible voters with incorrect information or whose name is not on the Voters' List must attend the Municipal Office or an Election Help Centre in person with proof of identity and residence as prescribed in O. Reg. 304/13 to complete an "Application to Amend Voters' List" Form W40. If necessary, a Voter Information Letter will be issued on completion.

An "Application to Amend Voters' List" Form W40 is required to correct which school board the voter may vote for and cannot be done over the phone.

Replace Voter Information Letter or PIN Number

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

1. Where a person on the Voters’ List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Election Help Centre in person and prove to the satisfaction of the Election Official that they require a new PIN. The authorized Election Official will disable the elector’s assigned PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on “Application for Re-issue of a Voter Information Letter” Form W35 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
2. Where a person on the Voters’ List has attempted to vote and their PIN has already been used, he or she can attend the Election Help Centre and prove to the satisfaction of the Election Official that they did not vote and require a new PIN. Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Election Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an “Application for Re-issue of a Voter Information Letter” Form W35 shall be completed by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector must vote immediately at the Election Help Centre to eliminate any further misuse of the PIN. If necessary, the Election Official will disable a PIN if it was not used at the Election Help Center before the voter leaves and/or the Clerk will forward the misuse of the PIN to the police for investigation and prosecution.

Duplicate Voter Information Letters

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

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

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

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

PIN Questions or Trouble Voting

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

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

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

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

Assistance of Election Official, Friend or Interpreter

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

If an elector requests voting assistance or an interpreter at an Election Help Centre, the Election Official shall administer the appropriate oath using the "Oral Oaths at Election Help Centre" Form W33:

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

- the Oral Oath of Interpreter to an interpreter provided by the elector, for the assistance of an interpreter to translate the oaths and any lawful questions put to the voter.

Election Help Centre Hours and Locations

1. Woolwich Municipal Office – 24 Church Street West, Elmira
 Tuesday, October 9th to Friday, October 12th – 9:00 am to 5:00 pm
 Monday, October 15th to Friday, October 19th – 9:00 am to 5:00 pm
 Monday, October 22nd – 10:00 am to 8:00 pm
2. Woolwich Memorial Centre – 24 Snyder Avenue South, Elmira
 Tuesday, October 9th to Sunday, October 21st – 7:00 am to 9:00 pm
 Monday, October 22nd – 10:00 am to 8:00 pm
3. Breslau Community Centre – 100 Andover Drive, Breslau
 Tuesday, October 9th to Friday, October 12th – 4:00 pm to 9:00 pm
 Saturday, October 13th to Sunday, October 14th - 9:00 am to 2:00 pm
 Monday, October 15th to Friday, October 19th – 4:00 pm to 9:00 pm
 Saturday, October 20th to Sunday, October 21st - 9:00 am to 2:00 pm
 Monday, October 22nd – 10:00 am to 8:00 pm
4. St. Jacob's Fire Station - 3 Water St, St. Jacobs
 Friday, October 19th to Saturday, October 20th - 10:00 am to 6:00 pm
 Monday, October 22nd – 10:00 am to 8:00 pm

Institutional and Retirement Home Election Help Centres

Election Help Centres will be provided for residents of the institutions or retirement homes on Monday, October 22nd, 2018, at the following locations:

1. Chateau Gardens Elmira and Chartwell Elmira Retirement Residence
2. Barnswallow Place Care Community Elmira
3. Twin Oaks of Maryhill
4. Derbecker's Heritage House St. Jacobs
5. St. Jacobs Place Senior Residence/St. Jacobs Retirement Home

The times of Election Help Centers at institutions and retirement homes will be confirmed before voting day and posted at each location.

Close of Voting and Results

Close of Voting System

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

Results Report

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

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

Release of Unofficial Results

Unofficial results shall be released no earlier than 8:15 pm on Voting Day.

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

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

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

- the Region of Waterloo for the positions of Mayor and Regional Councillor, and
- the responsible Municipal Office for each school board for school board trustees.

Recount

Recount Required (s. 56, 57)

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

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

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

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

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

Application to Superior Court of Justice (s. 58)

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

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

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

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

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

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

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

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

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

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

The following votes will be included in a recount:

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

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

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

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

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

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

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

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

Election Records

Candidates

All Voter information obtained by the Candidate during the 2018 Municipal Election shall be destroyed by the Candidate after the election. Candidates may return documents to the Clerk for destruction.

Clerk – Disposition of Records (s. 88)

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

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

Records held by a Third Party

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

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

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

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

Emergencies

Emergency Declaration (s. 53)

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

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

Notice of Emergency

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

Power, Phone or Internet Outage

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

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

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

Postal Strike

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

Unforeseen Cases

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

Offences and Penalties

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

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

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

Offences and corrupt practices include:

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

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

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

Mail Tampering

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

Index of Forms

Form #	Description
Form 1*	Nomination Paper
Form 2*	Endorsement of Nomination
Form 4*	Financial Statement – Auditor’s Report Candidate
Form 5*	Financial Statement – Subsequent Expenses
Form 6*	Notice of Extension of Campaign Period
Form 7*	Notice of Registration – Third party
Form 8*	Financial Statement – Auditor’s Report Third Party
Form 9*	Declaration of Identity
Form W10	Declaration of Qualifications
Form W11	Release of Campaign Information
Form W12	Preliminary Amount of Expenses and Contributions
Form W13	Nomination and Registration Notices
Form W14	Nomination Checklist
Form W15	Certificate of Maximum Campaign Expenses**
Form W16	Withdrawal of Nomination
Form W17	Appointment of Scrutineer by Candidate
Form W18	Declaration of Acclamation to Office
Form W19	Notice of Rejection of Nomination or Registration
Form W20	Appointment and Oath of Election Official
Form W30	Activation of the Voting System
Form W31	Oral Oath of Secrecy
Form W32	Affidavit of Residence
Form W33	Oral Oaths at Election Help Centre
Form W34	Oath of Qualification
Form W35	Application for Re-Issue of a Voter Information Letter
Form W40	Application to Amend the Voters’ List
Form W41	Application for Removal of Another’s Name from the Voters List
Form W42	Voters' List Request and Declaration
Form W50	Declaration of Recount Results

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

**Form W15 will be prepared on or before September 25, 2018.



Form W10

Declaration of Qualifications

Municipal Elections Act, 1996

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

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

do solemnly declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the:
 - the *Municipal Act, 2001* (**Mayor, Councillor**), or
 - the *Education Act* (**Trustee**),to be elected to and to hold the office identified above.

2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, am a Canadian citizen and a resident of:
 - the Township of Woolwich or the owner or tenant of land in the Township of Woolwich or the spouse of such owner or tenant (**Mayor, Councillor**), or
 - I am a resident of the area of jurisdiction of the School Board and qualified under the Education Act to vote for members of the School Board to which I am seeking office (**Trustee**).

3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Education Act*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office, and:
 - I am not (**Mayor, Councillor**):
 - o an employee of the Township of Woolwich or I am an employee of the Township of Woolwich on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*,
 - o a judge of any court,
 - o a member of the Executive Council of Ontario or a federal Minister of the Crown.
 - o a Crown employee within the meaning of the *Public Service Act*, or I am a Crown employee and have followed and will continue to follow all the relevant provisions of Part III of such Act, or

- I am not **(Trustee)**:
 - o an employee of the School Board or I am an employee of the School Board, I am on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*, and
 - o a Clerk or Treasurer or Deputy-Clerk or Deputy Treasurer of a municipality or upper-tier municipality within the area of jurisdiction of the School Board or I am such a person on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*.
 - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Woolwich prior to 2:00 p.m. on nomination day, July 27, 2018. I understand that the Clerk of the Township of Woolwich will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*, and I am not:
- a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - a person acting as executor, trustee or any other representative capacity.
 - a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than four years prior to Monday, October 22, 2018.
7. I was not convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 22, 2018.
8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or for not filing the financial statement under the *Municipal Elections Act, 1996*.

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

Declared before me at the Township of Woolwich

this ____ day of _____, 2018

(Signature of candidate)

(Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process in the municipal election and will be available for public inspection in the office of the Clerk until the next municipal election. Questions about this collection of personal information should be directed to the Clerk at 24 Church Street West, Elmira, ON N3B 2Z6.



Form W11

Release of Campaign Information

Municipal Elections Act, 1996

Name of Candidate or Third Party Advertiser: _____

Candidate for the Office of:

Mayor

Councillor

School Board Trustee

Third Party Advertiser

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

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

Address: _____

Telephone Number: _____

Email Address: _____

Website: _____

Signature of Candidate

Date

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

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



Form W12

**Preliminary Amount of Expenses
and Contributions**

Municipal Elections Act, 1996

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

Please note that, in accordance with sections 88.9.1 (4), 88.20 (13) and 88.21 (14) of the Act, a further calculation will be provided on or before September 25, 2018. The higher amount of both calculations will apply.

Office	Preliminary Maximum Campaign Expense	Maximum Contribution to Candidate's Own Campaign
Mayor	\$22,625.75	\$11,059.00
Ward 1 Councillor	\$11,333.35	\$6,490.20
Ward 2 Councillor	\$8,723.00	\$5,876.00
Ward 3 Councillor	\$10,069.40	\$6,192.80
Woolwich/Wellesley Trustee – Waterloo Region District School Board	\$23,706.80	N/A
Third Party Advertiser	\$5,889.75	N/A

Valrie Hummel, Clerk



Form W12

Preliminary Amount of Expenses and Contributions

Municipal Elections Act, 1996

Formulas and Calculations

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

Office	2014 Elector Count	Preliminary Maximum Campaign Expense Formula	Maximum Contribution to Candidate's Own Campaign Formula
Mayor	17,795	\$7,500 + \$0.85 /elector	\$7,500 + \$0.20 /elector
Ward 1 Councillor	7,451	\$5,000 + \$0.85 /elector	\$5,000 + \$0.20 /elector
Ward 2 Councillor	4,380		
Ward 3 Councillor	5,964		
English Public School Board Trustee	22,008		Not Applicable
Third Party Advertiser	17,795	\$5,000 + \$0.05 /elector, to a maximum of \$25,000.	Not Applicable



Form W13

Nomination and Registration Notices

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

To Candidate/Registrant: _____ Date: _____

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

Take notice that every **Candidate** shall file by Friday March 29, 2019, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with section 88.25 of the *Municipal Elections Act, 1996*. **Note:** this includes acclaimed candidates and candidates who withdrew their nomination.

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

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

Take notice that every **Third Party Advertiser** shall file by Monday, December 31, 2018, with the Clerk with whom their nomination was filed a financial statement and auditor's report reflecting the registered third party's campaign finances in relation to third party advertisements.

88.29 (1) On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,

(a) in the case of a regular election, as of December 31 in the year of the election; and

(b) in the case of a by-election, as of the 45th day after voting day.

(2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.

(3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

(4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.

(5) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.

(6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

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

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

(a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and

(b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

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

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

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

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

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

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

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

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

(a) votes without being entitled to do so;

(b) votes more times than this Act allows;

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

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

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

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

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

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

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

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

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

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

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

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



Form W14

Nomination or Registration Checklist

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

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

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

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

Included for Reference or future use:

- 2018 Municipal Election Procedures
- 2018 Council Meeting Calendar (including New Council Orientation Sessions)
- "Financial Statement – Auditor's Report Candidate" Form 4 (**Candidates**)
- "Financial Statement – Auditor's Report Third Party" Form 8 (**Third Party Advertisers**)
- "Financial Statement – Subsequent Expenses" Form 5
- "Notice of Extension of Campaign Period" Form 6
- "Appointment of Scrutineer by Candidate" Form W17
- "Voters' List Request and Declaration" Form W42
- "Removing Barriers to Political Participation" Accessibility Guide
- Woolwich Township Election Sign By-law

Candidate's /Registrant's Signature:

Date:

Signature of Election Official:

Date:



Form W16

Withdrawal of Nomination

Municipal Elections Act, 1996 (s. 36)

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

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

Date

Signature of Candidate

This withdrawal delivered to me at _____
(time)

this _____ day of _____, 2014.

Clerk or designate



Form W17

Appointment of Scrutineer by Candidate

Municipal Elections Act, 1996

TAKE NOTICE that I, _____,

being a candidate for the office of _____,

appoint _____

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

Date

Signature of Candidate

Conduct of Scrutineers

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

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

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

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



Form W18

Declaration of Acclamation to Office

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

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

NAME OF CERTIFIED CANDIDATE	OFFICE

Dated this th day of August, 2018

Valrie Hummel, Clerk



Form W19

**Notice of Rejection of
Nomination or Registration**

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

To:

_____ / _____	
(Name of Candidate/Third Party Advertiser)	(Office)

(Address)	(Postal Code)

From:

Valrie Hummel, Clerk of the Township of Woolwich.

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

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

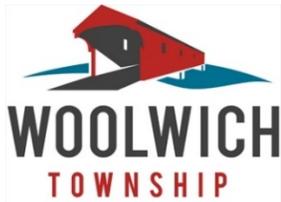
I am not satisfied that your nomination/registration satisfies the requirements of the *Municipal Elections Act, 1996*.

Date

Signature of Clerk

Note:

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



Form W20

Appointment and Oath of Election Official

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

Municipality: Township of Woolwich

Name: _____

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

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

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

That I will not, nor attempt to:

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

Sworn before me at the Township of Woolwich in the Region of Waterloo
 this ____ day of _____, 2018.

 Signature of Clerk or commissioner, etc.

 Signature of Election Official

Authority and Responsibilities

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

- authority to take nominations or registrations,
- authority to amend the Voters' List to add or remove an Elector or correct erroneous information and to approve or deny applications for revision to the Voters' List,
- authority to require Electors to provide proof of identity, residence or citizenship;
- authority to administer any Oath required for election purposes,
- authority to issue a PIN number to a qualified elector and cancel or reissue PIN number to an Elector as required,
- authority to maintain peace and order at any Election Help Center by removing anyone who is causing a disturbance,
- authority to certify Voting Proxy in the absence of the Clerk, and
- authority to receive election results as they are reported on Election Day.

Date

Val Hummel, Clerk

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



Form W32

Affidavit of Residence

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

I, _____ of Woolwich Township
Name in Full

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

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

Municipal Address

Municipality Postal Code

Sworn before me:

at the Township of Woolwich

in the Region of Waterloo

this _____ day of _____, 2018

Election Official

Signature of Elector



Form W33

Oral Oaths at Election Help Centre

Municipal Elections Act, 1996

Oral Oath to Vote with Assistance

I, (name), being an elector entitled to vote in the Township of Woolwich swear or solemnly affirm that I require assistance voting.

Oral Oath of Friend

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

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

Oral Oath of Interpreter

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



Form W35

Application for re-issue of a Voter Information Letter

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

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

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

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

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

Signature:

Date:

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* for the purpose of determining if a Voter Information Letter can be reissued. Questions about this collection should be directed to Valrie Hummel, Clerk at 519-669-6005.

Election Official Use Only

Procedure:

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

I, an Election Official for Woolwich Township, 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:

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

Signature:

Date:

Election Official Use Only

When the voter leaves the Election Help Center, verify that the PIN number has been used to vote. If the PIN has not been used, deactivate the PIN number so it cannot be used now that the voter has left the Election Help Center.

- The PIN number has been used to vote.
- The PIN number has been deactivated since it has **not** been used to vote.

Signature of Election Official:

Date:

Certificate of approval:

APPROVED

ELECTOR IDENTIFICATION REVIEWED

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

Signature of Clerk or designate

_____, 2014
Date

Refused (Explanation): _____



Form W41

Application for Removal of Another's Name from Voters' List

Municipal Elections Act, 1996 (s. 25)

Please note, this form may only be used for a person who has passed away and must be filed between September 1 and October 22, 2018.

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

IN RESPECT OF

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code
Municipality in which Person Passed Away		Date of Passing

ENTERED ON LIST FOR

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

(signature of applicant)

(date signed)

Certificate of approval:

APPROVED

ELECTOR IDENTIFICATION REVIEWED

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

Signature of Clerk or designate

_____, 2014
Date

Refused (Explanation): _____



Form W42

Voters' List Request and Declaration

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

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

- an electronic copy of the Voters' List (on or before Tuesday, September 4, 2018).
- an electronic copy of the interim list of changes (on or before September 25, 2018).
- an electronic copy of the lists showing the name of each person who has voted each day during the voting period.

Email address: _____

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

Signature:

Date:



Form W50

Declaration of Recount Results

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

I, Valrie Hummel, Clerk of The Corporation of the Township of Woolwich in the Region of Waterloo declare that:

(1) On the _____ day of _____, 2018, I conducted a recount of the ballots cast in the Municipal Election held October 22, 2018, for:

- the office(s) of _____

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

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

(Date)

Valrie Hummel, Clerk