



2022 Municipal & School Board Elections Alternative Voting Method Procedures

Approved by the Clerk/Returning Officer on _____, 2022.

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Section 1. Authority

Authority Telephone and Internet Voting Election Procedure for the Municipality of South Bruce has been prepared in accordance with the provisions of Section 42 of the Municipal Elections Act, 1996, as amended. The Municipality of South Bruce will be using the telephone and internet voting method in the 2022 Municipal Election, as authorized by By-law Number 2021-94 authorizing the use of alternative voting methods, that being internet and telephone-based voting as amended on April 26, 2022 by by-law #2022-44 to authorize advance voting. and pursuant to the provisions of Section 42 of the Municipal Elections Act, 1996, as amended.

Section 42(3) of the Municipal Elections Act, 1996, as amended, provides that, no later than June 1, 2022, the Clerk shall establish procedures and forms for the use of any alternative voting method authorized by by-law and provide same to each candidate.

Section 42(4) of the Municipal Elections Act, 1996, as amended, provides that the procedures and forms established by the Clerk, if they are consistent with the principles of the Municipal Elections Act, 1996, as amended, prevail over anything in the Act and the regulations made under it. When the Election Procedure Manual for the Municipality of South Bruce does not provide for any matter, an election to which this procedure applies shall be conducted as far as practicable in accordance with the principles of the Municipal Elections Act, 1996, as amended.

Section 11 of the Municipal Elections Act, 1996, as amended, states that the Clerk of the local municipality is responsible for conducting elections within that municipality and for:

- a) preparing for the election
- b) preparing for and conducting a recount in the election
- c) maintaining peace and order in connection with the election, and
- d) preparing a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities

Section 12 of the Municipal Elections Act, 1996, as amended, provides that, with respect to the duties and authority of a Municipal Clerk:

12. (1) A Clerk who is responsible for conducting an election may provide for any matter or procedure that:

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

(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations and power to require their use.

(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter

While Section 13 of the Municipal Elections Act, 1996, as amended, provides:

13. (1) Any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information as the case may be.

(2) The Clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under the Municipal Elections Act, 1996, as amended.

Subsection 42(5) further states that, when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (proxy votes) apply only if the by-law so specifies. By-Law 2021-94, as amended, provides for advance voting but does not allow for proxy voting, therefore a person cannot give her/his Voter Information Letter to another eligible elector for the purpose of proxy voting. Definitions shall be as set out in the Municipal Elections Act, 1996, as amended, and as provided -XX for in the Election Procedure Manual.

Disclaimer

The Election Procedure Manual for the Municipality of South Bruce has been prepared to provide general guidance for the 2022 Municipal Election.

In the event of any discrepancy in the Election Procedure Manual, the Municipal Elections Act, 1996, as amended, shall take precedence except as provided for in Section 42(4) of the Municipal Elections Act, 1996, as amended.

Amendments may be made to the Election Procedure Manual at the discretion of the Clerk.

Any unforeseen cases which are not addressed in these procedures will be recorded, action taken and reflected in an addendum signed by the Clerk to these procedures and circulated to all candidates and posted on the website.

Language

With respect to an election held for offices of a municipal council and an English public or separate school board, notices, forms and other information provided under the Municipal Elections Act, 1996, as amended, shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under the Municipal Elections Act, 1996, as amended.

Section 9.1 of the Municipal Elections Act, 1996, as amended, requires notices, forms and other information provided under the Act to be made available in both English and French for the election of:

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

Other Languages

A municipal council may pass a by-law to authorize the use of other languages other than English and French in notices, forms (other than the prescribed forms) and other information provided under the Municipal Elections Act, 1996, as amended, with respect to the election of the aforementioned members.

Declaration

Therefore, as Clerk and Returning Officer for the municipal elections of the Corporation of the Municipality of South Bruce, I do hereby certify and approve the following procedures for conducting the 2022 Municipal and School Board Elections and also establish that the forms listed in Appendix A below are permitted to be used during this election process.

Leanne Martin, Clerk/Returning Officer

Section 2. Definitions and Abbreviations

For the purposes of these procedures, the following definitions and abbreviations shall apply:

Term	Definition
Act or “ <i>Municipal Elections Act, 1996</i> ”	means the <i>Municipal Elections Act, S.O. 1996 c. 32</i> , as amended.
Advance Voting Period	means the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.
Auditor	means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election.
Ballot	means an image on an internet-enabled device of a ballot for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes, or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
Candidate	means a person who has submitted their nomination form under Section 33 of the <i>Municipal Elections Act, 1996</i> .
Certified Candidate	means a Candidate whose nomination has been certified by the Clerk under Section 35 of the <i>Municipal Elections Act, 1996</i> .
Clerk	means the Clerk of The Municipality who is responsible for conducting this election under the authority of the <i>Municipal Elections Act, 1996</i> .
Election Official	means any Election Staff bearing the authority to make a decision on a matter based on their assigned role as authorized by the Clerk in respect to an election.
Election Staff	means any individual that is assigned a role and/or responsibilities by the Clerk in respect to an election.
Elector	means an individual eligible to vote in an election for The Municipality.
Friend	means a person who has been requested by an Elector to assist them in the voting process in accordance with the <i>Municipal Elections Act, 1996</i> .
Interim List of Changes	means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 15th in the year of the election.
Municipal Office	means the municipal administration building located at: 21 Gordon Street, East, Teeswater, ON N0G 2S0
Municipality, The	means the Corporation of the Municipality of South Bruce, Ontario.
Password	means an additional access control word assigned to each authorized user in order to provide additional security for access to the Voting system.

Term	Definition
Personal Identification Number (PIN)	means a unique multiple digit number assigned to each elector to provide security for access to the Voting System.
Preliminary List of Electors	means a list of eligible electors compiled by the Municipal Property Assessment Corporation for an election in The Municipality.
Receiving Location	means the location where the Voting System is activated and where election results are reported, which shall be the Council Chambers located at the Municipal Office.
Registered Third Party Advertiser	means an individual, corporation or trade union that is registered under section 88.6 of the <i>Municipal Elections Act, 1996</i> .
Revision Centre	means the locations and times designated by the Clerk where members of the public can apply to make additions, deletions and corrections to the list of electors.
Satisfactory Identification	means any piece of identification or personal information which would verify the identity of an individual to the satisfaction of an Election Official in accordance with the Ministry of Municipal Affairs and Housing (MMAH) list of "Acceptable Documents for Voter Identification", Ontario Regulation. 304/13 (Voter Identification), or any other identification criteria established by the Clerk.
Scrutineer	means an individual appointed in writing by a Certified Candidate to represent him or her during the voting process.
Voter Assistance Centre	means a location provided by The Municipality of South Bruce to assist electors with the Telephone/Internet Voting process or other general election inquiries including a location to make revisions to the voters list.
Voter Help Desk	means an email address and a telephone help line provided by The Municipality to assist electors with the voting process or other general election inquiries.
Voter Information Letter	means a letter mailed directly to an Elector's address that provides information necessary for the elector to exercise their right to vote.
Voters' List	means the list of eligible Electors in an election in The Municipality.
Voting Day	means the final day on which ballots may be cast in an election in The Municipality.
Voting Station Equipment	means a physical internet-enabled device at a Voter Assistance Centre which is specifically configured to permit electors to cast a ballot on the Voting System during an election.
Voting Period	means the time during which Electors may cast ballots using the Voting System provided in an election, and includes both the Advanced Voting Period and Voting Day.
Voting System	means the platform(s) chosen by The Municipality to provide electors with a means of casting their ballot in an election.

Section 3. Application

1. This procedure applies to the 2022 Municipal and School Board Elections in The Municipality including any contests for which The Municipality collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries (e.g. French School Board contest).
2. The procedures and forms established by this document prevail over anything in the *Act* and its regulations, provided that they are consistent with the principles of the *Act* as per Subsection 42(4) 2. of the *Municipal Elections Act, 1996*.
3. Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the *Municipal Elections Act, 1996*, with the same being determined and established by the Clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all candidates and registered third party advertisers.
5. The Clerk will provide access to these procedures to the Returning Officer of any contests for which The Municipality collects a vote on behalf of, and request that the procedures are distributed to candidates who register to run for those offices.

Section 4. Secrecy

1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy (form EL11), committing to upholding the secrecy provisions established in Section 49 of the Act.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector to provide assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how they intend to vote while in a Voter Assistance Centre, except for the purposes of obtaining assistance in voting from either a Friend or an Election Official. Any other person present must withdraw until the voter finishes instructing the Friend or Election Official, as the case may be.
6. All electors voting at a Voter Assistance Centre may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath (form EL27) prior to providing assistance, to be administered by an Election Official. No person shall be allowed to act as a Friend to more than one voter at a Voter Assistance Centre with the exception of an election official.
7. All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 through 94 of the Municipal Elections Act, 1996.

Section 5. Nominations

Nomination Papers (s.33)

A person may be nominated for an office by filing a nomination in the Clerk's Office, in person or by an Agent. The nomination must be endorsed by at least twenty-five (25) persons and may endorse more than one nomination. Notice is also provided on the website. Effective April 1, 2018, the nomination of a person for an office on Council must be endorsed by at least twenty five (25) persons, and they may endorse more than one nomination. The person endorsing a nomination must be eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination (Nomination Paper - Form 1).

"Nomination Paper" Form 1 for the following offices will be available at the Clerk's Office from Monday, May 2, 2022 to Thursday, August 18, 2022 during regular office hours (8:30 am to 4:00 pm), and between 9:00 am and 2:00 pm on Friday, August 19, 2022 (Nomination Day) and on the website for the following offices:

- (1) Mayor
- (2) Councillor –Mildmay Carrick
- (2) Councillor – Teeswater Culross
- (2) Councillor – At Large

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

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

Nominations must be filed with the Clerk in the following manner:

- in person or through an agent, using the prescribed forms (Nomination Paper - Form 1);
- during regular office hours (8:30 am to 4:00 pm) at the Municipal Office from Tuesday May 2, 2022 to Thursday August 18, 2022 and between 9:00 am and 2:00 pm on Friday August 19, 2022 (Nomination Day);
- with the prescribed statement of qualifications, signed by the person being nominated;
- with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality;
- with proof of identity and residence as prescribed in O. Reg. 304/13;
- no faxed or other electronically transmitted nomination paper will be accepted – original signatures are required.

The Clerk will administer the necessary oaths.

Estimated Maximum Campaign Expenses (s.33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Preliminary Estimate of Maximum Campaign Expenses” Forms EL50(A) and the “Preliminary Estimate of Maximum Amount of Contributions Own Campaign” Form EL50(B), and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with s.33. The Clerk’s calculation is final.

Notice of Penalties (s.33.1)

The Clerk shall, prior to voting day, provide a notice of penalties on the “Notice of Penalties and Corrupt Practices” Form EL35 to the candidate or their agent.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

The candidate may sign the consent to release personal information Form 3 authorizing the Clerk to release personal information to the public and media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an “Unofficial List of Candidates” Form EL03 which is to be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial". The Clerk must obtain authorization from the candidate to post their personal information, such as their addresses. The list is indicated as “unofficial” until the nominations have been certified.

Nomination Day – Friday, August 19, 2022 (s.31)

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day.

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

Certification of Nomination Papers (s.35 (1))

On or before Monday, August 22, 2022, at 4:00 pm, the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (s.35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” Form EL04 shall be sent, by Registered Mail, as soon as possible, to:

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

Withdrawal of Nominations (s.36)

Candidates may withdraw their Nomination by filing in person a written withdrawal on “Withdrawal of Nomination” Form EL19 with the Clerk before 2:00 pm on Nomination Day, Friday August 19, 2022, if the person was nominated on or before Nomination Day. Any withdrawals send by email, mail or fax are not permitted as it must be filed in the Clerks Office.

The withdrawal shall be noted on the “Unofficial List of Candidates” Form EL03.

List of Certified Candidates

The final list of certified candidates will be posted at the Municipal Office and on the website on or before Wednesday August 24, 2022 using the “List of Certified Candidates” Form EL07.

Declaration of Election (s.40)

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

The Clerk shall give the electors notice of the following, using a variety of methods:

- a) The dates and times of the voting period;
- b) The location and hours of operation of Voter Assistance Center; and
- c) The manner in which electors may use the Internet/Telephone voting method.

Acclamations (s.37(1))

If after 4:00 pm on Monday, August 22, 2022, the number of certified candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” on Form EL20. In this situation there shall be no election conducted for the position(s).

Fewer Number of Nomination Papers than Offices (s.33(5))

If at 4:00 pm on Monday, August 22, 2022 the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 am and 2:00 pm on Wednesday, August 24, 2022. The Clerk shall post a “Notice of Additional Nominations” Form EL17(B) advising that additional Nomination Papers may be filed for that office during the specified time.

If at 2:00 pm on Wednesday, August 24, 2022, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

Additional Nominations More than Number of Offices Remaining (s.33(5))

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

Withdrawal of Additional Nominations

Withdrawal of additional nominations must take place prior to 2:00 pm on Wednesday, August 24, 2022, following the procedure in the Withdrawal of Nomination Paper section above.

Additional Nominations Equivalent to Number of Offices (s.37(2))

If at 4:00 pm on Thursday, August 25, 2022 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a “Declaration of Acclamation to Office” on Form EL20.

Insufficient Number of Nomination Papers Filed to Form a Quorum – Municipal Council (s.37(4)1)

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

Sufficient Number of Nomination Papers Filed to Form a Quorum– Municipal Council (s.37(4))

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

Death or Ineligibility of a Candidate (s.39)

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

- a) If the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held.
- b) If the result would be one fewer candidate only, and no acclamation, the candidate's name shall be omitted from the ballot.

Use Form EL21 “Notice of Death/Ineligibility of Candidate”

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

Final Calculation of Campaign Expenses (88.20(13))

The Clerk shall, after determining from the number of eligible electors from the Voters List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a “Certificate of Maximum Campaign Expenses”. The certificate shall be given to each candidate in the case of a regular election on or before September 26, 2022 and in the case of a by-election within ten (10) days after the Clerk makes the corrections pursuant to Section 88.20(13) and (14). The Clerk’s calculation is final and shall be made in accordance with the prescribed formula set out in Ontario Regulation 101/97.

Candidate Name Pronunciation

All certified candidates may be required to provide to the Clerk the proper pronunciation of their name prior to finalization of the voice prompts for the telephone component of the voting system.

Section 6. Campaigning General

Campaigning is permitted no earlier than the filing of Nomination Papers by the candidate. Information contained in/on all campaign material is the responsibility of the candidate and any questions or concerns should be directed to the candidate.

Section 7. Municipal Employee Communication with Candidates

The following provides direction to candidates on the handling of questions directed to and meetings with Municipal staff. Every effort will be made to provide information to all candidates to ensure fairness and transparency.

Election-related Questions

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

Leanne Martin, CAO/Clerk
21 Gordon Street, East
Teeswater, ON N0G 2S0
Tel: 519-392-6623
Email: election@southbruce.on.ca

Questions pertaining to the Municipality's Administration

All other questions should be directed to the Chief Administrative Officer, who will follow up with the appropriate staff person.

Answers to questions posed by Candidates will be shared with all registered candidates without identifying the questioner and posted on the Municipal website, generally within one week.

Leanne Martin, CAO/Clerk
21 Gordon Street, East
Teeswater, ON N0G 2S0
Tel: 519-392-6623
Email: lmartin@southbruce.on.ca

Access to Staff

Candidates are invited to set up meeting requests through the CAO's office. An appointment should be arranged in advance.

To ensure fairness, access to senior staff shall be the same for all candidates, including existing Members of Council.

Answers to questions asked of staff in person will be documented and shared with all candidates and posted on the Municipal website for transparency.

Use of Municipal Logo or Other Insignia

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

Municipally Owned/Leased Facilities

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

Use of Corporate Resources During an Election Year (By-law #2022-45)

Candidates will be provided with a copy of the municipal Use of Corporate Resources During an Election Policy adopted by By-law #2022-45. The purpose of this policy is to provide a fair and consistent approach regarding the use of municipal corporate resources during an election campaign and to clarify that all election Candidates, including Members of Council and Committees, and Third-Party

Advertisers are required to follow the provisions of the Municipal Elections Act, 1996 (the Act) and that they shall not:

- use the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign-related activities;
- use the services of persons during hours in which those persons receive any compensation from the Municipality, except as set out in 1) (b) below;
- undertake election campaign-related activities on Municipal property during regular working hours, with exception being made where community groups conduct all candidates meetings at municipal facilities, provided all registered candidates within each specific category are invited to attend such meetings

Section 8. Election Signs

The following provides a summary of election sign requirements and limitations. Candidates should refer to By-law 2001-33, a by-law to regulate Signs in the Municipality of South Bruce as well as the County of Bruce By-Law 3809, as amended or replaced.

What date can I start to display my election signs?

Signs can be displayed no sooner than following the filing of Nomination Papers by the Candidate.

How many days do I have after the election to remove my election signs?

All election signs must be removed by the candidate or the candidate's representative by 11:59 p.m. on Monday, October 31, 2022.

What are the height restrictions for election signs?

Posts used should not be higher than the top of the sign area to cause any safety hazard such as wood or metal stakes or posts with sharp edges.

Are there any areas that are not allowed to display my signs?

- on or overhanging on any Municipal property;
- on a utility pole;
- on the walls of buildings, sheds, trees, poles, posts, fences or other structures visible from a street;
- within medians, centre boulevards or traffic islands;
- on any official sign or official sign structure;
- within a sight triangle;
- within 3 metres (10 ft) of a fire hydrant, curb, driveway or the travelled portion of a street;
- on the property of a Voter's Assistance Centre or the front façade of the building which contains the centre. (Including, but not limited to, Municipal Office and Mildmay Carrick Fire Hall);
- on or near public sidewalk causing interference or obstruction of pedestrian traffic; and
- in a location where the sign constitutes a danger or hazard.
- Signs shall not be displayed within 100 metres (328 ft) of a Voter's Assistance Centre at any time while the centre is open to the public.
- Signs shall not be displayed upon the property where the office for the administration of the election is located.

Can the Municipality remove an election sign without notifying the candidate?

The Municipality reserves the right to remove, without notice to any person, including the candidate, Third Party Advertiser, any election sign which it deems to be a hazard, or a contravention of By-law 2001-33 or these procedures.

Signs on County Road Allowances and Utility Installations

Signs on County Road Allowances and Utility Installations Posters or similar campaign material that will be installed or affixed to poles belonging to Hydro One, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The County of Bruce road signage procedure can be viewed by County By-law 3809.

Vandalism

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the candidates should be referred to the Ontario Provincial Police by the complainant. The Municipality or any of its municipal officers, employees or agents will not be responsible.

Section 9. CANDIDATE ADVERTISING

In accordance with Section 88.3 campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc.)

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate. Candidates can provide the "Broadcaster/Publisher Information Sheet Third Party Advertiser" **Form EL54** to broadcaster/publisher for convenience.

Section 10. THIRD PARTY ADVERTISING

A Third-Party Advertiser means an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.

Eligibility for Registration [Section 88.6 (4), (5) and (6)]

Registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The following persons and entities are deemed ineligible to register:
- A candidate whose nomination has been filed.
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board.

A Candidate whose nomination has been filed shall not direct any third-party advertisements.

Filing the notice of registration [Section 88.6 (2), (7) and (13)]

"Notice for Registration" Prescribed Form 7 shall be filed with the Clerk from the 2nd day of May in 2020 (first day for filing Nominations) to Friday, October 21, 2022 (the Friday before voting day) during regular office hours in the following manner:

- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- with proof of identity as prescribed in O. Reg. 304/13, as amended
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the "Notice for Registration" Prescribed Form and the "Declaration of Qualifications – Third Party Advertiser" Form oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice for Registration and Declaration of Qualifications and when satisfied certify the notice of nomination.

For registrations for a By-Election, refer to Section 88.6 (8) to (12).

Estimated Maximum Third-Party Expenses [Section 88.21 (15)]

The Clerk shall calculate the estimated maximum third-party expenses for registered third parties on the "Estimated Maximum Third Party Expenses" Form EL50(C) and provide a copy to the individual filing the registration. The Clerk's calculation is final.

Notice of Penalties [Section 88.29 (7)]

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the “Notice to Registered Third Party of Filing Requirements” Form EL42(B) to every Registered Third Party that registered in the municipality.

Final Calculation of Third-Party Expenses [Section 88.21 (11) to (17)]

The Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third-party expenses that each registered third party may incur and prepare a “Maximum Third Party Expenses” Form EL51(A). The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 26, 2022; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters’ List from the previous regular election, as it existed on Nomination Day for the 2018 election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters’ List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.21 (11)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

Certification and Notice of Registration [Section 88.6 (13) and (14)]

The Clerk will do a review of each notice received to determine qualification and if the notice complies with the Municipal Elections Act, 1996. Once satisfied the third party is qualified, the Clerk will complete the “Certification by Clerk” section on the “Notice of Registration” Prescribed Form 7. If not satisfied the Clerk shall reject the notice. The Clerk’s decision is final.

Advertisements (Section 88.4, 88.5)

Restricted Period and Expenses

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party (first business day in May) and ends at the close of voting, on Voting Day.

Third Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (registered third parties’ expenses).

Mandatory Information in Advertisements

All Third-Party Advertisements shall contain the following information:

- the name of the registered third party

- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

Municipal Authority to Remove Advertisements (Section 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

List of Registered Third Parties [Section 88.12 (9) and (10)]

A list of registered third parties shall be posted, as a minimum, on the website and may also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered third party.

Duties of Registered Third Parties (Section 88.26)

The Clerk shall provide the "Duties of Registered Third Parties" Form SB61 at the time of filing.

Section 11. Voters' List

1. The Preliminary List of Electors shall be requested from the Municipal Property Assessment Corporation (MPAC) in an electronic format, by July 31, 2022, or such date as to be agreed upon by the Clerk and MPAC. The list shall be reviewed by the Clerk and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996*, and the list shall be approved for use as the Voters' List on or before September 1, 2022.
2. The list shall be distributed in electronic format to those who are entitled to copies under the Act. All certified candidates shall be entitled to one encrypted USB stick containing the part of the Voters' List that contains the electors who are entitled to vote for that office, at no cost. Each certified candidate shall sign the Candidate's Declaration - Proper Use of the Voters' List form (EL14) stating that the Voters' List shall not be used for any purposes other than the 2022 Municipal and School Board elections, in accordance with Section 88(10) of the *Municipal Elections Act, 1996*. The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category.
3. The list shall be accessible by authorized Election Officials, who will use the DataFix / VoterView system to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each Official.
4. Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, and in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
5. In accordance with Section 27 (1) of the Act, the Clerk shall produce the Interim List of Changes reflecting changes made up until September 15, 2022, using VoterView, and make available electronically these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act. This list shall be accessed by using the candidate's module using the secure access credentials provided to each qualified person prior to September 26, 2022.
6. The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the Clerk, to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System it will remain synchronized; any additions, deletions or changes to elector information in VoterView will automatically and instantly be reflected in the Voting System.
7. The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors no later than October 4, 2022 to enable them to use the Telephone/Internet Voting service.

8. All certified candidates shall, upon request, receive usernames and passwords allowing them to access the Voters' List in the Voting System or VoterView, whichever the case may be, for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not produce a physical or electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime October 17, 2022 at 10:00am, until October 24, 2022 at 8:00 p.m.
9. The Clerk may arrange for Revision Centres to be set up throughout The Municipality on several dates and times throughout the month of September. The Municipal Office will also be treated as a Revision Centre during normal business hours from September 1, 2022 to October 21, 2022 and until 8:00 p.m. on October 24, 2022.
10. The Revision Centres shall be responsible for the following:
 - i. Eligible Electors who attend the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out the Application to Amend Voters' List form (EL15) and providing satisfactory identification in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
 - ii. Eligible Electors who are already on the list but wish to correct their information can attend a Revision Centre or contact the Voter Help Desk to do so in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
 - iii. Persons wishing to remove a deceased person's name from the Voters' List may submit a completed 'Application for Removal of Another's Name from Voters' List' form (EL16) to a Revision Centre, which shall be forwarded to the Clerk for review before the final decision to remove the deceased individual's name from the list.
 - iv. Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, they can attend a Revision Centre or contact the Voter Help Desk in order to obtain their VIL with a replacement PIN in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
11. The Final List of Changes shall be provided to MPAC by November 23, 2022 by DataFix upon the Clerk's authorization.

Section 12. Notice of Election

1. The Clerk shall notify electors of the following through the use of newspaper advertisements, social media, the municipal website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate by staff of The Municipality:
 - i. That a municipal election is being held in The Municipality which has adopted an alternative voting method, being Telephone/Internet Voting;
 - ii. The times and dates of the voting period, as well as in-person voting assistance opportunities and special polls;
 - iii. Who is eligible to vote in the municipal election;
 - iv. Information regarding the Voter Help Desk and how eligible electors can check to see if their name is on the Voters' List or if their information is correct;
 - v. The offices for which persons may be nominated and the nomination procedure; and
 - vi. The opportunity to become a registered third party advertiser and the registration procedure.
2. The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements of the *Municipal Elections Act, 1996*.
3. Each person on the Voters' List shall be mailed a sealed Voter Information Letter via Canada Post Lettermail containing, at minimum:
 - i. Their PIN, as well as the telephone number and designated internet address (URL) to cast their vote;
 - ii. Instructions on how to vote;
 - iii. Dates and hours of Telephone/Internet Voting;
 - iv. The email address and telephone number of the Voter Help Desk;
 - v. Locations, dates and hours of Voter Assistance Centres;
 - vi. A list of contests and candidates;
 - vii. Voter eligibility criteria; and

viii. Illegal and corrupt practices.

4. Where possible and if desirable, cooperative advertising with other municipalities may take place.

Section 13. Voter Qualifications

1. In accordance with Section 17(2) of the Municipal Elections Act, 1996, a person is entitled to be an elector at an election held in a local municipality if, on Voting Day, they,
 - a. reside in the local municipality or are the owner or tenant of land there, or the spouse of such owner or tenant;
 - b. are a Canadian citizen;
 - c. are at least 18 years old; and
 - d. are not prohibited by law from voting under subsection 17(3) of the *Municipal Elections Act, 1996*, or otherwise.

Section 14. Voting Process

1. A Telephone/Internet Voting method shall be used for the 2022 Municipal Elections.
 - i. The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.
 - ii. Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail, in a sealed and personalized Voter Information Letter, or issued in person by an Election Official, as necessary. Every elector shall be required to provide their date of birth along with their PIN.
 - iii. Prior to voting, electors will be required to confirm that they are an eligible elector, complete a security prompt and key in their voter credentials.
 - iv. Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.
 - v. The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so.
 - vi. For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.
 - vii. The Voting System shall not permit a voter to overvote, or to spoil a ballot.
 - viii. If an elector is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to Telephone/Internet Voting again.
 - ix. Voting will commence on October 17, 2022 at 10:00 a.m. and close on October 24, 2022 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at a Voter Assistance Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting

process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on October 24, 2022 will be permitted to complete the voting process, provided that they do so by 8:10 p.m.

2. Prior to the activation of the system by Simply Voting Inc., being on October 17, 2022 at 10:00 a.m., Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names and possible selections for any questions or by-laws on the ballot, including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero).
3. Candidates or their scrutineer may be present in the Receiving Location from 9:30 a.m. to 10:00 a.m. on October 17, 2022 to verify and ensure that all candidates' names are listed and the total votes cast are at "0". They shall be required to sign the Activation of Voting System form (SV01) to attest to this fact.
4. Where a voter qualifies at more than one location in The Municipality, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the *Municipal Elections Act, 1996*. All duplicate names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) prior to the final preparation of the Voters' List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other VIL(s) to the Municipal Office, along with a completed application to amend voters list Form EL15, to remove the duplicated name. All voters that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.
5. Section 42 (5) states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law so specifies. By-law Number 2022-44 states that "**that no proxy voting provisions are applicable at municipal and school board elections conducted in accordance with this by-law.**" Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance or theft of another person's Voter Information Letter, including the actual voting thereof, will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act, 1996*.
6. Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked "returned mail" and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.
7. Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this

circumstance, the Voter Information Letter shall be marked “unused” and be secured and destroyed in accordance with section 14.6 above.

8. The Clerk, in partnership with Simply Voting Inc., shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.
9. The Clerk and Election Official shall ensure a complete audit trail is maintained of all Voter Information Letters:
 - a. that were sent to Eligible Voters;
 - b. that were returned from the Post Office;
 - c. that were returned by an elector or other individual, either opened or unopened, but unused for voting purposes;
 - d. that were set to a status that prevented them from being used to vote;
 - e. that were re-issued to an Eligible Elector; and
 - f. that were assigned by an Election Official to Eligible Electors that have completed “Application to Amend Voters’ List” Form EL15.
10. The Clerk shall arrange one or more Voter Assistance Centres to be set up throughout The Municipality on specific dates and times during the Voting Period. Voter Assistance Centres shall be equipped with one or more Voting equipment for use by electors to cast their ballot.
11. The Voters’ List shall be available to Election Officials at the Voter Assistance Centre in electronic format to provide all the services performed at a Revision Centre in accordance with section 14.10 above.
12. Where an eligible elector has tried to use his or her PIN and they have determined that it has already been used, the elector can attend the Voter Assistance Centre and prove to the satisfaction of the Clerk, or Deputy Clerk that they did not vote and require a new PIN. In accordance with the Instructions for Voters’ List Revisions and PIN Replacement, if the Clerk or Deputy Clerk believes that all questions have been answered truthfully and satisfactorily, they may provide the elector with a new PIN and reset the elector’s status in the Voting System to allow a second vote upon completion of the Application to Replace Stolen Voter Information Letter form (SV02). The original ballot that was cast by the unauthorized individual will remain in the Voting System, as ballots are disassociated from the electors’ PINs once they are cast. The elector will be directed immediately to cast their ballot at a Voting Station Equipment to eliminate any further misuse of the PIN. Should the elector leave without voting the new PIN will be disabled.
13. Prior to the issuance of a new Voter Information Letter, the elector shall be required to respond and answer all questions of the Election Official prior to considering or authorizing the re-issuance of a Voter Information Letter. The Election Official shall document, to

his/her satisfaction, questions and answers of the elector and, if deemed appropriate, the Clerk shall submit the same to the Ontario Police Services for further investigation and prosecution.

14. If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may provide the elector with a new Voter Information Letter or at the discretion of the Election Official the elector will be required to make a declaration as to his or her statement and to take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Police Services should further questioning of the elector be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the elector's Voter Credentials. Once the elector has properly answered all questions and, if required, taken the prescribed oath, the elector shall be issued a new Voter Information Letter.
15. Where an elector's PIN is assigned an incorrect ward and/or school board support information, the elector can attend a Revision Centre or Voter Assistance Centre, or contact the Voter Help Desk and have the proper categories of ward and/or school support applied to the existing PIN before casting their ballot. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.
16. Eligible voters may vote by:
 - i. accessing the telephone number provided by using a touch-tone telephone, or the internet address provided by using a viable internet connection;
 - ii. attending a Voter Assistance Centre during the dates and times and at the locations established by the Clerk, either by themselves or with a friend or interpreter who may assist the elector in voting using the Voting equipment after taking the appropriate oath. In the absence of a friend or interpreter, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath has been taken.

Section 15. Voting System Integrity

1. The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:
 - i. ensuring that every eligible elector on the Voters' List is mailed, via Canada Post Lettermail, a sealed Voter Information Letter which contains the voter's unique PIN;
 - ii. ensuring that no one, except authorized Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff, shall have access to a comprehensive list of PINs that matches each voter's name and address;
 - iii. providing opportunities for eligible electors to be added to the list or to make amendments to the list, up until the close of voting;
 - iv. establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in The Municipality;
 - v. establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
 - vi. ensuring that no replacement PIN is issued by anyone other than an employee of The Municipality who has been appointed in writing by the Clerk to do so; and
 - vii. appointing an Auditor to test the Voting System in accordance with sections 15.2 and 15.3 and 15.4 below, and providing same with read-only access to the Voting System.
2. The Voting System shall be tested thoroughly through a comprehensive logic and accuracy audit prior to the Voting Period. The tests shall include, but not be limited to, the following:
 - I. Voting System refuses ballots before the start of the Voting Period
 - II. Voting System is 'zeroed out' at the start of the Voting Period
 - III. Voting System presents electors with the correct ballot based on their elector information
 - IV. Voting System accepts ballots from un-used eligible PINs
 - V. Voting System refuses ballots from used PINs
 - VI. Voting System does not allow over-votes on any ballot
 - VII. Voting System acknowledges under-voted ballots and prompts elector if they wish to complete under-voted contests on their ballot
 - VIII. For telephone voting specifically, the wording and clarity of the recordings and the input timing is accurate
 - IX. Voting System 'times out' after a period of voter inactivity
 - X. Voting System accepts ballots from PINs that previously 'timed out' or were

- abandoned before being submitted
 - XI. Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Stations Equipment
 - XII. Voting System accurately counts votes for all candidates in each contest
3. The Voting System shall be further tested through an ongoing audit during the Voting Period. The tests shall include, but not be limited to, the following:
- I. Voting System refuses ballots before the start of the Voting Period
 - II. Voting System is 'zeroed out' at the start of the Voting Period
 - III. Voting System presents electors with the correct ballot based on their elector information
 - IV. Voting System does not allow over-votes on any ballot
 - V. Voting System acknowledges under-voted ballots and prompts elector if they wish to complete all contests on their ballot
 - VI. Voting System 'times out' after a period of voter inactivity
 - VII. Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Station Equipment
4. All Voting equipment and associated information technology infrastructure used at Voter Assistance Centres will be tested for internet access, network security, proper configuration, and device security.
5. All certified candidates are to provide to the Clerk the proper pronunciation of their name for programming into the telephone Voting System no later than August 26, 2022.

Section 16. Close of Polls & Results

1. The Municipality shall keep its public voting access open until October 24, 2022 at 8:00 p.m.
2. Any person remaining within a Voter Assistance Centre after 8:00 p.m. will still be permitted to vote from Voting Equipment. Persons who have gained access to the Voting System remotely through their own device prior to 8:00 p.m. on October 24, 2022 will be permitted to complete the voting process, provided that they do so by 8:10p.m.
3. At such a time as all eligible electors within a Voter Assistance Centre have voted and after 8:10 p.m. to ensure no remote voters remain logged into the system, the Clerk shall order the close and deactivation of the Telephone/Internet Voting service and shall also order the generation of the results for each contest.
4. Following the close of voting, the appointed Auditor will attempt to vote from both a privately-owned computer and a Voting Station, and confirm that it is not possible to access the voting site.
5. As soon as possible after 8:15 p.m. on October 24, 2022 at the Receiving Location, the Clerk shall download unofficial results for each contest from the Voting System. Only the Clerk, appointed Election Officials, certified candidates or their scrutineer may be present at the Receiving Location, and those present shall sign the unofficial results. The Clerk shall publish the unofficial results on the municipal website and/or the Voting System website, as the case may be.
6. As soon as possible after Voting Day, the Clerk shall declare the official results, and then post the official results at the Municipal Office and on the municipal website and/or Voting System website, as the case may be.
7. Notice shall be provided to the County of Bruce by sending the County Clerk notice of the final number of electors and noting the elected persons to the positions of Mayor who will be serving as County Councillors.
8. Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections as well noting only the school board election results for the municipality.

Section 17. Recount Procedures

A recount under Sections 56, 57, or 58 of the Municipal Elections Act, 1996 shall be conducted in the same manner as the original count as per Section 60(1) unless ordered otherwise by a judge under Section 60(3).

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic);
- by resolution of Council (for Council offices); • by resolution of local board (for offices on a local board);
- by order of the Minister (for questions submitted by the Minister);
- by order of the Superior Court of Justice.

Costs of Recount

In accordance with Section 7(3) and (4) of the Municipal Elections Act, 1996, the costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the responsibility of the candidate (i.e: legal counsel in attendance on behalf of the candidate). The Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

Who Conducts Recount

In accordance with Section 56 of the Municipal Elections Act, 1996, the Clerk conducts all recounts for elections for which the Clerk is responsible except recounts conducted by the Superior Court of Justice upon appeal.

Tied Vote Recount

In accordance with Section 56 of the Municipal Elections Act, 1996, where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount within 15 days after the declaration required by Section 55(4)(a)(b) of the results of the election.

If required, Simply Voting shall provide any documentation to support the integrity, security and accuracy of the electronic voting system.

Council, Local/School Board or Minister Request for Recount

Within 30 days after the Clerk's declaration of the results under Section 55(4) of the Municipal Elections Act, 1996, a Council or local/school board may pass a resolution or the Minister may make an order requiring a recount. In accordance with Section 57 of the Municipal Elections Act, 1996, the recount is to be held within 15 days after the resolution is passed or the order is made. The resolution for a recount must be passed no later than Wednesday, November 23, 2022. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to decide on a recount.

Application to Superior Court of Justice

In accordance with Section 58 of the Municipal Elections Act, 1996, a person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may

apply to the Superior Court of Justice for an order directing the Clerk to hold a recount. The application must be commenced within 30 days after the Clerk's official declaration of the results under Section 55(4) of the Act. The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

Votes for Candidates to be Included in a Recount

In accordance with Section 56 and 59 of the Municipal Elections Act, 1996, the votes to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for candidates who are tied.
- In a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates).
- In a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates). The Clerk may include the votes for any other candidate for the same office. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

Persons Entitled to be Present at a Recount

In accordance with Section 61 of the Municipal Elections Act, 1996 the following persons are entitled to be present at a recount:

- the Clerk and any other Election Official appointed for the recount;
- every Certified Candidate for the office involved;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above;
- each Certified Candidate for the office involved or an applicant may appoint a Scrutineer for the recount.

Notification of Recount In accordance with Section 56, 57, 58 of the Municipal Elections Act, 1996 and O. Reg 101/97, the Clerk shall give notice of the recount date, time and place on "Notice of Recount Form" to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- notice of recount will be posted on the municipal Website, given by registered mail or personal service.

Process at Recount

In accordance with Sections 61 and 62 of the Municipal Elections Act, 1996, the Clerk shall request a re-tabulation of the results for the office(s) that are subject to the recount procedure. Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount. Persons authorized to attend the recount may also be at the announcement of the results of the recount. Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful Candidate or Candidates elected or will declare the result of the vote.

Continuing Tie Vote

After Recount Procedures Pursuant to Section 62(3) in a case of a tied vote following the recount, the Clerk shall determine the result by conducting a lot as follows: The Clerk shall write the name of each Candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk in full view of all persons present and authorized to attend including one Election Official. The Clerk shall announce prior to the draw that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the container.” Without looking into the container, the Clerk will pull one paper from the container and the Candidate drawn is announced and elected.

Declaration by Clerk and Notice of Final Certified Results

In accordance with Section 62(4) of the Municipal Elections Act, 1996, unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the “Declaration of Recount Results Form” the Municipal Office and on the website. Such Declaration shall be sent to everyone previously given notice of the recount.

Section 18. CANDIDATES FINANCIAL STATEMENTS

At least 30 days before the filing date, but no later than March 1, 2023, the Clerk shall give to every candidate whose nomination was filed, by registered mail, notice of all the filing requirements and penalties set out in s.88.23 (2) and 92 (1). The notice shall be given on “Notice to Candidate of Filing Requirements” Form EL42(A).

Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor’s report with the financial statement.

A “Notice of Default” Form EL43(A) shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the “Financial Statement” Prescribed Form 4 by 2:00 p.m. on March 31, 2023.

Candidates should seek their own advice and counsel regarding campaign finances. A campaign period may be extended in keeping with the procedure and timeframes outlined in the *Act*.

Refund of Nomination Filing Fee (s.34)

A candidate is entitled to receive a refund of the nomination filing fee if:

- the nomination is withdrawn;
- the candidate is elected to the office; or
- the candidate receives more than 2% of the votes cast
- the documents required under subsection 88.25(1) are filed on or before 2:00 pm on the filing date in accordance with that subsection, as of December 31, 2022.

Refunds will be processed by the end of the election year.

Candidate’s financial statements are filed with the Clerk and are public documents which will be posted electronically on the municipal Website.

Section 19. THIRD PARTY FINANCIAL STATEMENTS

Campaign Period (s. 88.28)

Contributions can only be made to a registered third party for third party advertisements, and can only be made during the campaign period under section 88.12. A third-party advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules:

For the 2022 municipal election - the election campaign:

- begins on the day the third-party registers for the election (registration must be certified by the Clerk); and
- ends on January 3, 2023.

If the third-party advertiser becomes involved in a compliance audit after the campaign ends on January 3, 2023, the campaign may be recommenced. Once the third-party advertiser notifies the Clerk in writing of the campaign period recommencement, the Clerk shall pay the third-party advertiser any surplus being held in trust for the candidate, together with interest. Where the campaign period has recommenced, the third-party advertiser may incur expenses and accept contributions until June 30, 2023 or where an alternate provision of the *Municipal Elections Act, 1996* has been met under section 88.2(4).

Filing Requirements (s. 88.29, s. 88.30)

All registered third parties are required to file a financial statement using the **Prescribed Form 8**. Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor's report with the financial statement. A registered third party whose campaign contributions in the municipality are \$10,000 or whose total campaign expenses exceed \$10,000 are required to file an auditor's report with the financial statement.

The registered third party must file their financial statements and auditor's report on the prescribed forms by 2 pm on March 31, 2023 for the filing period ending January 3, 2023.

If a candidate filed their financial statement prior to the filing date, and then noticed an error, they can withdraw the statement and refile the financial statement and auditor's report by March 31, 2023.

Third party advertisers also have a maximum amount for parties etc. after Voting Day. For the 2022 election, the prescribed formula will use the number of electors on Nomination Day from the 2018 election. The Clerk is to calculate the maximum amount no later than September 26, 2022. When a third party originally registers, the Clerk is to provide a certificate setting out the maximum amount for parties etc. after Voting Day.

Application by Third Party for Extension of Filing Date (s. 88.27(3))

The registered third party may, before the last day for filing a financial statement under section 88.30, apply to the Ontario Court of Justice to extend the time for filing the document. The court may grant an extension of up to 90 days. The third party shall notify the Clerk in writing before 2:00 pm on the last day for filing a financial statement under s.88.29 or 88.32, that an application has been made.

Clerk to Give Notice (s.88.29)

The Clerk shall give notice of all of the filing requirements and of the penalties under s.88.27(1) and s.92(4) to every third party at least 30 days before the filing date. Before Voting Day, the Clerk is also required under section 33.1 to give notice of the penalties related to election campaign finances.

Campaign Period (s.88.28)

If the third-party advertiser has a deficit at the time the election campaign period would otherwise end and the third party advertiser has notified the Clerk in writing on or before January 3, 2023, the campaign period is extended until the earliest of:

- June 30, 2023.
- The day the third party notifies the Clerk in writing that he, she or it will not accept further contributions.
- The day A equals the total of B and C, where
 - A = any further contributions.
 - B = the expenses incurred during the extension of the campaign period.
 - C = the amount of the registered third party's deficit at the start of the election campaign period.

Supplementary Reporting Periods/Filing Dates (s. 88.30)

Supplementary filing dates apply where the election campaign period has been extended. The supplementary reporting period is the 6-month period following the year of the election or in the case of a by-election, the supplementary reporting period is the 6-month period following the 45th day after Voting Day.

Where a third-party advertiser campaign period continues, he, she or it shall file a supplementary financial statement (including auditor's report if required) for the supplementary reporting period on or before 2 pm on the last Friday in September (September 29, 2023). It should be noted that even if a campaign has been extended, a third-party advertiser is required to file the initial financial statement for the reporting period ending January 3, 2023.

Campaign Surplus (s. 88.31)

Where a third party advertiser's financial statement (or supplementary financial statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing and the Clerk shall hold the monies in trust. If the registered third party subsequently incurs expenses related to a compliance audit, the Clerk shall pay the amount held in trust, with interest, to the third party, MEA. s.88.32.

The surplus becomes the property of the municipality/local board when all of the following conditions are satisfied:

- The campaign period has ended under s.88.28;
- It is no longer possible to recommence the campaign period (s.88.28);
- No compliance audit proceeding has been commenced; and
- The period for commencing a compliance audit proceeding has expired.

Third Party Filing Default (s.88.27(1))

A registered third party cannot participate in the next regular election if;

- They did not file their financial statement;
- There was a surplus and this surplus was not paid to the Clerk;
- The financial statement shows that the third party advertiser exceeded their expense limit; or
- If a document filed under s.88.32 has a surplus and the third party registered has not paid the surplus to the Clerk by the relevant date.

Clerk to Give Notice of Default (s. 88.27(2))

The Clerk is required to notify the registered third party in writing that a default has occurred and the nature of the default. The Clerk also has to make this information public.

Section 20. COMPLIANCE AUDIT COMMITTEE

Establish Compliance Audit Committee

A Council shall before October 1 of an election year establish a committee for the purposes of the *Municipal Elections Act, 1996*.

The Municipality of South Bruce Compliance Audit Committee shall be appointed by By-Law or through the Consolidated Appointment By-Law.

Review of Contributions to Candidates (Section 88.34)

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates).

Report, Contributions to Candidates for Council

As soon as possible after May 1, 2023, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

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

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

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

Decision of Compliance Audit Committee Regarding Candidates (Section 88.34 (8))

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

Review of Contributions to Registered Third Parties (Section 88.36 (1) to (4))

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

As soon as possible after May 1, 2023, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- a. if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to third party advertisements; and
- b. if the contributor's total contributions to two or more Registered Third Parties that are

registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to third party advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

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

Decision of Compliance Audit Committee Regarding Registered Third Parties (Section 88.36) (5))

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

Compliance Audit Application (Section 88.33 (1) and 88.35 (1))

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

Compliance Audit Committee (Section 88.33 (4), (14))

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the application to the Compliance Audit Committee.

Section 21. Destruction of Records

1. Election records shall be destroyed in accordance with Section 88 of the *Municipal Election Act, 1996*. Upon written request of the Clerk following the passage of 120 days after Voting Day, Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the Clerk.
2. Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act, 1996* are public records, and until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.
3. **Restrictions**
No person shall use information obtained from public records described above, except for election purposes.
4. **Access to the Voters' List**
The Voters' List shall not be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

5. **Candidates**
All Voter information obtained by the candidate during the 2022 Municipal Election shall be returned to the Clerk, by the candidate, after the election and confirmed in writing to the Clerk. The candidate may return documents to the Clerk for destruction with other election material.

Section 22. Scrutineers

1. Scrutineers may be appointed, in writing by the candidate, to represent them as allowed for under Section 16 of the *Municipal Elections Act, 1996*. If appointed, scrutineers will be entitled to the following:
 - i. to be present in the Receiving Location, from 9:30 a.m. to 10:00 a.m. on October 17, 2022 prior to the opening of polling to verify and ensure that all candidates' names are listed and the total votes cast are at "0" (Zero), and to sign the Activation of Voting System form (SV01) to attest to this fact.
 - ii. to be present at any Voter Assistance Centre during hours of operation to observe the process.
 - iii. to be present in the Receiving Location, at the time when results are announced.
2. Before being admitted to a Voter Assistance Centre or the Receiving Location, Scrutineers shall produce satisfactory identification and a properly signed Appointment of Scrutineer by Candidate form, and take the Oral Oath of Secrecy (EL12A and EL12B).
3. Only one candidate or their appointed scrutineer may be in attendance at a Voter Assistance Centre or the Receiving Location at one time.
4. Use of mobile communication devices and cameras shall **not be permitted** within any Voter Assistance Centre or the Receiving Location by any candidate or scrutineer.
5. Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voter Assistance Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at a Voter Assistance Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as provided to the Candidates.

Section 23. Corrupt Election Practices: Offences and Prosecution

1. Sections 89 and 90 of the MEA provide for offences, penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Municipality of South Bruce will be telephone and internet voting, the principles and integrity of the election process will remain and be enforceable.
3. Section 89, Offences, of the MEA states. "A person is guilty of an offence if he or she,
 - I. votes without being entitled to do so
 - II. votes more times than this Act allows
 - III. induces or procures a person to vote when that person is not entitled to do so
 - IV. before or during an election, publishes a false statement of a candidate's withdrawal
 - V. furnishes false or misleading information to a person who this Act authorizes to obtain information
 - VI. without authority, supplies a voter credentials/ballot to anyone
 - VII. takes, opens and/or deals with voter credentials/ballot without having authority to do so
4. No person shall solicit a Voter Information Letter from an eligible elector. Valid complaints or knowledge of solicitation shall be immediately reported to the Ontario Provincial Police for investigation of corrupt practices.
5. According to Section 90 of the MEA, if a person is convicted of an offence under Section 89 of the MEA, the offence also constitutes a corrupt practice.
6. Although MEA provisions speak to voting places, ballots, ballot boxes, etc., the same must be used interchangeably with the "alternative form of voting" since the principle of the Act must be maintained and is, therefore, enforceable and subject to penalties.
7. The Clerk of the Municipality of South Bruce, while utilizing this alternative form of voting, will abide by the following rules and regulations:
 - I. All valid written complaints which may contravene the provisions of the MEA, either verbally or written, will be investigated by the Clerk
 - II. Valid complaints, once investigated by the Clerk, will be submitted to the Detachment Commander at the Bruce Peninsula Detachment of the Ontario Provincial Police (OPP)
 - III. Upon completion of the OPP investigation, the Detachment Commander will communicate with the Crown Attorney's Office to determine whether an individual will be prosecuted
 - IV. The Clerk and/or any Election Official will not attempt to interfere or intervene in the ongoing investigation and may be called upon to give evidence during proceedings.

Section 24. Mail Tampering: Criminal Offence and Prosecution

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since The Municipality's election methods rely on delivery of the VIL to eligible electors in order to allow those electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.
2. In order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk agrees to the following rules and regulations:
 - i. THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing, will be considered by the Clerk;
 - ii. THAT all such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
 - iii. THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

Section 25. Emergencies

Pursuant to Section 53 of the Municipal Elections Act, 1996 the Clerk may declare an emergency if of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act. On declaring an emergency, the Clerk shall make such arrangements as deemed advisable for the conduct of the election. The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

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

The Clerk shall provide notice of such emergency to the best of their ability and in keeping with the circumstance. If required, the Clerk may consider alternate options for any part of the election process. Simply Voting will take direction from the Clerk as to what actions will be taken.

Section 26. Accessibility

1. The Clerk shall have regard to the needs of electors and candidates with disabilities.
2. The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day.
3. In establishing the locations of Voter Assistance Centres, the Clerk shall ensure that each location is accessible to electors and candidates with disabilities.
4. Within 90 days after Voting Day, the Clerk shall prepare a report regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

Section 27. COVID

COVID-19 Protocol Under Section 25 – Emergencies of this Election Procedure, and under Section 53(1) of the Municipal Elections Act, 1996, as amended, the Clerk is authorized to declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.

The Municipality of South Bruce will continue to follow the direction of the Province of Ontario and Grey Bruce Health Unit to help stop the spread of COVID-19. COVID-19 protocol will be evolving as the pandemic continues to unfold.

Section 28. Appendices

1. The Forms and Notices approved for use by The Municipality for the election process and included as Appendix A to these procedures. Additional forms may be prepared for the 2022 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12 (1) of the *Municipal Elections Act, 1996*. Nothing in this procedure precludes the Clerk from approving the use of additional forms, subsequent to the finalization of this procedure.
2. The Instructions for Voters' List Revisions and PIN Replacement are included as Appendix B to these procedures.