



MUNICIPALITY OF MIDDLESEX CENTRE

**TELEPHONE/INTERNET VOTING
ELECTION POLICIES and PROCEDURES
for the 2018 ONTARIO MUNICIPAL ELECTION**

Approved by the
Clerk / Returning Officer of
the Municipality of Middlesex Centre
As Amended April 30, 2018

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These Policies and Procedures have been prepared for the purposes of convenience ONLY. For accurate reference, please refer to the *Municipal Elections Act, 1996*, as amended and the *Good Government Act, 2009*.

AMENDMENTS

Version	Date Finalized	Paragraph Updates
1	December 22, 2018	N/A
2		<ul style="list-style-type: none"> - Reformatted whole document - added Amendment Table to record Amendments to Policies/Procedures - Paragraph 2 - added the following definitions: <ul style="list-style-type: none"> a. Auditor f. Close of Voting h. Election Campaign Advertisement j. Municipal Office k. Normally Resident in Ontario o. Registered Third Party p. Restricted Period for Third Party Advertisements u. Third Party Advertisement - Added the following Paragraphs: <ul style="list-style-type: none"> 5 - Timelines 6 - Nominations 9 - Candidate Campaigning and Campaign Advertising 10 - Third Party Advertiser 21 - Candidates Financial Statements 22 – Third Party Financial Statements 23 - Compliance Audit Committee - Corrected Paragraph 7.1 e. to read proper reference to Paragraph 7.1 d . - Corrected Paragraph 8.2 to read proper reference to Paragraphs 8.1 and 8.1 f. - Corrected Paragraphs 14.2 b. and 14.2 c. to read proper reference to Paragraph 14.2 a. - Corrected Paragraph 19.6 c. to read proper reference to Paragraphs 19.6 a. and 19.6 b. - Amended Paragraph 25 Accessibility (25.1, 25.2, 25.3, 25.5, 25.6, 25.7, 25.8, 25.9, 25.10) - Amended Paragraph 28 Forms - EL27 - changed “Friend” to “Support Person” - Changed Schedule “A” to Schedule “C” – Identification - Schedule “A” – now Timelines - Added new Schedule “B” – Excerpt of Sign By-law

1. AUTHORITY

On March 22, 2017, the Council of the Municipality of Middlesex Centre adopted 2017-041 to authorize the use of an alternative voting method, that being the Telephone/Internet Voting method; and to enter into an agreement with Intelivote Systems Inc., an eVoting Service Provider for the Telephone/Internet Voting service for the 2018 Municipal & School Board Elections.

The Municipal Elections Act, 1996, as amended, more specifically subsection 42(3), states as follows:

Procedures and forms

The Clerk shall,

- a. establish procedures and forms for the use of,
 - i. any voting and vote-counting equipment authorized by by-law, and
 - ii. any alternative voting method authorized by by-law; and
- b. provide a copy of the procedures and forms to each candidate when his or her nomination is filed.

Subsection 42(4), states that the Clerk shall provide the procedures and forms on or before December 31 in the year before the year of the election.

Subsection 42(4), states 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.

Subsection 11(2) of the Municipal Elections Act, 1996, as amended, states that the Clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,

- a. preparing for the election;
- b. preparing for and conducting a recount in the election;
- c. maintaining peace and order in connection with the election; and
- d. in a regular election, preparing and submitting the report described in subsection 12.1 (2).

With respect to the duties and authority of a Municipal Clerk, the Municipal Elections Act, 1996, as amended, further states as follows:

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

- d. 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.
- e. 13(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 this Act.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the purpose for the use of the alternative voting, being Telephone/Internet Voting, was to eliminate proxies, By-law No. 13-2017 of the Municipality of Middlesex Centre stipulates “no proxy provisions are applicable for municipal 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 of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act, 1996, as amended.

The Municipal Elections Act, 1996, as amended, more specifically Section 53, also provides that the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election. Any arrangements made 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 and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

Therefore, as Clerk of the Municipality of Middlesex Centre and Returning Officer for the 2018 Municipal & School Board Elections, I do hereby certify and approve the following procedures for conducting the 2018 Municipal & School Board Elections and also establish that the attached forms are the forms permitted to be used during this election process.

December 22, 2017

Date Approved

Original Signed By:

Michelle Smibert, Clerk/Returning Officer

2. DEFINITIONS

- a. Auditor - means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system.
- b. Ballot - means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a 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.
- c. Candidate - means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996, as amended.
- d. Certified Candidate - means a candidate whose nomination has been certified by the Municipal Clerk under Section 35 of the Municipal Elections Act, 1996, as amended.
- e. Clerk - means the Clerk of the Municipality of Middlesex Centre who is responsible for conducting this election under the authority of the Municipal Elections Act, 1996, as amended.
- f. Close of Voting - means 8:00 p.m. Eastern Standard Time on October 22, 2018.
- g. Election Official - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Municipal Elections Act, 1996, as amended. An election official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath.
- h. Election Campaign Advertisement – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.
- i. Eligible Elector - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Municipal Elections Act, 1996, as amended.
- j. Municipal Office - means the Municipality of Middlesex Centre Municipal Office located at 10227 Ilderton Road, Ilderton, Ontario.
- k. Normally Resident in Ontario – means the place in which an individual regularly returns if his or her presence is not continuous (sleep).
- l. Password - means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.
- m. Personal Identification Number (PIN) - means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.
- n. Preliminary List of Electors - means a list of electors for the Municipality of Middlesex Centre compiled by the Municipal Property Assessment Corporation (MPAC) and

provided to the Municipality of Middlesex Centre between July 31 and September 1 of an election year as agreed upon by MPAC and the Clerk.

- o. Registered Third Party (Third Party Advertiser) - means an individual who is normally 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.
- p. Restricted Period for Third Party Advertisements – means the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.
- q. Satisfactory Identification - means the identification required under the Municipal Elections Act, 1996, as amended (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official.
- r. Script - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- s. Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- t. Support person - means a person who has been requested by an elector to assist him or her in the voting process.
- u. Third Party Advertisement - means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.
- v. Voting Day - means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting day in a regular election is the fourth Monday in October – October 22, 2018.
- w. Voter Help Centre - means a location provided by the Municipality of Middlesex Centre to assist electors with the Telephone/Internet Voting process or other general election inquiries, including revisions. The Voter Help Centre(s) is located at the Municipal Office, 10227 Ilderton Road, Ilderton, Ontario.
- x. Voter Information Letter - means a sealed envelope containing a Personal Identification Number (PIN) for each person on the Voters' List or who has completed an application, duly approved by an election official, for inclusion on the Voters' List, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the Voters' List.
- y. Voters' List - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Municipal Elections Act, 1996, as amended.
- z. Voting Period – means the period when voting may be conducted between the hours of 9:00 a.m. beginning on October 15, 2018 and ending at 8:00 p.m. on October 22, 2018.

3. APPLICATION

- 3.1 This procedure has been developed under the authority of subsection 42(4) pursuant to subsection 42(3) (a) (ii) of the Municipal Elections Act, 1996, as amended, and applies to the Telephone/Internet Voting being conducted by the Municipality of Middlesex Centre between October 15, 2018 and October 22, 2018.
- 3.2 The procedures and forms established by this document prevail over anything in the Act and its regulations, as per subsection 42(4) of the Municipal Elections Act, 1996, as amended.
- 3.3 Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Municipal Elections Act, 1996, as amended, with the same being determined and established by the Clerk.
- 3.4 These procedures may be amended, as necessary and deemed appropriate, by the Clerk of the Municipality of Middlesex Centre. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for the Municipality of Middlesex Centre and/or school boards.
- 3.5 Section 12 of the Municipal Elections Act, 1996, as amended, provides that the Clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk of the municipality's opinion, necessary or desirable.

4. SECRECY

- 4.1 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 in accordance with Section 49 of the Municipal Elections Act, 1996, as amended.
- 4.2 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 asking for assistance.
- 4.3 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 shall vote according to the instructions and wishes of the elector.
- 4.4 No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
- 4.5 No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official.
- 4.6 All electors voting at the Voter Help Centre(s) may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
- 4.7 All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the Municipal Elections Act, 1996, as amended.

5. TIMELINES

See Schedule “A” for Election timelines.

6. NOMINATIONS

6.1 Nomination Papers

Nominations are to be filed with the Clerk or designated Election Official at the Municipal Office, in person or through an agent from May 1, 2018 to July 26, 2018 between the hours of 8:30 a.m. to 4:30 p.m. The nomination paper may not be faxed or e-mailed.

On Nomination Day (July 27, 2018), the prescribed filing time is 9:00 a.m. to 2:00 p.m. and nominations will be accepted at the Municipal Office only. Those persons within the Municipal Office during the prescribed filing time will be considered for filing.

Nominations will be received for the following offices:

- Mayor - 1 to be elected - At Large
- Deputy Mayor - 1 to be elected - At Large
- Councillor - 1 to be elected in each of Wards 1, 2, 3, 4, and 5

Nominations for School Board Trustees must be obtained and filed at the appropriate Municipal Office for the following offices:

- School Board Trustee – English Public – 2 to be elected
- School Board Trustee – English Separate – 1 to be elected
- School Board Trustee – French Public – 1 to be elected
- School Board Trustee – French Separate – 1 to be elected

Nominations must be on the prescribed form and accompanied by the prescribed nomination filing fee. The filing fee is one hundred dollars (\$100.00) for Ward Councillor or Deputy Mayor and two hundred dollars (\$200.00) for Mayor. The prescribed fee is payable by cash, debit, certified cheque or money order. Credit cards or non-certified cheques will not be accepted.

Candidates seeking office on Council must submit 25 endorsement signatures from eligible electors with their nomination. The individuals providing the signatures will each have to sign a declaration stating that they were eligible to vote in the municipality on the day that they signed the endorsement. If a candidate files a nomination, and then changes their mind and decides to run for a different office on the same council, they are not required to submit new signatures. The requirement to submit 25 nomination signatures does not apply to candidates running for school board trustee positions.

To avoid suggestions of conflict and to protect the integrity of the election process, Municipal Staff are deemed to be ineligible to endorse a nomination of a person for an office on Council.

All candidates must provide designated Election Officials with proof of identity and qualifying address within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide a copy of the candidate's proof of identity as well as their own.

Candidates must also complete the 'Declaration of Qualification' Form. It is the responsibility of the candidates to ensure that they are qualified to seek the office for which they are being nominated.

The surname on the nomination paper and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Tony for Anthony), subject to approval of the Clerk. The name completed on the nomination paper will be the name that will appear on the ballot.

Nomination papers will be reviewed for completeness when filed and will be certified at a later date, on or before 4:00 p.m. on July 30, 2018.

6.2 Estimated Maximum Campaign Expenses – Section 88.20(6)

Upon the filing of a person's nomination, the Clerk shall calculate the estimated maximum campaign expenses, as of the filing date, using the number of electors determined from the Voters' List from the previous election, and shall give the person, or the agent filing the nomination for the person, a certificate of the estimated campaign expenses as of the filing date.

6.3 Notice of Penalties – Section 33.1

The Clerk shall, before voting day, provide a notice of penalties to the candidate or their agent.

6.4 Municipal Freedom of Information & Protection of Privacy Act

Upon filing, nomination papers become part of the public record and shall be disclosed to members of the public upon request.

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

6.5 Unofficial List of Candidates

The Clerk will prepare an unofficial list of persons who have submitted nomination papers, and the office that they are seeking election to, and will update the list as soon as practical after receipt of nomination papers. The list will be posted in the municipal office and on the Municipal Website (www.middlesexcentre.on.ca).

6.6 Certification of Nomination Papers - Section 35

On or before July 30, 2018 at 4:00 p.m., the Clerk will review each nomination received to determine qualification and compliance with the Municipal Elections Act, 1996, as amended. Once satisfied the candidate is qualified, the Clerk will complete the "Certification by Clerk" section on the Nomination Paper.

6.7 Rejection of Nomination Paper - Section 35(3)(4)

If the candidate is not qualified to be nominated, or the nomination does not comply with the Municipal Elections Act, 1996, as amended, the Clerk will reject the nomination. The Clerk will contact the candidate by telephone or email to inform him/her of the rejection, and send a Notice of Rejection of Nominations, by **Registered Mail**, as soon as possible, to:

- a. The person who sought to be nominated; and
- b. By prepaid first class mail to all candidates for the office.

6.8 Withdrawal of Nomination Papers (Section 36)

A candidate may withdraw their nomination by filing a written withdrawal in the Clerk's Office before 2:00 p.m. on Nomination Day, July 27, 2018, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day (August 1, 2018), if the person was nominated under Section 33(5) – Additional Nominations.

The candidate shall appear in person, with identification in order to withdraw the nomination; or the candidate's agent shall appear in person, with identification and a Letter of Authorization to represent the candidate, in order to withdraw the candidate's nomination.

The withdrawal shall be noted on the "Unofficial List of Candidates".

In the event that a candidate chooses to file a second nomination, the candidate's first nomination is automatically deemed to be withdrawn.

6.9 Official List of Candidates

Once nomination papers have been certified and the nomination period has expired, an official list of nominated persons shall be posted at the municipal office and, as a minimum, on the municipal website on or before, Friday, August 3, 2018.

6.10 Declaration of Election (Section 40)

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

The Clerk shall give the electors notice of the following through the use of newspaper advertisements and the Municipal Website:

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

6.11 Acclamations – Section 37(1)

If after 4:00 p.m. on Monday, July 30, 2018, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall

immediately declare the candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” on the Municipal Website. In this situation there shall be no election conducted for this position(s).

6.12 Fewer Number of Nomination Papers Than Offices - Section 33(5)

If at 4:00 p.m. on Monday, July 30, 2018, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018. The Clerk shall post a “Notice of Additional Nominations” advising that additional Nominations Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 1, 2018, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

6.13 Additional Nominations - More than Number of Offices Remaining –Section 33(5)

If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018, 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.

6.14 Withdrawal of Additional Nominations - Section 36

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 1, 2018. Follow the procedure in Paragraph 6.8 above.

6.15 Additional Nominations - Equivalent to Number of Offices - Section 35(2) and 37(2)

If at 4:00 p.m. on Thursday, August 2, 2018, there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a Declaration of Acclamation.

6.16 Filling Vacancies - Section 37(4)

If an office remains vacant after the declaration of candidates by acclamation under section 37 and the declaration of the election of candidates following the conduct of the election for offices on the Municipal Council, the following rules apply:

a. Insufficient Number to Form a Quorum – Municipal Council

If the number of candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

b. Sufficient Number to Form a Quorum – Municipal Council

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

6.17 Death of Ineligibility of a Candidate - Section 39

If a certified candidate dies or becomes ineligible to hold office before the close of voting and:

- a. 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. The result would be one less candidates only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall post the notice of the death in a conspicuous place in every voting place and the election shall proceed as if the deceased or ineligible candidate has not be nominated.

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

6.18 Final Calculation of Campaign Expenses – Section 88.20 (13) and (14)

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 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4iii of subsection 65(4) of the Municipal Elections Act, 1996, as amended,

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 September 15 in the year of the previous election, adjusted for changes under Sections 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 Sections 24 and 25 that were approved as of that day.

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

6.19 Candidate Name Pronunciation

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to October 4, 2018.

7. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

7.1 The Preliminary List of Electors shall be requested from the Municipal Property Assessment Corporation (MPAC) in an electronic format. The list shall be reviewed by the Clerk of the Municipality of Middlesex Centre and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, 1996, as amended, and the list shall be approved for use as the Voters' List.

- a. The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under subsections 23(3), (4) and (5) of the Municipal Elections Act, 1996, as amended. All certified candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes.
- b. The candidates shall receive login ID(s) and password(s) allowing them to view the Voters' List that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.
- c. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre(s).
- d. Additions, corrections and deletions may be made to the list in accordance with the Municipal Elections Act, 1996, as amended.
- e. The Clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in Paragraph 7.1 d of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. This list, as required under Section 27 of the Municipal Elections Act, 1996, as amended, shall be available on or before September 15, 2018 at the Municipal Office, 10227 Ilderton Road, Ilderton, Ontario.
- f. The Voters' List, as corrected by the Clerk pursuant to Section 22 of the Municipal Elections Act, 1996, as amended, shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.

Voter Information Letters shall be distributed by first class mail or hand-delivered as required, to all eligible electors to enable them to use the Telephone/Internet Voting service.

7.2 The Voter Help Centre(s) shall be responsible for the following:

- a. Eligible electors who attend the Voter Help Centre(s) and are not on the Voters' List will be able to be added to the list by filling out a declaration form and providing satisfactory identification. See Schedule "C" for list of satisfactory identification.
 - i. Their names will be added to the Voters' List and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and

- ii. they will be able to vote at the Voter Help Centre(s) if they so wish during the voting period.
- b. Verifying and re-issuing a Voter Information Letter to qualified voters:
 - i. where a person on the Voters' List did not receive his or her Voter Information Letter in the mail due to an incorrect address, he or she can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.
- c. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
 - i. where a person on the Voters' List has lost his or her Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, he or she can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

8. NOTICES

- 8.1 The Clerk of the Municipality of Middlesex Centre shall notify voters of the following election information through the use of advertisements:
- a. that municipal & school board elections are being held for the Municipality of Middlesex Centre and that the Municipality has adopted an alternative voting method (and the manner in which electors may use the alternative voting method), being Telephone/Internet Voting;
 - b. the date(s), time(s) and location(s) for the holding of the vote including advance voting, and the methods of voting for each;
 - c. the office(s) of the council and/or school boards;
 - d. the manner in which electors may or may not use voting proxies;
 - e. who is eligible to vote in the municipal & school board elections; and
 - f. the location(s) and dates, and hours of operation of the Voter Help Centre(s), how persons can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.

- 8.2 At the Clerk's discretion, notices will be published in the local newspapers and/or posted on the Municipality's website. All notices shall be made available in English only.

The following essential notices shall be issued:

- a. Notice of Election Information. See Paragraph 8.1;
- b. Notice of Revision of Voters' List. See Paragraph 8.1 f;
- c. Notice of Nomination; and
- d. Certified Election Results.

The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

- 8.3. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
- 8.4 Each person on the Voters' List shall be mailed, by "first-class" mail a sealed Voter Information Letter containing:
- a. his or her Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
 - b. instructions on how to vote;
 - c. dates and hours of voting; and
 - d. the location(s) and telephone number(s) of the Voter Help Centre(s).
- 8.5 All Voter Information Letters shall be made available in English only.

9. CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING

9.1 Campaigning and Advertising

- a. Campaigning, including campaign advertising, is permitted no earlier than the filing of Nomination Papers by the candidate.
- b. Candidate campaign advertising means an advertisement or 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.
- c. 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.
- d. Information contained in/on all campaign material is the responsibility of the candidate and any questions or concerns should be directed to the candidate.
- e. Candidates, Third Parties, Broadcasters, or Publishers **SHALL NOT** publish or provide the following to the general public:
 - X Voting telephone number
 - X Voting website address (URL)
 - X Details of the voter credentials that will be required (PIN)
 - X Voter instruction letter (VIL)

The following WILL BE published and provided to candidates:

- √ Voting dates and times
- √ Electronic and telephone voting only, no paper ballot (no polling stations)
- √ Assistance will be available at Voter Help Centre
- √ Timeframe to expect Voter Instruction Letter in the mail

“Publish” meaning on any website, pamphlets or brochures, signs, social media forums such as Facebook, Twitter, etc.

9.2 Municipal Employee Communication with Candidates

The primary method of communication with candidates shall be by email.

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

Ann Wright, Clerk
Municipality of Middlesex Centre
10277 Ilderton Road
Ilderton, ON N0L 2A0

Tel: 519-666-0190

Email: wright@middlesexcentre.on.ca

Any other questions from candidates shall be done in writing to the Clerk for response.

Responses to questions posed by candidates will be forwarded by email generally within one week. To ensure fairness and transparency, responses will be shared with all registered candidates without identifying the questioner.

9.3 Use of Corporate Resources

The use of corporate resources is not permitted by candidates for election purposes.

Candidates are prohibited from offering electronic equipment to electors to vote (ie. cell phone, laptop).

See Use of Corporate Resources Policy for more information, including the following:

- a. Election campaigning or distributing/posting of election campaign material at municipally owned/leased facilities is not permitted;
- b. The use of the municipal logo or other insignia for campaign purposes is prohibited.

The purpose of the Use of Corporate Resources Policy is to ensure that the Municipality's operations, events, and facilities are not used for political purposes and are not used for election campaign related purposes/ activities.

A copy of the Use of Corporate Resource Policy will be included in the Nomination Package.

9.4 Election Signs

See Excerpts of Sign By-law for information regarding Election Signs (attached as Schedule "B").

9.5 Municipal Authority to Remove Advertisements – Section 88.7

If the 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.

9.6 Fund-Raising for Candidates – Section 88.10

A fund-raising function shall not be held for a person who is not a candidate. Fund-raising functions may only be held during the campaign period.

9.7 Candidate Campaign Contributions and Expenses

The Clerk shall provide the “Contributions to Registered Candidates” at the time of filing.

The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula. The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under subsection 88.20(6) – Maximum Amount, for the office for which the candidate is nominated. The Clerk shall provide the maximum amount for parties, etc.

See Section 88 of the Municipal Elections Act, 1996, as amended for information regarding candidate campaign contributions and expenses.

Also, the Nomination Package will include information regarding candidate campaign contributions and expenses.

9.8 Duties of Candidates

The Clerk shall provide the “Duties of Candidates” at the time of filing.

10. THIRD PARTY ADVERTISER

10.1 Third Party Advertiser

A Third Party Advertiser means an individual who is normally 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.

Third party advertising does not include issues-based advertising so groups that do public outreach can continue their issued-based advocacy work throughout the municipal election period.

10.2 Eligibility for Registration

The following persons and entities are eligible to file a notice of registration:

- An individual who is normally resident in Ontario;
- A corporation that carries on business in Ontario; and
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to file a notice of registration:

- A candidate whose nomination has been filed under Section 33 of the Municipal Elections Act, 1996, as amended;
- 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; and
- 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.

10.3 Filing the Notice of Registration

Notice for Registration shall be filed with the Clerk beginning May 1, 2018 at 8:30 a.m. to October 19, 2018 (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” and the “Declaration of Qualifications – Third Party Advertiser” 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 initialed 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.

There is no registration fee for third party advertising.

10.4 Estimated Maximum Third Party Expenses – Section 88.21(15)

The Clerk shall calculate the estimated maximum third party expenses for registered third parties and provide a certificate of the estimated maximum expenses to the individual filing the registration. The Clerk's calculation is final.

10.5 Notice of Penalties – Section 88.29(7)

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties to every Registered Third Party that registered in the municipality.

10.6 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 Certificate of Maximum Third Party Expenses. 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 25, 2018; 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) of the Municipal Elections Act, 1996, as amended.

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 September 15 in the year of the previous 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.

10.7 Certification of Notice of Registration

The Clerk will examine each notice of registration that has been filed to determine qualification and if the notice complies with the Municipal Elections Act, 1996, as amended. Once satisfied that the third party is qualified, the Clerk will complete the "Certification by Clerk" section on the "Notice for Registration" form. If not satisfied the Clerk shall reject the notice. The Clerk's decision is final.

10.8 Advertisements - Restricted Period and Expenses - Sections 88.4, 88.5

No individual, corporation or trade union is permitted to incur expenses for a third party advertisement that appears during the restricted period unless they are a registered third party. The Restricted Period begins on May 1, 2018 and ends at the close of voting on Voting Day, October 22, 2018.

Third Parties shall do the following only 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).

See also Paragraph 9.1 e for publishing information to general public.

10.9 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.

10.10 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.

10.11 Municipal Authority to Remove Advertisement

If a municipality is satisfied that there has been a contravention of Section 88.3 (candidate's 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.

10.12 List of Registered Third Parties

A list of registered third parties shall be posted using the "Official List of Registered Third Parties", 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.

10.13 Fund-Raising for Registered Third Parties

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements. Fund-raising functions may only be held during the campaign period.

10.14 Contributions to Registered Third Parties and Expenses

During the campaign period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula. The Clerk shall provide the Third Party with the maximum third party expenses amount upon registering as a Third Party Advertiser.

The expenses of a registered third party are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula. The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under subsection 88.21(6) – Maximum Amount. The Clerk shall provide the Third Party with the maximum amount for parties, etc.

See Section 88 of the Municipal Elections Act, 1996, as amended for information regarding contributions to registered third parties and expenses.

Also, the Registration Package will include information regarding contributions to registered third parties and expenses.

10.15 Duties of Registered Third Parties

The Clerk shall provide the “Duties of Registered Third Parties at the time of filing.

11. SCRUTINEERS

- 11.1 Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the Municipal Elections Act, 1996, as amended. If appointed, scrutineers will be entitled to the following:
- a. upon request and after producing the properly signed “Appointment of Scrutineer” and prescribing to the oath(s) of secrecy, they will be provided access to a candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots, and determine who has voted.
 - b. upon request and after producing the properly signed appointment of scrutineer form and prescribing to the oath(s) of secrecy, they may attend a Voter Help Centre(s) during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Clerk or election official, or who attempt to interfere, influence or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Help Centre(s).
 - c. to be present at the time and place where results are received by the Clerk including signing the results report indicating the final results and votes cast.
- 11.1 Use of a cellular telephone or any other electronic device SHALL NOT BE PERMITTED within a Voter Help Centre by any candidate or scrutineer.

12. VOTING

12.1 A Telephone/Internet Voting method shall be used for the 2018 Municipal & School Board Elections.

- a. Telephone/Internet Voting:
 - i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
 - ii. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.
 - iii. The eVoting Service Provider will allow the eligible voter to vote using a telephone or the internet.
 - iv. Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
 - v. The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.
 - vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.
- b. Voting will commence on October 15, 2018 at 9:00 a.m.

12.2 Prior to the eVote activation, being on October 15, 2018 at 9:00 a.m., the Auditor or other authorized election official will generate the confirmation report that contains all candidate names running for an office (through the eVoting system by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates, confirms zero (0) votes before the electronic election begins.

The eVote will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.

12.3 Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.

12.4 The eVoting Service Provider will make available online a list to the Clerk and any other appropriate individuals of the Municipality of Middlesex Centre, of all Voters' List individuals by order of wards, who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the candidates or their respective scrutineer through the Clerk's office or by electronic means by the eVoting Service Provider at the Clerk's discretion. This list shall be

provided by the eVoting Service Provider in real time or as closely as possible to real time.

- 12.5 If so allowed by the Clerk, the eVoting Service Provider will make available during the course of the election, IDs and passwords for candidates and their scrutineers, who when using this authorization can connect to a candidate module to review Voter's List information previously identified by them to recognize participants in the election. This capability does not provide the candidate or their designate information on *how* a voter has voted, only if they *have* voted in the election. A voter who has voted at least one race during an election is considered a participant.
- 12.6 Candidates or their scrutineers may view this information any time after the start time of the election.
- 12.7 Where a voter is associated with multiple properties within the Municipality of Middlesex Centre, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or election official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other Document(s) to the Municipal Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996, as amended.
- 12.8 Should a Voter Information Letter be returned to the Municipal Office unopened, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Municipal Elections Act, 1996, as amended.
- 12.9 Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed as in item 8 above.
- 12.10 The Clerk and the election official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
- a. that were sent to voters on the Voters' List;
 - b. that were undeliverable and returned from the Post Office;
 - c. that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
 - d. that were re-issued to an eligible elector;
 - e. whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.
- 12.11 Where an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the location

determined by the Clerk, bringing satisfactory identification and have an election official confirm that the PIN has been used by an impersonator.

Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the election official. The election official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.

If the election official believes that all questions have been answered truthfully and to his or her satisfaction, the election official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the election official the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the election official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning 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 voter's assigned PIN.

Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

- 12.12 Where an eligible voter has received an incorrect Voter PIN in terms of ward and/or school support, the voter can contact a Voter Help Centre(s) and have the proper information applied to the existing PIN. The voter may re-access the system and vote all races not yet completed.

The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

- 12.13 New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk or their designate. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Help Centre(s) unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.

13. VOTER QUALIFICATIONS

13.1 A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 22, 2018, he or she:

- a. is a Canadian citizen;
- b. is at least 18 years old;
- c. resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
- d. is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996, as amended, or otherwise, by law.

14. VOTING PROCESS

14.1 Eligible voters may vote by:

- a. accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. "Digi-pulse" telephones will be able to access the system if the telephone over-ride button is set to a "touch-tone" mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance,
- b. or by accessing the internet address provided by using a dial modem access or a high-speed connection.

14.2 Eligible voters may attend the Voter Help Centre:

a. During the following hours for the Voting Period:

- between the hours of 9:00 a.m. and 6:00 p.m. on October 15, 2018;
- between the hours of 8:30 a.m. and 6:00 p.m. on October 16, 2018 to October 19, 2018;
- between the hours of 9:00 a.m. and 1:00 p.m. on October 20, 2018; and
- between the hours of 8:30 a.m. and 8:00 p.m. on October 22, 2018.

and use the internet access provided.

b. During the hours identified in Paragraph 14.2 a. with a support person, taking the appropriate oath(s), and having a support person vote using the internet access provided. In the absence of a support person, the voter may request the assistance of an election official, who may provide assistance only after the appropriate oath, if required, has been taken.

c. During hours identified in Paragraph 14.2 a. with an interpreter, taking the appropriate oral oath(s), and voting using the internet access provided.

14.3 On a date and time to be determined by the Returning Officer, an election official(s) will attend certain institutions and retirement homes to allow its occupants to vote and provide assistance, if requested at the Clerks discretion:

15. SYSTEM

- 15.1 The integrity of the voting process shall be the responsibility of the Clerk of the Municipality of Middlesex Centre and shall be preserved by:
- a. ensuring that every eligible elector on the Voters' List is mailed, using first class mail or hand-delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;
 - b. ensuring that no one except the eVoting Service Provider, the Clerk of the Municipality of Middlesex Centre, or designate, maintains a list of Personal Identification Numbers that matches each voter's name and address; and
 - c. providing an opportunity for eligible electors who do not appear on the Voters' List to be added to the list, or to make amendments to the list, up to and including election day, October 22, 2018, at 8:00 p.m..
- 15.2 The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
- a. checking the wording of the script;
 - b. checking the Voter Help Centre telephones and internet access;
 - c. checking Script and input timing;
 - d. attempting to use a PIN more than once;
 - e. balancing a predetermined number of votes with those cast;
 - f. matching PINs to names and addresses;
 - g. checking the system which is used for activating PINs; and
 - h. deliberately entering the wrong information.
- 15.3 All certified candidates are to provide to the Clerk the proper pronunciation of their name, in English and, in French if applicable, no later than August 2, 2018.

16. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

16.1 Sections 89 and 90 of the Municipal Elections Act, 1996, as amended, provides for penalties and enforcement of corrupt practices and other offences during an election process.

16.2 Although the Municipality of Middlesex Centre will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and is enforceable.

16.3 Section 89 of the Municipal Elections Act, 1996, as amended, continues by stating:

“A person is guilty of an offence and liable, on conviction, to a fine of not more than \$5,000, if he or she

- a. votes without being entitled to do so;
- b. votes more times than this Act allows;
- c. votes in a voting place in which he or she is not entitled to vote;
- d. induces or procures a person to vote when that person is not entitled to do so;
- e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
- g. before or during an election, publishes a false statement of a candidates withdrawal;
- h. furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- i. without authority, supplies a ballot to anyone;
- j. delivers to the Deputy Returning Officer to be placed in a ballot box a paper other than the ballot the Deputy Returning Officer gave him or her;
- k. takes a ballot away from the voting place;
- l. at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
- m. attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”

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

- 16.5 In addition, under the provisions of Section 90 of the Municipal Elections Act, 1996, as amended, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.
- 16.6 Although many provisions of the Municipal Elections Act, 1996, as amended, also deal with voting places, ballots and 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.
- 16.7 As such, the Municipal Clerk of the Municipality of Middlesex Centre in this alternative form of voting, has agreed to the following rules and regulations:
- a. THAT all complaints about actions which may contravene the provisions of the Municipal Elections Act, 1996, as amended, either verbally or written, will be investigated by the Clerk;
 - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c. THAT the Detachment Commander of the Ontario Provincial Police will be advised that all such complaints will be turned over to his or her office for further investigation;
 - d. THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney’s Office to determine if an individual(s) will be prosecuted.
 - e. THAT the Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

17. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

17.1 The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

17.2 Since the Municipality of Middlesex Centre will be using an alternative voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.

17.3 As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Municipal Clerk of the Municipality of Middlesex Centre in this alternative form of voting has agreed to the following rules and regulations:

- a. THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk;
- b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
- c. THAT the Detachment Commander of the Ontario Provincial Police will be advised that all such complaints will be turned over to his or her office for further investigation;
- d. THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- e. THAT the Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

18. RESULTS

- 18.1 The Municipality of Middlesex Centre shall keep its public internet and telephone voting open until 8:00 p.m. on October 22, 2018 and its Voter Help Centre access opened until the Clerk confirms that all eligible voters in the Voter Help Centre(s) at 8:00 p.m. on October 22, 2018 have completed voting.
- 18.2 The Clerk of the Municipality of Middlesex Centre, at 8:00 p.m. on October 22, 2018, providing that all eligible electors within the Voter Help Centre have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of results for each candidate. The final summary of each candidate by ward and school support shall be available as soon as possible after voting day at the Municipal Office located at 10227 Ilderton Rd., Ilderton, Ontario.
- 18.3 The Clerk shall report the “unofficial” results when received from the eVoting Service Provider as soon as practicable after 8:00 p.m. on October 22, 2018 (voting day) at the Municipal Office located at 10227 Ilderton Rd., Ilderton, Ontario.
- 18.4 Pursuant to subsection 55(4) and subject to the provisions of Section 56 of the Municipal Elections Act, 1996, as amended, concerning “Recount”, the Clerk shall on or before November 6th at the Municipal Office located at 10227 Ilderton Rd., Ilderton, Ontario:
- a. declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.
 - b. declare the result of any vote on a by-law or question.

The “Official Results” of each candidate by ward shall be available at the Municipal Office, located at 10227 Ilderton Rd., Ilderton, Ontario, as soon as possible after Voting Day. Also, the Clerk shall post the “Official” results on the Municipality’s website.

19. TIE VOTE – RECOUNT PROCEDURES

- 19.1 In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, 1996, as amended, the Clerk of the Municipality of Middlesex Centre shall request from the eVoting Service Provider a re-tabulation of the votes cast.
- 19.2 Pursuant to subsection 56(2) of the Municipal Elections Act, 1996, as amended, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before November 6, 2018 at 10:00 a.m. at the Municipal Office located at 10227 Ilderton Road, Ilderton, Ontario.
- 19.3 Pursuant to subsection 61(1) of the Municipal Elections Act, 1996, as amended, the following persons will be authorized to attend the recount:
- a. the Clerk and any other election official appointed by the Clerk for the recount procedure including the Municipal lawyer;
 - b. every certified candidate for the office;
 - c. the lawyer for each of the candidate(s); and
 - d. only one (1) scrutineer for each of the candidate(s).
- 19.4 Within 15 days after the declaration of the election results, the Clerk shall request the eVoting Service Provider to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by ward. The eVoting Service Provider shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
- 19.5 The Clerk shall announce the results of the recount and in the event of a tied vote, subsection 62(3) of the Municipal Elections Act, 1996, as amended, shall apply, being as follows:
- “If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful candidate or candidates by lot”.*
- 19.6 In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
- a. The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidates' lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
 - b. The Clerk shall inscribe the name of each candidate on a similar size paper and the candidates, the candidates' lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
 - c. Upon acceptance by the all candidates, the candidates' lawyer and/or scrutineer, that the processes outlined in Paragraphs 19.6 a. and 19.6 b. have been adhered to, the Clerk shall fold the papers bearing each

candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.

- 19.7 Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the Municipal lawyer to draw only one (1) or the required number for the purpose of determining the successful candidate(s).
- 19.8 The Municipal lawyer shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.
- 19.9 Once completed, the Municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

20. AFTER VOTING DAY

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

20.2 All election materials shall be destroyed in accordance with the principles of Section 88 of the Municipal Election Act, 1996, as amended.

21. CANDIDATES FINANCIAL STATEMENTS

21.1 Financial Reporting

On or before 2 p.m. on March 29, 2019, a candidate shall file with the Clerk with whom the nomination was filed, a Financial Statement - Auditor's Report, each in the prescribed form, reflecting the candidate's election campaign finances as of December 31, 2018. The earliest the Financial Statement – Auditor's Report can be filed is the first day the Municipal Office is open in January 2019.

The Clerk will, at least 30 days before March 29, 2019, but no later than November 30, 2018, the Clerk shall give every candidate whose nomination was file, by **Registered Mail**, notice of:

All the filing requirements of Section 88.25;

The candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of Section 34; and

The penalties set out in subsections 88.23 (2) and 92 (1).

21.2 Candidate Filing Default

A candidate is in default of the filing requirements of the Municipal Elections Act, 1996, as amended, if:

- a. he or she fails to file any document as required under Sections 88.25 or 88.32 by the relevant date;
- b. a document filed under Sections 88.25 shows on its face a surplus described in Section 88.31 and the candidate fails to pay the amount required by subsection 88.31(4) to the Clerk by the relevant date;
- c. a document filed under Section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under Section 88.20; or
- d. a document filed under Section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that Section by the relevant date.

In the case of these defaults:

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

21.3 Notice of Default

A Notice of Default” shall be given to the candidate by Registered Mail, and if the candidate was elected, to the relevant council or local board in the event that a candidate has not submitted the Financial Statement – Auditor’s Report on or before 2:00 p.m. on March 29, 2019.

The Clerk will post on the Municipal Website the name of the candidate and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, and 90 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election indicating whether each candidate complied with Section 88.25 (Candidates’ Financial Statements, etc.)

For questions regarding campaign finances, see Sections 88.22 – 88.25, 88.30 – 88.32.

21.4 Extension of Campaign Period – Section 88.23 (6) to (8)

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

21.5 Retention of Financial Statements

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

21.6 Refund of Nomination Filing Fee – Section 34

A candidate is entitled to receive a refund of the nomination filing fee if he or she files the Financial Statement – Auditor’s Report, each in the prescribed form, on or before 2:00 p.m. as of March 29, 2019.

22. THIRD PARTY FINANCIAL STATEMENTS

22.1 Third Party Financial Reporting

All registered Third Parties must disclose and report their campaign finances in relation to third party advertisements.

On or before 2 p.m. on March 29, 2019, a registered third party shall file with the Clerk a Financial Statement - Auditor's Report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements as of December 31st in the year of the election. The earliest the financial statement and auditor's report can be filed is the first day the Municipal Office is open in January 2019.

A registered third party must notify the Clerk, in writing, of any Court extension by 2 pm on Friday, March 29, 2019. Penalties will commence at 2:01 pm on Friday, March 29, 2019.

At least 30 days before March 29, 2019, but no later than November 30, 2018, the Clerk shall give every registered third party that registered in the municipality, by **Registered Mail**, notice of:

- all the filing requirements of this section; and
- the penalties set out in subsections 88.27 (1) and 92 (4).

22.2 Third Party Filing Default

A Third Party is in default of the filing requirements of the Municipal Elections Act, 1996, as amended, if:

- a. the registered third party fails to file a document as required under Section 88.29 or 88.32 by the relevant date;
- b. a document filed under Section 88.29 shows on its face a surplus, as described in Section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- c. a document filed under Section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under Section 88.21; or
- d. a document filed under Section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date.

22.3 Notice of Default

The Clerk shall give Notice of Default to the registered third party by **Registered Mail**, who has not submitted the Financial Statement – Auditor's Report on or before 2:00 p.m. on March 29, 2019.

The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

The Clerk will post on the Municipal Website the name of the third party and a description of the nature of the default.

As soon as possible after April 30, 2019 or 75 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format, a list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor's report under section 88.29(1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

22.4 Extension of Campaign Period

For further information, refer to subsections 8.27(3) to (5) of the Municipal Elections Act, 1996, as amended.

23. COMPLIANCE AUDIT COMMITTEE

23.1 Establish a Compliance Audit Committee (Section 88.37)

- a. Pursuant to Section 88.37 of the Municipal Elections Act, 1996, as amended, a council shall, before October 1st of an election year, establish a Compliance Audit Committee.
- b. The Committee must be composed of three (3) to seven (7) members. Members to this Committee cannot include:
 - employees or officers of the municipality or local board;
 - members of the council or local board;
 - any persons who are candidates in the election for which the committee is established; or
 - any persons who are registered third parties in the municipality in the election for which the committee is established.

Further, an individual shall be deemed ineligible to be a member of the Committee if they prepare the financial statements of:

- any candidate running for office on Municipal Council or local board during the term for which the Committee has been established; or
 - any registered third party.
- c. The term of office of the Committee is the same as the term of office of the council or local board.
 - d. A Terms of Reference for the Compliance Audit Committee will be developed and adopted by by-law
 - d. The Compliance Audit Committee is required to review compliance audit requests of candidates and registered third parties election campaign finances.
 - e. The Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the Act to implement the Committee's decisions.

23.2 Review of Contributions to Candidates – Section 88.34(1) to (4)

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).

a. Report, Contributions to Candidates for Council

As soon as possible after April 29th, 2019, 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,

- i. 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
- ii. 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.

23.3 Decision of Compliance Audit Committee Regarding Candidates - Section 88.34

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.

23.4 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).

23.5 Report, Contributions to Registered Third Parties

As soon as possible after April 29th, 2019, 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.

23.6 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.

23.7 Compliance Audit Application

- a. An eligible elector who believes on reasonable grounds that a candidate has contravened a provision of the Municipal Elections Act, 1996, as amended, relating to campaign finances, may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.
- b. An eligible elector who believes on reasonable grounds that a registered third party has contravened a provision of the Municipal Elections Act, 1996, as amended, relating to campaign finances, may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.
- c. Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.
- d. Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the application to the Compliance Audit Committee.

24. ACCESSIBILITY

- 24.1 Pursuant to the Municipal Elections Act, 1996, as amended, as well as, the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005, the Clerk shall have regard for the needs of candidates and electors with disabilities.
- 24.2 The Municipality of Middlesex Centre has chosen the Telephone and Internet alternative voting method to facilitate the opportunity for electors to cast their vote from anywhere and at any time during the voting period.
- 24.3 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 for viewing by posting it on the Municipal Website, before Voting Day in a regular election.
- 24.4 The Clerk shall ensure the Voter Help Centre(s) is accessible to candidates and electors with disabilities.
- 24.5 All Election Officials shall be vigilant when communicating with any member of the public about the election to try to identify any accessibility issues for electors with disabilities. Election Officials will be available for assistance during the Voting Period and on Voting Day.
- 24.6 The Municipality of Middlesex Centre has established a Corporate Accessibility Policy. The Municipal Election for the Municipality of Middlesex Centre will be conducted with having regard to the policies as established.
- 24.7 All election officials shall, as soon as reasonably possible, bring any election related accessibility issue to the attention of the Clerk or Deputy Clerk.
- 24.8 The Clerk or Deputy Clerk shall, in a timely manner, respond to all election related accessibility issues that are brought to their attention.
- 24.9 All responses will be based upon the following considerations:
 - a. The needs of the individual elector;
 - b. Compliance with the principles of the Municipal Elections Act, 1996, as amended;
 - c. Compliance with the Municipality's Corporate Accessibility Policy; and
 - d. Compliance with Provincial statutes and regulations including, but not limited to, the Accessibility of Ontarians with Disabilities Act, 2005.

- 24.10 The Clerk shall prepare a report within ninety (90) days after Voting Day in a regular election, about the identification, removal, and prevention of barriers that affect voters and candidates with disabilities and shall make the report available to the public for viewing by posting it on the Municipal Website.

25. EMERGENCIES

- 25.1 Pursuant to the Municipal Elections Act, 1996, as amended, Section 53, an emergency shall be declared in the event of a flood, fire or power failure in the municipality; acute illness or accident of the Clerk/Returning Officer or Assistant Returning Officer which prevents her/him from conducting the election pursuant to the Municipal Elections Act, 1996, as amended.
- 25.2 In the event of an emergency, the Clerk/Returning Officer shall advertise on radio and television stations, if possible, and post notices to the extent possible, that the election has been delayed.
- 25.3 In the event of an emergency, the eVoting Service Provider under direction from the Clerk/Returning Officer, shall stop the eVote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.
- 25.4 In the event the Clerk/Returning Officer or Assistant Returning Officer is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

26. AMENDMENTS TO PROCEDURES

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.

27. ATTACHMENTS – FORMS

The following sample forms may be utilized by the Municipality of Middlesex Centre for the election process:

Form #	Name of Form	Section
EL07	List of Certified Candidates	S.11(4) 2
EL08	Certificate of Election Results	S.11(4) 3
EL09	Final Summary of Election Results	S.11(4) 4
EL10	Appointment and Oath of DRO	S.15(1)
EL11	Appointment and oath of an Election Official	S.15(2)
EL12(A)	Appointment of Scrutineer by Candidate	S.16(1)
EL12(B)	Oral Oath of Secrecy	
EL14	Candidate's Declaration-Proper Use of Voters' List	S.23(4)(5)
EL15	Application to Amend Voters' List	S. 17,24,25
EL16	Application for Removal of Another's Name from the Voters' List	S.25
EL17(A)	Notice of Nomination for Office	S.32
EL17(B)	Notice of Additional Nominations	S.33(5)
EL19	Withdrawal of Nomination	S.36
EL20	Declaration of Acclamation to Office	S.37(1)
EL22	Certificate on Voters' List	S.28(1)
EL24	Sample Notice of Election Information (For Newspaper Ad)	S.40
EL26	Oath of Qualification	S. 52(1) 3
EL27	Oral Oath of Support Person or Interpreter/Assistance	
EL32	Declaration of Election Candidate	S.55(4)(a)
EL37(A)	Certificate of Maximum Campaign Expenses - Candidate	S.88.20(13)
EL37(B)	Certificate of Maximum Amount of Contributions – Own Campaign	S.33.0.2,88.9.1
EL37(C)	Certificate of Maximum Amount of Expenses for Parties etc. – Candidate	S.88.20(9)(13)
EL38	Witness Statements as to Destruction of Ballots	S. 88(2)
EL42(A)	Notice to Candidate of Filing Requirements	S.88.25
EL42(B)	Notice to Registered Third Party of Filing Requirements	S.88.29
EL43(A)	Notice of Default - Candidate	S.88.23(3)
EL43(B)	Notice of Default – Registered Third Party	S.88.27(1)
EL51(A)	Certificate of Maximum Amount of Expenses for Parties etc. – Registered Third Party	S.88.21(15)
EL51(B)	Certificate of Maximum Amount of Expenses for Parties etc. – Registered Third Party	S.88.21(15)
EL52	Consent to Release Personal Information	
EL53	Application to Re-Issue Voter's Information Letter	
Form 1	Nomination Paper	
Form 4	Campaign Financial Statement	S.88.25(1)
Form 5	Financial Statement – Subsequent Expenses	
Form 6	Notice of Extension of Campaign Period	
Form 9	Declaration of Identity	

The above-noted forms may be obtained by contacting the Clerk's office.

Additional forms may be prepared for the 2018 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) and 12(2) of the Municipal Elections Act, 1996, as amended.

SCHEDULE “A” TIMELINES

The following are legislative dates as set out in the Municipal Elections Act, 1996, as amended.

2018

Tuesday, May 1

- First day for candidates to file a nomination paper for the office of mayor, councillor or school board trustee
- First day for an individual or entity to file a notice of registration as a third party advertiser
- Campaign period begins once a nomination paper or notice of registration is filed
- Preliminary expense limit and other legislative documentation provided to candidates and third party advertisers on the day they file

Friday, July 27

- Nomination Day – last day to file nomination papers
- 9:00 am to 2:00 pm – nominations or withdrawal cannot be accepted beyond 2:00 pm

Monday, July 30

- Certification of nomination papers to be completed by 4:00 pm
- Declaration of acclamation provided after 4:00 pm

Tuesday, September 4

- Revision Period for Voter’s List (September 4 – October 22)
- Voters’ List available to certified candidates

Tuesday, September 25

- Certificate of Maximum Campaign Spending Limits provided to candidates and third party advertisers

Monday, October 15

- Voting Period commences

Friday, October 19

- Last date for third party advertisers to register

Monday, October 22

- Voting Day – 8:30 am to 8:00 pm

Monday, December 3

- Term of Office – December 1, 2018 to November 14, 2022 (4 year term)

Monday, December 31

- Campaign period ends for candidates and registered third parties
- Last day for candidate or registered third parties to file an Extension of Campaign period (Form 6)

2019**Wednesday, February 27**

- Last day for Clerk to provide notice of financial filing requirements and penalties to candidates and registered third parties

Thursday, March 28

- Last day for candidate or registered third party to apply to Superior Court of Justice to extend the time to file the financial statement

Friday, March 29

By 2:00 pm:

- Last day to file financial statement for period ending December 31, 2018 – applies to all candidates and registered third parties
- Last day for candidate or registered third party to notify Clerk of filing extension received from the Superior Court of Justice

After 2:00 pm;

- 90 day compliance audit period begins
- Start of 30 day period in which a candidate or registered third party may file the primary financial statement and pay a \$500 late filing fee

SCHEDULE "B" EXCERPTS FROM SIGN BY-LAW

ELECTIONS Section 10 of By-Law 2013-037:

10. ELECTION SIGNS

10.1 Election signs may not be erected more than 60 days prior to an election day.

10.2 Election signs must be removed no later than 24 hours following an election.

10.3 Election signs shall not be placed on municipal property of any type (including but not limited to fire halls, administration buildings, arenas, parks and community centres).

10.4 Election signs shall not be permitted within the road allowance (either side of the travelled portion) adjacent to a municipal property as noted in 10.3 above.

10.5 Where election signs are removed by an officer, such officer shall advise the candidate or an agent of the candidate of sign removal and such signs shall be retained by the officer until 24 hours following an election, after which the signs may be disposed of.

SCHEDULE "C" ACCEPTABLE IDENTIFICATION

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.

23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.