

2018 Municipal Election Procedures



Note: The procedures contained within are subject to change at any time, up to and including Voting Day at the discretion of the Clerk

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INTRODUCTION

The Township of Lake of Bays is conducting the 2018 Municipal Election in accordance with the [Municipal Elections Act, S.O. 1996](#), as amended, and has chosen to use an alternative voting method, S.42 (1)(b), being Internet/Telephone Voting (By-law 2017-018).

The purpose of this document is to establish procedures for the use of Internet/Telephone voting, which are consistent with the principals of the *Municipal Elections Act*, 1996 (MEA).

The Clerk, if deemed necessary, at any time, up to and including Voting Day (October 22nd, 2018), may amend procedures, documents, etc. Amendments to the procedures will be e-mailed to each Candidate to the address shown on filed Nomination Forms and posted on The Township of Lake of Bays website (www.lakeofbays.ca).

With respect to matters of policy and procedures for alternative voting methods and all other municipal election matters, the decision of the Clerk is final.

The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the pertinent sections of the MEA and that they are in fact qualified by law to seek elected office.

Questions with respect to these procedures may be directed to:

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Welcome Candidates, Third Party Advertisers and Electors

The 2018 Municipal Election will be held on **Monday, October 22nd, 2018**. The term of office is **four years**, beginning on December 1st, 2018, and ending November 14th, 2022.

Unofficial results will be posted on the Township's website at www.lakeofbays.on.ca (as soon as possible after the close of the election at 8:00 p.m.)

A comprehensive list of important election dates can be found in Appendix 'A'.

Principles Guiding Municipal Elections

The following principles were considered during the development of the *Municipal Elections Act*, its amendments and the planning and delivery of the 2018 Municipal elections by Municipal agencies:

- The secrecy and confidentiality of the individual vote is paramount.
- The election should be fair and non-biased.
- The election should be accessible to the voters.
- The integrity of the process should be maintained throughout the election.
- There be certainty that the results of the election reflect the votes cast.
- Voters and candidates should be treated fairly and consistently within a municipality.

ELECTORS

Qualification of Electors for Municipal Election

A person is entitled to be an elector at an election held in a local municipality (unless prohibited by the *Municipal Elections Act* or any other Act) if, on Voting Day (**Monday, October 22nd, 2018**) he or she:

- is a Canadian citizen;
- is at least eighteen (18) years of age;
- resides in the Township of Lake of Bays; or the owner or tenant of land in the Township of Lake of Bays, or a spouse or same-sex partner of such a person; and
- who is not prohibited from voting as noted below or otherwise, by law.

It is the responsibility of the elector to ensure they are qualified.

Person prohibited from voting

A person who is serving a sentence of imprisonment in a penal or correctional institution, including a sentence being served on evenings and weekends;

- A corporation;
- A person acting as an executor or trustee or in any other representative capacity; and
- A person who was convicted of a corrupt practice

Number of Votes

A voter is only entitled to vote once in a municipality and once in a school board even if the voter has more than one qualifying property address within the municipality or school board. The place where they vote is where they reside. In a municipality with wards, if a voter resides in one ward but has other properties in different wards in the same municipality, he or she may only vote in the ward where he or she resides. A voter may only have one permanent residence.

Students

A student may vote in the municipality where he or she is temporarily residing while attending school as well as at his or her permanent home in a different municipality, provided that he or she does not intend to change his or her permanent home.

Homeless Persons

If a person has no permanent residence, then the following rules determine his or her residence:

1. The place in which the person most frequently returned to sleep or eat during the five weeks preceding the determination.
2. If the person returns with equal frequency to one place to sleep and another to eat, the place in which he or she sleeps.
3. Multiple returns to the same place during a single day, to eat or sleep, are considered to be one return.

A person's affidavit regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

Fractional or Time Share Ownership

A tenant or owner of property under a fractional or time share contract are not entitled to vote unless the person(s) are entitled to use the land,

- a) On voting day; or
- b) For a period of six weeks or more during the calendar year in which voting day of the election is held

Qualification of Electors for School Board Election

A person is entitled to be an elector at an election held in a local municipality, or in territory without municipal organization within the area of jurisdiction of the district school board if, on voting day, he or she:

- is a Canadian citizen;
- is at least eighteen (18) years of age;
- has not already voted in the election for school trustees elsewhere in the school board's area of jurisdiction;

- resides in the local municipality or territory or is the owner or tenant of a residential property, or a spouse or same-sex partner of such owner or tenant; and
- is not otherwise prohibited from voting.

To vote in an **ENGLISH-LANGUAGE PUBLIC DISTRICT SCHOOL BOARD**, an elector in addition to the above, must:

- be a supporter (or be the spouse of a supporter) of the English-language public district school board; or
- not be a supporter of any school board, nor have qualified him or herself as an elector for a separate or French-language school board in the election.

To vote in an **ENGLISH-LANGUAGE SEPARATE DISTRICT SCHOOL BOARD**, an elector must be a Roman Catholic who must:

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

To vote in a **FRENCH-LANGUAGE PUBLIC DISTRICT SCHOOL BOARD**, the elector must be a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

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

To vote in a **FRENCH-LANGUAGE SEPARATE DISTRICT SCHOOL BOARD**, an elector must be a Roman Catholic and a French-language rights holder (see the Charter for criteria) who must:

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

Ineligible Voters in a School Board Election

The following cannot vote in a school board election:

- a person serving a sentence of imprisonment in a penal or correctional institution;
- a corporation; or
- a person convicted of a corrupt practice for an election held within four years of voting day.

Electoral Status for School Boards

The electoral status for school purposes is shown on the Voters' List. A voter may, during the revision period (Monday, September 3rd, 2018 up to and including Voting Day, Monday, October 22nd, 2018), make application for correction of the List. Therefore, a person may make application to change their school support up to and including Voting Day. Qualifications for and definitions of the categories of school electors are found in the Education Act.

CANDIDATES

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

Council

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

- A Canadian citizen;
- At least eighteen (18) years of age;
- A resident of The Township of Lake of Bays or own or lease property (or be the spouse of the owner or lessee) in The Township of Lake of Bays;
- Not legally prohibited from voting;
- Not disqualified by any legislation from holding municipal office
- Obtain at least 25 original signatures from individuals eligible to vote in the Township of Lake of Bays on the day they signed the endorsement.

School Board

To run for School Board Trustee the person must be:

- A Canadian citizen
- At least 18 years of age
- A resident in the area of jurisdiction of the board
- Eligible to be an Elector for the school board in which the person is a candidate
- Not legally prohibited from voting
- Not disqualified by any legislation from holding office
- Endorsement signatures are NOT REQUIRED for School Board Trustee Candidates.

The following offices are to be elected in the 2018 Municipal Elections:

Offices to be Elected	Candidates to be Elected
Mayor	One (1) to be elected at large
Ward Councillor	Franklin Ward – One (1) to be elected Sinclair Ward – One (1) to be elected Ridout Ward – One (1) to be elected McLean Ward – One (1) to be elected
District and Ward Councillor	Franklin and Sinclair Wards – One (1) to be elected Ridout and McLean Wards – One (1) to be elected
District Chair	Nominations to be filed with the Clerk, District Municipality of Muskoka
School Board Trustee(s)	<p>Trillium Lakelands District School Board (English Public) One (1) to be elected Nominations to be filed with the Clerk, Town of Huntsville</p> <p>Simcoe Muskoka Catholic District School Board Ward 4 (English Separate) One (1) to be elected Nominations to be filed with the Clerk, Town of Bracebridge</p> <p>Conseil Scolaire public du Nord-Est de l’Ontario (Zone A) (French Public) One (1) to be elected Nominations to be filed with the Clerk, Municipality of East Ferris</p> <p>Conseil Scolaire de district catholique Centre-Sud (#64) (French Separate) One (1) to be elected Nominations to be filed with the Clerk, City of Barrie</p>

To be a candidate in an **ENGLISH-LANGUAGE PUBLIC DISTRICT SCHOOL BOARD**, a candidate must:

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

To be a candidate in an **ENGLISH-LANGUAGE SEPARATE DISTRICT SCHOOL BOARD**, a candidate must be a Roman Catholic who must:

- qualify as an Elector for the English-language separate district school board; or

- be a supporter (or be the spouse of a supporter) of the English-language separate district school board

To be a candidate in a **FRENCH-LANGUAGE PUBLIC DISTRICT SCHOOL BOARD**, the candidate must be a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

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

To be a candidate in a **FRENCH-LANGUAGE SEPARATE DISTRICT SCHOOL BOARD**, a candidate must be a Roman Catholic and a French-language rights holder (see the Charter for criteria) who must:

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

An elected member of council or a school board trustee must maintain their qualifications throughout the entire term of office or their seat will become vacant.

Nominations

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and prior to expending any funds on a campaign. The Nomination period starts on **Tuesday May 1st, 2018** and ends on **Friday July 27th, 2018 (Nomination Day) at 2:00 p.m.**

Nomination forms must be signed by the candidate and filed in person or by an agent (no fax or email), accompanied with at least 25 original signatures from eligible electors in the Township of Lake of Bays up to and including Thursday, July 26th, 2018 during normal business hours (Monday to Friday 8:30 a.m. to 4:00 p.m.). On **Nomination Day, Friday July 27th, 2018** nominations must be filed before 2:00 p.m. Nomination papers will not be accepted after the deadline. All nomination documentation **must** contain original signatures.

Potential candidates are encouraged to make an appointment with the Clerk's Office to ensure availability of staff to receive their nomination.

Nominations may be made by completing and filing in the office of the Clerk, nominations on the prescribed form and accompanied by the Declaration of Qualification, acceptable identification (must be valid and contain the candidate's name, qualifying address and signature), the prescribed nomination filing fee (\$200 for the Office of Mayor, \$100 for all other offices), and such other documentation as required for the filing process. The filing fee is

payable by cash, debit, certified cheque, bank draft or money order payable to the Township of Lake of Bays.

If, after having filed a nomination form, a candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The 25 signatures endorsing the candidate's nomination may be transferred. The filing fee is deemed to have been paid with the latest filing if the two nominations are for the same council/board unless changing offices.

Form - Nomination Paper (Form 1)
Form - Declaration of Qualification
Form - Endorsement of Nomination (Form 2)

A list of Nominations (non-certified) received by the Clerk will be posted on the township website (www.lakeofbays.on.ca) and respective interested parties and media will be notified as soon as possible after filing.

Form – List of Nominations Filed (non-certified)

Acclamations

If the number of candidates for the said office is the same or less than the number to be elected, the candidates will be declared as acclaimed on July 30th, 2018 after 4:00 p.m.

Form – Declaration of Acclamations to Office

Certify or Reject Nominations

Under the *Municipal Elections Act*, the Clerk is required to reject or certify nominations of candidates. On or before **4:00 p.m. on July 30th, 2018**, the Clerk will examine each nomination filed and if satisfied the person is qualified to be nominated and that the nomination complies with the *Municipal Elections Act*, the Clerk shall certify the nomination form.

The Clerk may consider the following requirements in their decision to reject or certify individual nominations:

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk;
- The candidate is not qualified to hold office, or is otherwise prohibited by law from being nominated;
- The nomination form is not complete or the prescribed filing fee has not been paid;
- The candidate's name does not appear on the Voters' List;
- The mandatory financial statement from a previous election was not filed.

There may be other circumstances in which the candidate is disqualified from being nominated or elected other than those identified above. It is the responsibility of each candidate to ensure that they are not disqualified from being nominated for the office.

It is the responsibility of the candidate to ensure that they meet all of the qualifications and file proper nomination papers prior to **2:00 p.m. on Friday July 27th, 2018**.

If rejected, the Clerk will give notice to the individual as soon as possible and to all other candidates for that office. Once the nomination is certified, the candidate's name will be placed on the ballot unless the name is removed by a Court Order.

If a greater number of candidates are certified than are required to fill the said office, there will be an election. If the number of nominations for an office is less than the number of candidates to be elected an additional Notice of Nomination will be advertised on the website only and additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day.

Death or Ineligibility of a Candidate

If a certified candidate for an office, before the close of voting on voting day, dies or becomes ineligible to hold the office,

- a) if no candidate would be elected by acclamation as a result of the death or ineligibility,
 - i) The election shall proceed as if the candidate had not been nominated, and
 - ii) The Clerk shall omit the candidate's name from the ballots or, if they have already been printed, shall cause notice of the candidate's death or ineligibility to be posted in every voting place;
- b) If another candidate would be elected by acclamation as a result of the death or ineligibility, the election is void and a by-election shall be held to fill the office.

Withdrawal of Candidacy

A candidate may withdraw his or her nomination by completing a Withdrawal of Nomination form and filing it in the Clerk's Office **on or before 2:00 p.m. on July 27th, 2018**. If the withdrawal is completed by an agent, a copy of the candidate's photo identification must accompany the written notice. The Clerk will contact the candidate for confirmation.

If withdrawing, the candidate is entitled to a refund of the nomination filing fee. The candidate is still required to submit a financial statement covering the financial transactions made up to the point at which withdrawal is submitted. In addition, the candidate will be required to return any election material distributed to the candidate for election purposes.

Form – Withdrawal of Nomination

Prohibition of Canvassing/Advertising at Voting Locations

The *Municipal Elections Act* provides that while an Elector is in a voting location (Election Help Centre), no one shall attempt, directly or indirectly to influence how the Elector votes. No campaign material, literature or advertising of any nature whatsoever of any candidate in the Election shall be displayed at, or within the election help centre or municipal facility, including parking lots.

The premises are deemed to include the entire building and the property on which it is located, including the parking lot. Campaign material or literature of any nature found in this location will be removed immediately and disposed of without notice.

Right of Entry for Campaigners

Campaigners shall have access to rented premises, condominiums and co-operative housing units:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.” **Residential Tenancies Act, 2006, Section 28**

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.” **Condominium Act, 1998, Section 118**

“No non-profit housing co-operative or servant or agent of such a cooperative shall restrict reasonable access to the housing units of the cooperative by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, any office in a municipal government or a school board for the purpose of canvassing or distributing election material.” **Co-operative Corporations Act, 1990, Section 171.24**

If campaigners are experiencing difficulty in gaining access to any of the above premises, they should contact the administrating body of the facilities. The Clerk is not responsible for securing access to any buildings for the purpose of canvassing or distributing election material.

Use of Corporate Resources for Election Purposes

The use of corporate resources for election campaign purposes is strictly prohibited. All election candidates, including members of Council, are required to follow the provisions of the *Municipal Elections Act*, as amended, and ensure there is no use of township facilities, equipment, supplies, services, staff or other resources of the township for any election campaign or campaign related activities. No candidate shall undertake campaign-related

activities on township property, leased or otherwise (e.g. parks, library, fire hall, arena) during regular working hours.

Candidates are prohibited from using the Township of Lake of Bays logos/corporate images, crest, photos, graphics or any other item of the township intellectual property for any campaign-related purposes or material including, but not limited to, signs, printed and electronic publications, flyers, brochures, emails, website, business cards, postcards, letterheads, posters, fridge magnets and promotional items.

For more information please view the [Use of Corporate Resources for Election Purposes Policy CO-1.3](#) on the township website (www.lakeofbays.on.ca).

Any disregard of this prohibition will be acted upon by The Corporation and could result in legal action.

National Do Not Call List

The Canadian Radio-television and Telecommunications Commission (CRTC) has established a National Do Not Call List (DNCL). The following is an excerpt of the Telecom Regulatory Policy CRTC 2009-200:

“In addition to the exemption set out in section 3(d), the National DNCL Rules do not apply to telemarketing telecommunication made by or on behalf of a candidate as defined in subsection 2(1) of the Canada Elections Act or a candidate under provincial law for the purposes of a provincial or municipal election, or by or on behalf of the official campaign of such a candidate”

Financial Reporting Requirements

Information regarding election finances such as financial responsibilities of candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs and Housing - 2018 Candidates' Guide for Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry website at www.mah.gov.on.ca. The link is also available on the township website at www.lakeofbays.on.ca

Scrutineers

Each Candidate may appoint, in writing on the prescribed form, person(s) to act as scrutineers to represent him or her during the election process, including attendance in the Election Help Centre on Voting Day.

A person appointed as a scrutineer prior to being admitted to observe these election processes shall produce and show their appointment in the prescribed form and valid acceptable

identification. The scrutineer will be issued an identification badge which must be returned to the Clerk before leaving. All scrutineers must take and subscribe to an Oath of Secrecy.

Not more than one candidate or one scrutineer representing each candidate may be in the Voting Counting Location/Election Help Centre at any time.

Scrutineers and Candidates are **prohibited** from the following:

- Attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate,
- Displaying a candidate's election campaign material of any nature whatsoever in the voting place, including the parking lot,
- Compromise the secrecy of the voting,
- Interfere or attempt to interfere with an elector who is marking a ballot,
- Obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted; or
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.

- Use of cellular phones or other mobile devices in the voting place.

The Clerk is responsible for the conduct of the Election and no candidate or scrutineer has the right to interfere with the Deputy Returning Officer or Election Official in the discharge of his or her duties.

Any candidate, scrutineer, Third Party Advertiser, agent or voter who by their actions creates a disturbance or interferes in any way with the proper conduct at the Election Help Centre or Vote Counting Location, may be expelled from the location for such actions. An agent, candidate or scrutineer who is dissatisfied with the actions of election personnel is invited to contact the Clerk to discuss the matter.

Candidates and/or scrutineers wishing to observe the final count must be at the Municipal Office prior to 8:00 p.m. on election night. No one will be admitted into the centre after 8:00 p.m.

As the role of scrutineers is different using Internet/Telephone Voting, staff will provide candidates or their scrutineers the opportunity to participate during the logic and accuracy testing phases and a mock election. This process is intended to help electors and those involved in the election process to gain confidence in the alternative voting method.

Form – Appointment of Scrutineer by Candidate

Form – Oral Oath of Secrecy

ELECTION SIGNS AND OTHER ADVERTISEMENTS

Candidates' Election Campaign Advertisement

All candidate election campaign advertisements must be in compliance with the *Municipal Elections Act* at all times. A candidate must have filed their nomination paper before spending any money and the amount they may spend on their campaign is regulated.

A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate.

Election Signs – Township of Lake of Bays

[By-law #2018-013](#) provides for the regulation of election signs in municipal, provincial and federal elections. Candidates, Third Party Advertisers and electors should review the By-law to ensure compliance.

In accordance with the By-law, no election signs may be installed prior to the close of nominations (2:00 p.m. on Friday, July 27th, 2018) or longer than fourteen (14) days after the election.

Election Signs – District Municipality of Muskoka (By-law #89-112)

Political campaign signs may be permitted within the limits of a District road allowance provided that the sign does not exceed 1 m² (10 square feet). They may be erected without a permit provided that the person or organization erecting the sign shall remove it at his/her expense within two (2) weeks of the date of the election or conclusion of the campaign, whichever is sooner.

No person shall locate a sign in such a manner as to obstruct, impair or impede the view of any lane, street, highway intersection, regulatory sign, traffic signal or railway crossing. No person shall attach or paint a sign on a fence, post, rock, tree, utility pole, bridge or any structure visible from the District road.

Notwithstanding the foregoing, where an Area Municipality has enacted and enforces its own sign by-law which is more restrictive than the District sign by-law, the by-law of the Area Municipality shall govern.

If in contravention with any of the above, the sign will be removed to a District facility where it can be retrieved by the owner or organization.

Those installing signs are encouraged to confirm compliance with the property owners in advance of posting the sign(s).

Election Signs – Ministry of Transportation

For convenience, below is information regarding placing election campaign signs on Provincial properties, including laneways. The responsibility for authorized placement of signs rests with the candidate. Please reference the [Ministry of Transportation General Guidelines for Election Signs](#) for more detailed information.

- An election sign must not be placed upon or adjacent to the right-of-way of Class 1 – Freeways or Class 2 – Staged Freeways (e.g. highways 400, 69, 11)
- Election signs may be erected on the right-of-way or adjacent to a Special Controlled Access, Major or Minor Highway (e.g. highway 60, 141, etc.) during an official election
- Signs up to 0.7 m² in size must be placed at least 4 m from edge of payment. Signs over 0.7 m² and up to 3.7 m² must be placed at the outer limit of the right-of-way (e.g. fence line)
- An elections sign must not be affixed to a permanent or official highway sign or to guide rail or other highway structure or facility and must not be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.
- Portable read-o-graph sign trailers must not be placed upon a provincial highway right-of-way. Portable read-o-graph sign trailers may be utilized providing they are erected on private property and meet the requirements of the ministry for portable read-o-graph signing.
- A Sign Permit of a Letter of Approval for any signs erected under these instructions is not required.
- Election signs must be removed from the Ministry right-of-way and adjacent properties within three (3) working days following Election Day.

Those installing signs are encouraged to confirm compliance with the property owners in advance of posting the sign(s).

Rental Housing and Condominium Corporations

Landlords and condominium corporations cannot prohibit their tenants from displaying campaign signs in their own unit. The condominium corporation/landlord will have the right to establish reasonable conditions related to the size or type of sign. Landlords and condominium corporations may prohibit the display of signs in relation to common areas of the building.

THIRD PARTY ADVERTISERS

Individuals, corporations and unions can register as Third Party Advertisers and can also make contributions to Third Party Advertisers. Third party advertisers are required to register with every municipality where they wish to advertise in. If a Third Party Advertiser is representing a District Chair candidate, they are required to register with each lower-tier municipality.

Third party advertisers may register with the municipality from **Tuesday, May 1st, 2018 until Friday, October 19th, 2018 at 4:00 p.m.** Third party advertiser registrations will not be accepted after the deadline. Registration allows a third party advertiser to promote or oppose any candidate that the electors in the municipality can vote for (local council, district council, district chair and school board trustee positions).

No individual, corporation or trade union shall incur expenses for a third party advertisement unless the individual, corporation or trade union is certified as a registered Third Party Advertiser with the Clerk of the municipality when the expenses are incurred and advertisement appears. Third Party Advertisers are required to submit completed financial statements to the Clerk of each municipality they are registered with by March 29, 2019.

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

Form – Third Party Advertiser Registration (Form 7)

Third Party Registrations (Certified)

A list of certified Third Party Registrations will be posted on www.lakeofbays.on.ca as soon as possible after filing. The list will be updated as new registrations are received.

Form – Third Party Registrations (Certified)

Restricted Period

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (**May 1, 2018**) as a registered third party in relation to the election and ends at the close of voting on voting day.

Limit on Expenses

The expenses incurred in relation to third party advertisements cannot exceed the amount calculated under section 88.21 of the *Municipal Elections Act* (registered third parties' expenses) for the registered Third Party Advertiser.

Mandatory Information in Third Party Advertisements

No registered Third Party Advertiser shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

1. The name of the registered Third Party Advertiser; and
2. The municipality where the registered Third Party Advertiser is registered; and
3. A telephone number, mailing address or email address at which the registered Third Party Advertiser may be contacted regarding the advertisement.

Mandatory Information for Broadcaster

A registered Third Party Advertiser shall not cause a third party advertisement to appear during the restricted period unless, he/she or it provides the following information to the broadcaster or publisher in writing:

1. The name of the registered Third Party Advertiser; and
2. 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 Advertiser; and
3. The municipality where the registered Third Party Advertiser is registered.

Prohibition, Broadcaster or Publisher

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in paragraphs above have not been provided.

CAMPAIGN EXPENSES AND CONTRIBUTIONS

Duties of Candidates and Third Party Advertisers

Candidates and Third Party Advertisers should pay careful attention to campaign finance rules and may wish to seek professional advice.

The *Municipal Elections Act, 1996* assigns several duties to Candidates and registered Third Party Advertisers respecting contributions, receipts, records, financial filings, return of contributions, anonymous donations and other matters. Candidates and Third Party Advertisers should familiarize themselves with their duties and obtain professional assistance if required.

Campaign Period

Contributions cannot be accepted outside the campaign period (beginning upon nomination or registration and ending December 31, 2018). A campaign period may be extended as set out in subsection 88.24(4) of the *Municipal Elections Act*.

Maximum Campaign Expenses

Upon filing of Nomination papers or Registration, Candidates and Third Party Advertisers will receive an estimate of campaign spending limits using the number of electors for each respective office as it existed on Nomination Day of the previous election (September 12, 2014).

Form – Estimated Campaign Spending Limits (Candidate)

Form – Estimated Campaign Spending Limits (Registered Third Party)

No later than **September 25th, 2018**, the Clerk shall provide each Candidate and Third Party Advertiser, via email, with a Certificate of Maximum Campaign Spending Limits that can be incurred using the number of electors for each respective office as it exists on September 15, 2018.

Both the Estimate and the Maximum shall be based on the following calculations:

Office	Maximum Campaign Expenses Spending Limits	Maximum Amount of Contributions Own Campaign	Maximum Amount of Expenses for Parties, etc.
Mayor or District Chair	\$7,500 plus 85 cents for each elector entitled to vote for that office	\$7,500 plus 20 cents for each elector entitled to vote for that office (max. \$25,000)	10% of maximum amount of expenses
District and Ward Councillor	\$5,000 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (max. \$25,000)	10% of maximum amount of expenses
School Board Trustee	\$5,000 plus 85 cents for each elector entitled to vote for that office	No Limit	10% of maximum amount of expenses
Third Party Advertiser	No Limit	No Limit	No Limit

Campaign Spending Limits – O.Reg. 101/97
Contributions Own Campaign Section – Section 88.9.1(1) MEA
Expenses for Parties – O.Reg. 101/97

Form – Certificate of Maximum Campaign Spending Limits

Campaign Contributions

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

- Voluntary labour,
- Labour provided voluntarily from an employee acting under the direction of a Candidate or Third Party Advertiser without added compensation,
- \$25 or less donated or paid for goods or services at a fundraiser,
- A loan from a bank or recognized lending institution; and

- No charge political advertising provided equally to all candidates for an office in accordance with the *Broadcasting Act* (Canada).

The table below describes who may make campaign contributions:

Who may contribute:	Recipient	
	Candidate	Third Party Advertiser
Individuals normally residing in Ontario	Yes	Yes
The spouse of a Candidate or an individual who is a Third Party Advertiser	Yes	Yes
A Corporation or Trade Union	No	Yes
A Federal or Provincial political party or the Government of Canada or Ontario	No	
A municipal government or local board		

Contributions up to \$25 may be made in cash. Contributions more than \$25 must be contributed by the contribution or in a way that associates the contributor's name and account with the payment. No one may contribute more than:

- \$1,200 to one Candidate or Third Party Advertiser, other than the Candidate, the Third Party Advertiser or their spouse, or
- A total of \$5,000 to two or more Candidates or Third Party Advertisers nominated or registered with the municipality

Candidates and Third Party Advertisers shall not take contributions more than the amount set out in the Certificate of Maximum Campaign Amount.

Candidates are no longer required to open a bank account if they do not receive contributions or incur expenditures related to their campaign.

Financial Statements and Filing Requirements

By March 29, 2019, all Candidates and Third Party Advertisers are required to file a financial statement with the Clerk using the prescribed form. Electronic submissions will not be accepted.

The Clerk shall provide notice of all of the filing requirements, to every Candidate and Third Party Advertiser at least 30 days before the filing date for the financial statement and auditor's report.

Key dates in relation to Financial Statement filing are as follows:

2018 Municipal Election Campaign Period	
Date(s)	Action Item
December 30, 2018	Deadline for Candidate to provide written notice to the Clerk of deficit and continuation of campaign period
March 28, 2019	Last day for Candidate to apply to the Ontario Court of Justice to extend the time to file their financial statement (maximum 90 days)
March 29, 2019	Deadline for filing financial statements at 2:00 p.m. *The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Ontario Court of Justice for an extension of the filing deadline
April 1, 2019	Clerk to post financial statements on the Township website at www.lakeofbays.on.ca
April 29, 2019	Last day for Candidate who violated the deadline for filing their financial statements to file along with a \$500 fee to avoid penalties
April 30, 2019	First day the Clerk shall publish a report of which Candidates complied with filing deadlines
July 2, 2019	Last day of supplementary reporting period
September 26, 2019	Last day for Candidate to apply to the Ontario Court of Justice to extend the time to file their supplementary financial statement (maximum 90 days)
September 27, 2019	Deadline for filing supplementary financial statements for supplemental reporting period ending June 30, 2019 *The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Ontario Court of Justice for an extension of the filing deadline
September 30, 2019	Clerk to post supplemental financial statements
October 28, 2019	Last day for Clerk to review supplementary financial statements and report on any that exceeded the limits

The financial statements shall be available for viewing by the public on www.lakeofbays.on.ca

Form – Notice to Candidate of Filing Requirements

Form – Notice to Registered Third Party of Filing Requirements

Form – Financial Statement – Auditor’s Report Candidate (Form 4)

Form – Financial Statement – Subsequent Expenses (Form 5)

Form – Notice of Extension of Campaign Period (Form 6)

Form – Financial Statement – Auditor’s Report Third Party (Form 8)

Form – Notice of Default – Candidate

Form – Notice of Default – Third Party Advertiser

A Notice of Default will be given to any Candidate or Third Party Advertiser if the Financial Statement is not submitted by the deadline. There are penalty provisions in the *Municipal Elections Act* that are applicable to Candidates who fail to meet the disclosure and reporting requirements.

If a Candidate fails to pay a surplus to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for, or to be appointed to any office in Ontario until the next regular election.

A Candidate will be permitted to resubmit a financial statement to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a Candidate doesn’t file their financial statement on time and is willing to pay a \$500 late filing fee, the Candidate will be provided an additional 30 day grace period to file the financial statement. A Candidate exercising this option will not be refunded their nomination filing fee.

In accordance with the Municipal Elections Act, the Clerk shall, before Voting Day, notify all candidates of the penalties under subsection 88.23(2) and 92(1) related to election campaign finances.

Form – Notice to Candidates of Penalties under Subsection 88.23(2) and 92(1)

Form – Notice to Candidates of Filing Requirements

VOTER’S LIST

The Municipal Property Assessment Corporation (MPAC) will provide the Township of Lake of Bays by **August 21st, 2018** a Preliminary List of Electors (PLE). The Clerk then corrects and amends the PLE using information held by the municipality and produces the Voter’s List by **September 4th, 2018**. Electors are encouraged to regularly contact MPAC to ensure their correct information, including birth date and mailing address are recorded for all applicable properties.

Electors can check to see if they are on the Voters' List by using voterlookup.ca up until September 1st, 2018 then they can use the Online Voter Lookup (OVL) available after September 1st, 2018 on the municipal website at www.lakeofbays.on.ca. By supplying their name and address information, IVL will provide a "yes" or "no" response. For a "no" response, the elector will receive instructions on how to be added to the list and will be directed to an online, self-serve option.

Revisions to the Voters' List

Electors may make application to be added to or amend their information on the Voters' List up to and including Voting Day.

Electors can complete and print an online Application to Amend the Voters' List (Form EL-15) which will be electronically submitted to the Clerk.

Electors may also make application to amend the Voters' List by attending the Municipal Office during regular business hours (Monday to Friday from 8:30 a.m. to 4:00 p.m.) On Voting Day (October 22nd, 2018) electors may make application to amend the Voters' List up to 8:00 p.m.. The Clerk will require proof of identification. For individuals who cannot provide the required identification a Declaration of Identity (Form 9) may be completed.

Authorized election officials will be managing and updating the Voters' List utilizing Municipal VoterView software provided by DataFix on an ongoing basis.

Form – (EL-15) Application to Amend Voters' List

Form – Voter Identification

Form – Declaration of Identity (Form 9)

Form – Notice of Revision Period

Copies of Voters' List

Upon written request to the Clerk, a copy of the Voters' List shall be provided to:

- The secretary of a local Board any of whose members are to be elected in this election
- The Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes
- The Clerk for the District Municipality of Muskoka
- The Minister
- Candidates (for Ward Council candidates only those portions pertaining to their area)
- MPs or MPPs who represent any part of the Township of Lake of Bays

Candidates Portal

Candidates will be provided access to the online Candidate Portal where the Voters' List information will be available to search, view or download. The Voters' List may only be used for election purposes. Access will not be granted until the Candidate's Declaration – Proper Use of the Voters' List is executed and filed with the Clerk. No printed or digital copies of the Voters' List will be provided.

The candidates will be able to see which electors have participated in the election. Candidates will not be able to see how an elector has voted.

Form – Candidate's Declaration – Proper Use of Voters' List

VOTING

An Internet/Telephone Voting method shall be used for the 2018 Municipal Election. Internet voting allows an elector to cast an electronic ballot from their personal computer, tablet or smartphone from anywhere there is an internet connection (cable, wifi or cellular). Alternatively, votes can also be cast with a telephone within North America.

Number of Votes

A voter is only entitled to vote once in a municipality and once in a school board, even if the voter has more than one qualifying address within the municipality or school board. The place where they vote is where they reside. In a municipality with wards, if a voter resides in one ward but has other properties in different wards in the same municipality, he or she may only vote in the ward where he or she resides. A voter may only have one permanent residence.

Internet/Telephone Voting Process

Voting will commence on **Friday, October 12th, 2018 at 10:00 a.m.** through until **8:00 p.m. on Monday, October 22nd, 2018.**

During the voting period, the Municipal Office will be designated as the Election Help Centre and will host access to the internet through voting kiosk stations with applicable voting equipment during regular business hours. Other locations, such as the Dwight and Baysville Public Libraries are available to provide internet access for individuals that do not have access to a computer device and/or internet service during regular business hours.

Below is an overview of the internet/telephone voting process:

- Eligible electors, as identified on the Voters' List, will receive through the mail, a sealed and personalized Voters Information Letter (VIL). This letter will direct electors to a designated website or telephone number, based on the selected method of voting selection.
- At the designated website or through the identified telephone number, electors will enter

their PIN as well as a validation criterion. Electors will be entered into the voting system.

- Based on the eligible options for the elector (ward, school board) the voting system will offer the options for the various election races for the elector to cast their vote(s). The voting system will permit the elector to abstain/skip from voting for an office(s) if he/she wishes to do so.
- Following the elector'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.
- Once all races are confirmed by the elector, the elector submits (casts) their vote and the voting process is complete. The elector will be struck off the Voters' List and identified as having participated in the election process.
- Once the voter PIN has been used to complete "all" races associated with the election, it cannot be used again and further access shall not be granted to the internet/telephone voting service.

System Integrity

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

- Ensuring that every eligible elector on the Voters' List, as amended, receives a sealed Voter Information Letter (VIL) containing the voter's unique PIN;
- Ensuring that no one except the Clerk, or designate, can access PINS that match each voter's name and address; and
- Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day (October 22nd, 2018 at 8:00 p.m.)
- Engaging an independent third party to conduct a Web Application Penetration Test.

Voter Information Letters (VIL)

Voter information Letters (VILs) will be printed through the municipality's contract with DataFix using the Voters' List, as amended and delivered through Canada Post to the mailing address of all eligible voters in advance of the voting period. In the case of an emergency, or at the discretion of the Clerk, alternative delivery methods may be utilized.

The VIL may include, but not limited to, the following information:

- The elector's PIN and the telephone number to call and the designated internet address (URL) to access to cast his or her vote;

- Instructions on how to vote;
- Dates and hours of voting;
- The location and telephone number of the Election Help Centre(s);
- Voter eligibility criteria;
- Information on illegal and corrupt practices under the Act

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

Should an eligible voter receive more than one VIL, the eligible voter may only vote once and must return the other VIL to the Municipal Office. **Electors who knowingly vote twice are committing an offence under the *Municipal Elections Act* and subject to an investigation and prosecution by the police and legal system.** VILs returned to the Municipal Office shall have the PIN disabled. The VIL will be maintained in a secure fashion and destroyed in the same manner as all other municipal election material.

Candidate's Names

The following rules shall apply regarding candidate's names:

- Only the names of certified candidates shall appear on the Voter Information Letter (VIL), internet or heard on the telephone voting system.
- The candidates' names shall appear on the VIL, internet or head on the telephone system, in the format of first name then last name (e.g. John Doe), in alphabetical order, based on their surnames and in the case of identical surnames, their forenames. Middle initials shall not be used unless it is deemed necessary by the Clerk
- If the candidate wishes and the Clerk agrees, another name that the candidate also uses may be used instead of or in addition to his or her legal name (e.g. Bill instead of William).
- No reference to a candidate's occupation, degree, title, honour or decoration shall appear in the VIL, internet or heard on the telephone system.
- If the surnames of two or more candidates for an office are identical or in the Clerk's opinion so similar to cause possible confusion, every candidate's qualifying address shall appear or heard under his or her name.

Replacement PINS

If an elector requires a new PIN, they can attend or contact the Election Help Centre to review options with an Election Official. New PINs shall not be provided through alternative methods without the approval of the Clerk.

Eligible electors are able to request a new or replacement VIL and PIN under certain circumstances:

1. If an elector on the Voters' List has lost/not received his or her VIL and the PIN has not been used, an authorized Election Official can provide a new VIL and PIN provided that the satisfactory information has been provided and the elector completes the necessary forms.

The authorized Election Official will proceed to disable the elector's first assigned PIN and issue a new VIL and PIN.

2. Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Municipal Office and prove to the satisfaction of the Municipal Clerk that they did not vote using the PIN and will require a new PIN.

Upon providing proof of identity and residence a new Voter Information Letter containing a new PIN may be issued provided the required statutory declaration has been executed. This process may require the engagement of law enforcement.

3. Where an eligible voter has received an incorrect PIN in terms of ward and/or school support and has not voted, the voter can contact the Election Help Centre and may have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility.

Form – Application for Replacement Voter Information Letter

Form – Voter Identification

Form – Application to Amend Voters' List

Assistance for Electors

If an elector requires assistance to vote, an Election Official may assist as requested provided the elector takes the Oral Oath to vote with assistance.

In lieu of an Election Official providing assistance, the elector may request that a friend assist the elector at the Election Help Centre. The friend assisting the elector shall be required to take the Oral Oath to vote with assistance. No person shall be allowed to act as a friend of more than one voter at the Election Help Centre.

Where an elector requires an interpreter (provided by the elector), the interpreter shall take the Oral Oath to vote with assistance and shall translate the oaths as well as any lawful questions put to the voter.

Candidates or their scrutineers are not permitted to interpret for or assist any electors.

Form – Oral Oath

Election Process Public Information Sessions

The municipality will be hosting a public information session in the summer of 2018 to assist with questions related to the election and will be conducting a “mock election” to better familiarize the electors, candidates and scrutineers with the internet/telephone voting process.

A logic and accuracy testing session will also be held in the fall of 2018.

Confirmed dates for the above events will be communicated to the public and registered candidates in advance of the sessions.

ELECTION ADMINISTRATION

Clerk’s Authority

The Clerk is responsible for facilitating the 2018 Municipal Election through the establishment of rules and procedures. The Clerk may appoint, in writing, Election Officials to assist in the administration of the election process with duties including but not limited to:

- Revising the Voters’ List;
- Receiving Nomination Papers;
- Administering Oaths;
- Assisting electors with internet voting at the Election Help Centre and other locations as required;
- Assisting in the conduct, supervision and management of the Internet and Telephone voting procedures;
- Assisting the Clerk and other Election Officials as required.

The Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and, in the Clerk’s opinion, is necessary or desirable for conducting the election.

The Clerk at any time has the right to amend this document to facilitate the voting process and security. The Clerk’s ruling on any interpretation of this document is final.

Secrecy

All Election Officials shall take an oath of secrecy and be appointed by the Clerk as per the Appointment and Oath of Election Official. Complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.

Form – Appointment and Oath of Election Official

Language

Procedures and forms will be provided in English only.

Clerk’s Responsibility to Review Financial Statements

All Candidates and Third Party Advertisers are required to file a financial statement with the Clerk using the prescribed form.

The Clerk will be required to review all of the financial statements received and identify whether any contributor appears to have exceeded any of the contribution limits. The Clerk will be required to report to the Compliance Audit Committee as soon as possible after the filing deadline regarding contributions made to candidates and third party advertisers in excess of the established limits. Within 30 days of receiving the report, the Compliance Audit Committee must consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Clerk’s Report on Financial Statements

As soon as possible after April 30th, 2019, the Clerk will be required to provide a report and make it available on the Township website setting out all candidates in an election and indicate whether each candidate complied with the financial reporting requirements.

Disposition of Records

After one-hundred and twenty (120) days from declaring the results of the election (subject to a Judge’s order or recount proceedings), the Clerk shall destroy all other documents and materials related to the election except those specified under the Act (e.g. financial statements filed by candidates).

All materials destroyed will be listed, and a declaration stating their destruction will be taken and retained on file.

Form – Declaration of Destruction of Records

ACCESSIBILITY

The Township of Lake of Bays is committed to ensuring that all qualified electors have the opportunity to vote. The use of Internet and Telephone Voting provides the most accessible access to the electoral process as it eliminates the need for electors to attend a polling station and provides for an extended period of time to participate in the election process. Any questions or comments regarding accessibility should be directed to the Clerk.

The Clerk shall ensure that the Election Help Centre is accessible to electors with disabilities. At the discretion of the Clerk (during regular business hours up to and including October 18, 2018), special requests will be considered for an Election Official to travel to a location with a mobile voting kiosk (i.e. laptop, tablet) to assist electors who require accommodations.

The Clerk is required to prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public in advance of the voting period. The Clerk is also required to provide a follow-up report to the public within 90 days after the election.

ELECTION DAY

Prior to the activation of the system on Friday, October 12th, 2018 at 10:00 a.m., the Deputy Returning Officer and those candidates/scrutineers in attendance shall confirm that all candidates' names are listed and that no votes have been cast. Candidates or their scrutineer in attendance will be asked to sign the Activation of the Voting System form that attests to this fact.

Form – Activation of the Voting System

Results of Election

The Clerk, at 8:00 p.m. on October 22nd, 2018 shall arrange for the close and deactivation of the voting system. The Clerk shall then produce the results report. The Clerk and the Deputy Returning Officer shall sign the report indicating the unofficial results and votes cast.

As soon as possible after Voting Day, the Clerk shall declare the candidates elected as a result of the election, and certify the results of the election. The official results will be posted on the Township of Lake of Bays website (www.lakeofbays.on.ca) and at the Municipal Office as soon as possible on October 23rd, 2018. The election staff will distribute the election results.

Form – Declaration of Elected Candidates

Form – Certificate of Election Results

Form – Certificate of Election of Members to District Council

Recount

The *Municipal Elections Act, 1996* requires a recount to be conducted within 15 days:

- Where the counting of ballots resulted in a tie vote and one Candidate will not be elected;
- Where a municipality, local board or Minister of Municipal Affairs has passed a resolution to order a recount; or

- Where an electors' request have been granted by the Superior Court of Justice

In accordance with the *Municipal Elections Act, 1996*, a recount shall be conducted in the same manner as the original count. Only a judge may provide that a recount be held in a different manner than the original count.

Emergencies

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and many any arrangements deemed necessary for the conduct of the election.

In the event of a postal strike, the Clerk shall determine how the Voter Information Letters will be distributed.

When declaring an emergency, the Clerk shall make such arrangements the Clerk considers advisable for the conduct of the election. If the arrangements are consistent with the principles of the Act, they prevail over anything in the Act and the Regulations made under it. The emergency continues until the Clerk declares that it has ended.

APPENDIX 'A' – Key Dates

DATE(S)	ACTION ITEM
December 29, 2017	Procedures Clerk to establish procedures and forms for use of vote-counting equipment or alternative voting method, s.42(3) & (4).
December 31, 2017	Deadline for Council to Approve Ward Changes
February 2018	Publish Notice of Nomination Period (s.32) Prepare Plan To Identify, Remove And Prevent Barriers (s. 12.1(2))
February 15, 2018	MPAC to Provide Population of The Electoral Groups (PEG) Report No later than February 15, 2018
February 20, 2018	Last Day for Notice of Intent to Pass a By-Law to Submit Questions to Electors At least one public meeting must be held prior to passage
March 1, 2018	Last Day to Pass a By-Law to Submit a Question to Electors (s.8.1(1)(a))
March 16, 2018	Last Day to Give Notice of Passing a By-Law to Submit a Question to Electors (s.8.1(3))
March 31, 2018	By-Election No By-Election shall be held to fill an office that becomes vacant after this date. Deadline for Ward/Poll Changes
April to July 2018	Enumeration Conducted by MPAC via web application (voterlookup.ca) or telephone 1-866-296-6722.
April 1, 2018	Clerk to Prepare Information Packages for Candidates Calculate preliminary maximum campaign expense limit based on the number of electors on the list of nomination date in the 2018 election.

DATE(S)	ACTION ITEM
April 3, 2018	<p>Deadline for Ward/Poll Data (Defining Voting Subdivisions) to be Submitted To MPAC (s. 18(1))</p> <p>School Board Determination and Distribution of Trustees Deadline for school boards to provide Clerk with a copy of the report on determination and distribution of trustees (O.Reg 412/00).</p>
April 5, 2018	<p>Candidate Information Session (Ministry of Municipal Affairs) 6:30 p.m., District Municipality of Muskoka Council Chamber, 70 Pine Street, Bracebridge.</p>
April 13, 2018	<p>Webinar for Third Party Advertisers (Ministry of Municipal Affairs) 2:00 p.m. to 4:00 p.m. Connection details TBA</p>
April 23, 2018	<p>Webinar for Third Party Advertisers (Ministry of Municipal Affairs) 6:00 p.m. to 8:00 p.m. Connection details TBA</p>
April 30, 2018	<p>Use Of Municipal Resources Policy Last day for municipalities and Local Boards to establish rules and procedures regarding use of municipal resources.</p>
May 1, 2018 to July 27, 2018 at 2:00 p.m.	<p>Nomination Period Nomination Papers for candidates for the 2018 Municipal Election may be filed during regular business hours (Monday to Friday, 8:30 a.m. and 4:00 p.m., weekends and statutory holidays excluded) and on Nomination Day up until 2:00 p.m.</p>
May 1, 2018	<p>Clerk to Advise of Preliminary Spending Limit Estimate (s. 33.01)</p> <p>Clerk to Provide Candidate Notice of Penalties Related to Campaign Finances (s. 33.1)</p> <p>Registrations for Third Party Advertisers Commences</p> <p>Last Day to Pass a By-Law to Adopt a Policy with Respect to Circumstances in Which a Municipality Requires the Clerk to Conduct a Recount (Optional)</p>

DATE(S)	ACTION ITEM
May 1, 2018 to December 31, 2018	Campaign Period Begins May 1, 2018 or whenever a candidate files a nomination paper (whichever is later).
June 7, 2018	Ontario Provincial Election Day
July/August 2018	Preliminary List Of Electors (PLE) MPAC to provide PLE. Clerk then corrects for errors and prepares Voters List.
July 16, 2018	Publish Notice of Nomination Period (s.32)
July 27, 2018	Nomination Day Nomination Papers for candidates for the 2018 Municipal Election may be filed no later than 2:00 p.m. Withdrawal Of Candidate Candidates wishing to withdraw nomination must do so no later than 2:00 p.m. Last Day to Withdraw a Question on the Ballot
July 30, 2018	Certification of Nomination Papers Clerk to Certify or Reject nominations no later than 4:00 p.m. Nominations Filed with Upper Tier Must Be Forwarded to Lower-Tier Clerk (2:00 p.m.) (s.11(4)) Declare Election/Aclamations Clerk to post list of Candidates and Acclamations.
July 31, 2018	Default Date for MPAC to Deliver Preliminary List of Electors (PLE)
August 1, 2018	Additional Nominations (If Necessary) If necessary, additional nominations will be received between 9:00 a.m. and 2:00 p.m.
August 2, 2018	If Additional Nominations - Certification of Nomination Papers Before 4:00 p.m. (s.35(1)2) If Additional Nominations - Acclamation(s) After 4:00 P.M.
August/September 2018	Online Voter Lookup Available on www.lakeofbays.on.ca Online module to allow individuals to determine whether they are on the Voters List.

DATE(S)	ACTION ITEM
August/September 2018	Internet/Telephone Ballot Proof Clerk to sign off on ballot proof.
August 14, 2018	Webinar for Campaign Finances (Ministry of Municipal Affairs) 4:00 p.m. to 6:00 p.m. Connection details TBA
August 2018	Sign Off Voter Information Letter (VIL)
August 31, 2018	Alternative Last Day for MPAC to Deliver PLE (if agreed to by MPAC and Clerk) Voters' List Last day for Clerk to reproduce Voters list.
September 1, 2018 To October 22, 2018	Amend Voters List Applications (including acceptable identification) may be made to the Clerk to make additions, corrections or deletions of own information to the Voters' list.
September 5, 2018	Candidate Information Session – Campaign Finance (Ministry of Municipal Affairs) 6:30 p.m., District Municipality of Muskoka Council Chamber, 70 Pine Street, Bracebridge.
September 6, 2018	Webinar for Campaign Finances (Ministry of Municipal Affairs) 10:00 a.m. to 12:00 p.m. Connection details TBA
September 12, 2018	Webinar for Campaign Finances (Ministry of Municipal Affairs) 6:00 p.m. to 8:00 p.m. Connection details TBA
September 17, 2018	Logic And Accuracy Testing Commencement of formal logic and accuracy testing period. Candidates or scrutineers invited to participate in testing.
September/October 2018	Exceptions List MPAC to provide exceptions file.

DATE(S)	ACTION ITEM
September 25, 2018	Last Date For Changes To Voters List For VIL For every Elector who qualified to be on the Voters' List by 12:00 p.m., a VIL will be mailed to the Elector's address as shown on the Voters' List
September 25, 2018	Issue Certificate of Maximum Campaign Spending Limits Clerk to provide Candidates with Certificate of Maximum Campaign Spending Limits
End of September	VILs ARE PRINTED AND MAILED TO ELECTORS
September 28, 2018	Deadline to Establish Compliance Audit Committee Council must establish a Compliance Audit Committee to process compliance audit applications prior to October 1 in an election year. Term of appointment for committee is the same as the Term of Office for Council.
October 2018	Public Information Session Location and time to be determined.
October 8, 2018 to October 22, 2018 at 8:00 p.m.	REPLACEMENT VILs Replacement VILs available for individuals who did not receive a kit.
October 12, 2018	Voting Period Commences
October 19, 2018	Last Day for Third Party Advertisers to Register Last Day to Prepare a Plan for the Identification, Removal and Prevention of Barriers (s. 12.1 (2))
October 22, 2018	Voting Day Final day that qualified Electors may cast their vote up to 8:00 p.m. Unofficial election results will be released after 8:20 p.m.
October 23, 2018	Election Results The Clerk will declare the official election results as soon as possible after Election Day. Recount In the event of a tied vote a recount must be held within 15 days of the declaration of the results by the Clerk. A recount on request from Council/Board/Minister received within 30 days of the declaration of results must be held within 15 days of the receipt of the request.

DATE(S)	ACTION ITEM
November 22, 2018	Provide MPAC With The Final List Of Changes To The Voters List (s. 27(2))
November 23, 2018	Joint Councillor Orientation Session Joint Councillor Orientation Session for all Councillors within the District of Muskoka held at the Gravenhurst Centennial Centre from 10:00 a.m. to 3:00 p.m.
December 4, 2018	Term Of Office Commences/Inaugural Council Meeting Inaugural Council Meeting for 2018-2022 Term of Council. To be held at the Township of Lake of Bays Municipal Office Council Chambers at 10:00 a.m.
December 10, 2018	Inaugural Council Meeting - District Municipality of Muskoka Inaugural District Council Meeting for 2018-2022 Term of Council to be held in the District Council Chambers at 7:00 p.m.
December 31, 2018	Campaign Period Ends Deadline for Candidates to provide Clerk with written notification of deficit and continuation of campaign period. This also applies to Third Party Advertisers
January 2019	Notice to Candidates of Filing Requirements The Clerk shall provide notice of all of the filing requirements and of the penalties under subsections 88.23(2) and 92(1), to every candidate at least 30 days before the filing date. Last day for Notice of the filing requirements for the financial statements covering the reporting period ending December 31, 2018 is February 27, 2018.
January 21, 2019	Final Day for the Clerk to Post a Report on the Identification, Removal and Prevention of Barriers that Affect Electors and Candidates With Disabilities (s. 12.1(3)) (90 days after Voting Day) Final Day for an Elector to Commence an Application for Controverted Election (s. 83) (90 days after Voting Day) A copy of the application must be provided to the Clerk within 5 days.
January 25, 2019	Last Day for Applicant to Serve a Copy of “Application For Controverted Election” to the Clerk

DATE(S)	ACTION ITEM
February 21, 2019	Earliest Date for the Disposition of Election Records (120 days after declaring results) If result declared October 23, 2018 and are unchallenged (s. 88(1)).
February 27, 2019	Last Day for Notice of the Filing Requirements for the Financial Statements Covering the Reporting Period Ending December 31, 2018 (s. 88.25(9), 34, 88.23(2), and 92.1)
March 28, 2019	Deadline for Filing Application to Ontario Court of Justice Last day for Candidate to apply to the Ontario Court of Justice to extend the time to file their financial statement (maximum 90 days)
March 29, 2019	Deadline for Filing Financial Statements Financial Statements must be filed no later than 2:00 p.m. Documents will be available for public viewing on www.lakeofbays.on.ca as soon as possible after the documents are filed.
April 1, 2019	Clerk to Post Financial Statements The clerk will post all available financial statements of Candidates and Third Party Advertisers on www.lakeofbays.on.ca
April 29, 2019	Last Day for Candidate who Violated the Deadline for Filing their Financial Statements to File Along with a \$500 Fee to Avoid Penalties Last Day for Clerk to Review Financial Statements and Report on any That Exceeded The Limits (s.88.34)
April 30, 2019	First Day the Clerk Shall Publish Report of Which Candidates Complied With s.88.25
July 2, 2019	Last Possible Date of Supplementary Reporting Period (s.88.24(4i)) Last Day for Compliance Audit Request for December 31, 2018 Supplementary Reporting Period The Clerk must forward the application to the compliance audit committee within 10 days of receiving the application. Within 30 days, the committee must consider the application and decide whether it should be granted or rejected

DATE(S)	ACTION ITEM
September 26, 2019	<p>Deadline for Candidate to Apply to the Ontario Court of Justice</p> <p>Last day for Candidate to apply to the Ontario Court of Justice to extend the time to file their supplementary financial statement (maximum 90 days)</p>
September 27, 2019	<p>Deadline for Filing Financial Statements for Supplemental Reporting Period Ending June 30, 2019</p> <p>*The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Ontario Court of Justice for an extension of the filing deadline</p>
September 30, 2019	<p>Clerk to Post Supplementary Financial Statements</p> <p>The clerk will post all available supplementary financial statements of Candidates and Third Party Advertisers on www.lakeofbays.on.ca</p>
October 28, 2019	<p>Last Day for Clerk to Review Supplementary Financial Statements and Report on Any That Exceeded the Limits</p>

APPENDIX 'B' – Forms

Appointment and Oath of an Election Official
Application to Amend Voters List (EL 15)
Voter Identification
Declaration of Identity
Notice of Revision Period
By-law to Authorize Use of Internet and Telephone Voting
Notice of Election
Notice of Internet and Telephone Voting
Third Party Registration Form
Notice of Nomination for Office
Notice of Nomination for Office – School Board Trustees
Notice of Nomination for Office – School Board Trustees (French Version)
Nomination Paper
Declaration of Qualification – Municipal Council Candidates
Declaration of Qualification – School Board Trustee Candidates
Withdrawal of Nomination
Nomination Papers Filed (non-certified)
List of Certified Candidates
Declaration of Acclamation to Office
Estimated Campaign Spending Limits
Certificate of Maximum Campaign Spending Limits
Appointment of Scrutineer by Candidate
Oral Oath of Secrecy
Candidate's Declaration – Proper Use of Voters List
Election Signs By-law
Notice to Candidates of Penalties Under Subsections 88.23 (2) and 92(1)
Financial Statement – Auditor's Report (Form 4)
Notice to Candidate of Filing Requirements
Notice of Default
Application for Replacement Voter Information Letter
Activation of the Voting System
Oral Oaths at Municipal Office
Declaration of Elected Candidates
Certificate of Election Results
Certificate of Election of Members to District Council
Declaration of Destruction of Records