

THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA 2014 MUNICIPAL ELECTIONS



INFORMATION FOR CANDIDATES MUNICIPAL ELECTIONS 2014

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The Association of Municipal Managers, Clerks and Treasurers of Ontario
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PART A

INTRODUCTION

1. PRINCIPLES OF THE ACT

The *Municipal Elections Act* has been created to provide legislated guidelines for the conduct of municipal elections. The guiding Principles of the Act include :

1. The secrecy and confidentiality of the voting process is paramount.
2. The election shall be fair and non-biased.
3. The election shall be accessible to the voters.
4. The integrity of the process shall be maintained throughout the election.
5. There is to be certainty that results of the elections reflect the votes cast.
6. Voters and candidates shall be treated fairly and consistently.
7. The proper majority vote governs by ensuring that valid votes be counted and invalid votes be rejected so far as reasonably possible.

2. IMPORTANT DATES

September 2, 2014 To September 12, 2014 To October 27, 2014	Revision period for Voters' List – for other's name/information – for your own name/information
September 12, 2014	Nomination Day - Nominations accepted from 9:00 a.m. to 2:00 p.m.
September 15, 2014	Nominations to be certified or rejected by the Clerk by 4:00 p.m. on the Monday following Nomination Day List of Candidates to be posted
October - TBD	Advance Poll
October 27, 2014	Voting Day (10:00 a.m. to 8:00 p.m.)

3. ELECTED OFFICES

This memorandum/guide has been prepared for the purpose of supplying information, which will be of assistance to persons intending to stand for elected office. For specific detailed information please review the *Municipal Elections Act, 1996*. It is also recommended that you review the Ministry of Municipal Affairs and Housing's Candidate's and Voter's Guides located in your package and on the MMAH Elections web page at <http://www.mah.gov.on.ca/Page219.aspx>.

Links, as well as a copy of this guide will be available from the Municipal web site in the near future. Please check <http://www.townshipsofheadclaramaria.ca/departments/elections/> for municipal updates.

It is most important to note that 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. Please review the legislation to ensure that you are compliant in all areas.

Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations (and all other legislation) and that they are in fact qualified and not disqualified by law to seek elected office.

4. OFFICES TO BE ELECTED

At this election, members will be elected for the period commencing December 1, 2014 and ending November 30, 2018, for the following offices:

- a) **HEAD OF COUNCIL**
One (1) to be elected at large by all electors in the municipality

- b) **COUNCILLORS**
Four (4) to be elected at large by all electors in the municipality

PART B

QUALIFICATIONS

1. MEMBER OF COUNCIL

Section 256 and 257 of the *Municipal Act, 2001* - Eligibility.

"256. Every person is qualified to be elected or to hold office as a member of a Council of a local municipality,

- (a) who is entitled to be an elector in the local municipality under section 17 of the Municipal Elections Act, 1996; and*
- (b) who is not disqualified by this or any other Act from holding such office."*

2. DISQUALIFICATION OF A MEMBER OF COUNCIL

"Municipal Act Section 258(1) the following are not eligible to be elected a member of a Council or to hold office as a member of a Council:

- 1. Except in accordance with Section (30) of the Municipal Elections Act, 1996, an employee of the municipality or a person who is not an employee of the municipality but who is the Clerk or Treasurer of the municipality or who holds any administrative position of the municipality*
- 2. A judge of any court.*
- 3. A member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada.*
- 4. Except in accordance with Part V of the Public Service of Ontario Act 1996, a public servant as defined in that Act."*

"258(2) A member of Council of a municipality is disqualified from holding office if, at any time during the term of office of that member, he or she,

- a) ceases to be a Canadian citizen;*
- b) is not a resident in the municipality; the owner or tenant of land in the municipality or the spouse of an owner or tenant in the municipality, in the case of a member of Council of a local municipality, or in a lower-tier municipality within the upper-tier municipality, in the case of a member of Council of an upper-tier municipality; or*

- c) *would be prohibited under this or any other Act from voting in an election for the office of a member of Council of the municipality if an election was held at that time.”*

3. ELECTOR QUALIFICATIONS (MUNICIPAL COUNCIL)

Section 17 of the *Municipal Elections Act, 1996*

Qualifications of Electors

- 17(2) *“A person is entitled to be an elector at an election held in a local municipality if on voting date, he or she,*
- (a) resides in the local municipality, or is the owner or tenant of land there, or is the spouse of such owner or tenant;*
 - (b) is a Canadian citizen,*
 - (c) is at least 18 years old, and*
 - (d) is not prohibited from voting under subsection (3) or otherwise by law.”*

Persons Prohibited from Voting

- 17(3) *“The following persons are prohibited from voting:*
- (a) A person who is serving a sentence of imprisonment in a penal or correctional institution,*
 - (b) A corporation,*
 - (c) A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44 (SEE SECTION ON VOTING PROXIES),*
 - (d) A person who was convicted of the corrupt practice described in subsection 90(3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.”*

PART C

NOMINATION AS A CANDIDATE

1. QUALIFIED AT TIME OF NOMINATION

A person must be qualified at the time of filing the nomination as provided in Section 29(1) of the *Municipal Elections Act, 1996*. “A person may be nominated for an office only if, as of the day the person is nominated,

- (a) he or she is qualified to hold that office under the Act that creates it; and
- (b) he or she is not ineligible under the *Municipal Elections Act, 1996* or otherwise prohibited by law to be nominated for or to hold the office.”

Notwithstanding the above provision, some persons otherwise disqualified at the time of filing the nomination are entitled to file in accordance with Sections 29(1.1) and (1.2) and 30(1) of the *Municipal Elections Act, 1996*:

29(1.1) Despite subsection (1) and despite section 258 of the Municipal Act, 2001, section 9 of the Legislative Assembly Act and section 219 of the Education Act, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada is not ineligible to be nominated for an office in an election by virtue of being a member of any of those bodies but, if the person is a member of any of those bodies as of the close of nominations on Nomination Day of the election, the nomination shall be rejected by the Clerk under section 35.

30(1) an employee of a municipality or local Board is eligible to be a candidate for and to be elected as a member of the Council or local Board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on voting day.

2. NOMINATION PROCEDURE

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.

Section 33 of the *Municipal Elections Act, 1996*

(1) *“A person may be nominated for an office by filing a nomination in the Clerk’s office, in person or by an agent.”**

(2) *The nomination shall,*

(a) be in the prescribed form;

(b) be accompanied by a declaration of qualification[†] in the prescribed form, signed by the person being nominated;

(c) be accompanied by the prescribed nomination filing fee”

\$200 for the Head of Council; \$100.00 for all other offices.

3. REFUND OF DEPOSIT

“A candidate is entitled to receive a refund of the nomination filing fee if he or she:

(a) withdraws the nomination under Section 36;

(b) is elected to the office; or

(c) receives more than the prescribed percentage of the votes cast in the election for the office[‡].”

4. CERTIFICATION OF NOMINATION BY CLERK

“35 (1) The Clerk shall examine each nomination that has been filed, in accordance with the following timetable:

1 All nominations filed on or before nomination day shall be examined before 4 p.m. on the Monday following nomination day.” (Monday, September 15, 2014)

(2) If satisfied that a person is qualified to be nominated and that the nomination complies with this Act (Municipal Elections Act, 1996), the Clerk shall certify the nomination by signing the nomination paper.

(3) If not satisfied that a person is qualified to be nominated or that the nomination complies with this Act, the Clerk shall reject the nomination.

* Facsimile transmissions or mailed-in nomination forms will not be accepted.

[†] The declaration of qualifications must be taken before a Commissioner of Oaths. The municipal Clerk’s office can administer this declaration for you.

[‡] The prescribed percentage of the vote for the return of deposit is at least 2% of the total votes cast for the same office.

(4) *When the Clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.*

(5) *The Clerk's decision to certify or reject a nomination is final”.*

PART D

CAMPAIGN INFORMATION

1. ELECTION CONTRIBUTIONS AND EXPENSES

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in municipal elections and also imposes requirements on the candidate to report the contributions received and the funds expended.

2. CAMPAIGN CONTRIBUTIONS

What is a campaign contribution?

A contribution means money, goods and services given to and accepted by or on behalf of a person for his or her election campaign and include the following:

- (a) an amount charged for admission to a fund-raising function,
- (b) if goods and services are sold at a fund-raising function for more than their market value, the difference between the amount paid and market value,
- (c) if goods and services used in a person's election campaign are purchased for less than their market value, the difference between the amount paid and market value, and
- (d) any unpaid but guaranteed balance in respect of a loan.

The following amounts are not considered contributions:

- (a) the value of services provided by voluntary unpaid labour,

- (b) the value of services provided voluntarily, under the person's direction, by an employee whose compensation from all sources for providing them does not exceed the compensation the employee would normally receive for the period the services are provided,
- (c) an amount of \$10 or less that is donated at a fund-raising function,
- (d) the value of political advertising provided without charge on a broadcasting undertaking as defined in Section 2 of the *Broadcasting Act* (Canada), if
 - (i) it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - (ii) it is provided equally to all candidates for office on the particular Council or local Board,
- (e) the amount of a loan.

What is the value of goods and services donated as contributions?

The value of goods and services provided as a contribution is the lowest amount that the contributor or a business supplying similar goods and services charges to the public in the same market area at the same time.

When may a candidate conduct fund-raising and incur campaign expenses?

The candidate may incur campaign expenses and may accept donations on the day he or she files a nomination. This is the start of the campaign period. The campaign period ends:

- (a) December 31, 2014 in the case of a regular election; (Wednesday, December 31, 2014) or;
- (b) on the day the nomination is withdrawn or deemed to be withdrawn, or;
- (c) on Nomination Day if the nomination is rejected, or;
- (d) if the candidate has a deficit at the time the campaign period would otherwise end and notifies the Clerk in writing on or before the 45th day after voting day (Wednesday, December 31, 2014), the campaign period is extended and special rules apply.

*Note that in the event of a recount, a compliance audit application or a court challenge to the validity of the election, a candidate's campaign period could be affected. See Section 68(5) of the Municipal Elections Act, 1996 for details.

What are the responsibilities of the candidate with respect to campaign finances?

It is the responsibility of the candidate to ensure that:

1. One or more campaign accounts are opened at a financial institution exclusively for the purposes of the election campaign and in the name of the candidate's election campaign,
2. All contributions of money are deposited into the campaign accounts,
3. All payments for expenses (except for the nomination filing fee) are made from the campaign accounts,
4. All contributions are valued,
5. Receipts are issued for every contribution and obtained for every expense,
6. Financial filings are made as required by the *Municipal Elections Act 1996*,
7. Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions of behalf of the candidate, (although responsibility remains with the candidate)
8. Any contribution of money in contravention of this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention. If this is not returned to the contributor, it must be paid to the Clerk,
9. Any anonymous contribution is paid to the Clerk,
10. Records are kept of the following:
 - receipts issued for contributions, the value of every contribution, whether a contribution was in the form of money, goods or services, and the contributor's name and address;
 - every expense, including the receipts obtained for each expense;
 - any claim for payment of expenses that the candidate disputes or refuses to pay;

- the gross income from a fund-raising function and gross amount of money received at a fund-raising function by donations of \$10 or less;
 - any loan and its terms,
11. The records described in clause 10 are retained for the term of office of the members of the Council or local Board and until their successors are elected and the newly elected Council or local Board is organized.
 12. For your convenience, a sample contribution receipt has been provided with this package. It is recommended that duplicate and consecutively numbered receipts be utilized.

Who can make contributions?

Contributions can only be made to candidates who are nominated and it is illegal to make a contribution to a candidate who is not nominated.

The following may make contributions:

- (1) an individual who is normally resident in Ontario;
- (2) a corporation that carries on business in Ontario;
- (3) a trade union that holds bargaining rights for employees in Ontario;
- (4) the candidate and his or her spouse.

Who cannot make contributions?

1. A federal political party, a federal constituency association or a candidate at a federal election endorsed by a party,
2. A provincial political party, constituency association, registered candidate or leadership contestant,
3. The Crown in Right of Canada or Ontario, a municipality or local Board.

What limits are there on contributions?

Contributions under \$25 may be made in cash. Any contribution over that amount must not be cash. No contributor may contribute in excess

of \$750 to any one candidate in an election regardless of the number of offices for which the candidate has been nominated.

A contributor is limited to a maximum of \$5,000 in total contributions to candidates running for office on the same council or board. There are no limits on the amount an individual or a spouse may contribute to their own campaign.

No person shall make contributions of money that does not belong to the contributor with the exception of loans granted by a lending institution, which are permitted under the Act.

What restrictions are there on fund-raising events?

The legislation prohibits fund-raising functions for a person who is not a candidate. In addition, fund-raising events can only be held during the candidate's campaign period.

To avoid arguments that expenses incurred in holding a fundraising function may not be exempt from the spending limit, candidates should ensure that raising money is the primary purpose of the function. Events or materials promoting the candidate in which fundraising is incidental do not qualify as fundraising functions and are therefore not exempt from the spending limit.

Can I borrow money for my campaign?

The candidate or their spouse may borrow money for their campaign from any bank or other recognized lending institution in Ontario. The money must be paid into the candidate's campaign account. No person other than the candidate, or his or her spouse, may guarantee the loan.

3. CAMPAIGN EXPENSES

Section 67(2)

Expenses are considered to be costs incurred for goods or services by or on behalf of a person wholly or partly for use in his or her election campaign and, without restricting the generality of the foregoing, includes the following:

1. the replacement value of goods retained by the person from any previous election and used in the current election,
2. the value of contributions of goods and services,
3. interest on loans,

4. the nomination filing fee,
5. audit and accounting fees,
6. expenses incurred by a candidate with a disability that are directly related to the disability and would not have been incurred if not for the election,
7. the cost of holding fund-raising functions,
8. the cost of holding parties and making other expressions of appreciation after the close of voting,
9. expenses relating to a court action for a controverted election,
10. expenses relating to a recount in respect of an election, and
11. expenses relating to a compliance audit.

All expenses count toward the candidate's spending limit, except items 5, 6, 7, 8, 9, 10, and 11 above.

Campaign expenses may only be incurred after a candidate is nominated and only incurred by the candidate or an individual acting on behalf of the candidate. It is the responsibility of the candidate to ensure that copies of receipts are kept for all expenses.

What Limits Are There On Campaign Spending?

The *Municipal Elections Act, 1996* provides that the Minister has prescribed the campaign spending limits in *O. Regulation. 383/02 and O. Regulation 499/09*. The consolidated version of the regulation is as follows:

The following formulas are prescribed for the purpose of subsection 76 (4) of the Act (maximum amount of expenses):

1. In the case of a candidate for the office of head of council of a municipality, the amount shall be calculated by adding together \$7,500 plus 85 cents for each elector entitled to vote for the office.
2. In the case of a candidate for another office, the amount shall be calculated by adding together \$5,000 plus 85 cents for each elector entitled to vote for the office.

The clerk must provide each candidate with an estimated spending limit upon filing of nomination papers. The estimate will be calculated based on the number of electors on the voters' list as of nomination day in the previous election.

Within ten days after the close of nominations (September 22, 2014), the Clerk must provide each candidate with a final spending limit. The final campaign spending limit will be calculated based on the number of electors on the voters' list as of nomination day for the current election.

The higher of the final limit or the estimate becomes the candidate's official spending limit.

4. FINANCIAL REPORTING

On or before 2 p.m. on Friday, March 27, 2015, each candidate shall (must) file the necessary financial reports with the Clerk.

Expenses of \$10,000 and Under

If the candidate's campaign expenses and contributions were each equal to or less than \$10,000 he or she must file a financial statement in the prescribed form.

Expenses Over \$10,000

If the candidate's expenses or contributions were over \$10,000 they are required to have their financial statement audited and submit the auditor's report to the clerk along with their financial statement, on the prescribed forms. The auditor's report must be prepared by an auditor licensed under the *Public Accounting Act, 2004*.

Campaign Surpluses

Any surplus in a candidate's campaign must be paid to the Clerk. The Clerk will hold that amount in trust for the candidate and will return it, with interest, to the candidate if the candidate incurs expenses related to a recount, an application for a controverted election, or a compliance audit. If the surplus is not needed for these expenses, the surplus becomes the property of the municipality or school board.

5. CAMPAIGN DEFICITS AND EXTENDING CAMPAIGN PERIODS

If a candidate has a deficit in their campaign they may extend the campaign period beyond December 31, 2014 to obtain additional contributions in order to eliminate the deficit, by notifying the Clerk in writing of the extension on or before December 31, 2014.

The campaign may be extended until the earliest of:

- the deficit is eliminated, or
- the day the candidate notifies the Clerk that no further donations will be accepted, or
- the end of the six-month period following the 60th day after voting day, in the case of this regular election (June 30, 2015).

If a candidate extends the campaign period, supplementary reporting period financial statements (and auditor's reports) will be required.

6. PENALTIES FOR NON COMPLIANCE

If a candidate fails to:

- a) file the required documents,
- b) pay a surplus to the Clerk, or
- c) file documents showing on its face that the candidate exceeded the spending limits

in addition to any other penalty imposed under the *Municipal Elections Act 1996*, a candidate is subject to the following penalties:

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

Notice of Default

The Clerk is required to notify the candidate and the council or local board in writing that the default has occurred.

Application to Extend the Time to File the Required Documents

A candidate requiring an extension to the filing deadline must apply to the Ontario Court of Justice **prior to** March 27, 2015. If the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the candidate to file the document but the court shall not grant an extension of more than 90 days.

A candidate who has applied for an extension to the filing deadline must inform the clerk that they have done so prior to 2 p.m. on Friday, March 27, 2015.

Effect of Extension

If an extension for filing a document is granted:

- (a) the penalties set out above apply only if the candidate has not filed the document before the end of the extension.

When Penalties in Effect

If a candidate fails to file a required financial statement or auditor's report (or any other document required under Section 78 or 79.1 of the *Municipal Elections Act, 1996*), fails to pay over a surplus or exceeds the spending limit for the office, the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant. The penalties will take effect on the deadline for the filing of the documents. If the candidate applies to the Ontario Court of Justice for an extension of the time to file the financial statement and fails to file the documents by the date established by the Court, the penalties will take effect at the end of the period of extension.

7. COMPLIANCE AUDITS

Every council and school board must appoint a compliance audit committee by October 1, 2014.

An elector entitled to vote in an election may apply to the Clerk of the municipality or the secretary of a local board for a compliance audit of the campaign of any candidate within ninety [90] days of the filing date of the financial reports of the candidate.

Within 10 days after receiving the application, the Clerk of the municipality or the Secretary of a local Board shall forward the application to the Compliance Audit Committee of the Council or the local Board and provide a copy of the application to the council or local board. The Committee must consider the application and decide whether to grant or reject the application within thirty [30] days.

8. SCRUTINEERS (CANDIDATES' AGENTS)

Each candidate may appoint any number of persons as are necessary to act as a Scrutineer and to represent them at the voting place and to be present during the counting of the votes.

Scrutineers must be appointed in writing and upon request shall show proof of his or her appointment to an election official.

Only one Scrutineer may be in the voting place for each candidate for each ballot box and if the candidate enters the voting place the number of Scrutineers that may be present is reduced by one.

Candidates And Scrutineers Have The Following Rights:

- a) to be present when ballot boxes and materials related to the advance voting and the ballot boxes and statement of the results are being delivered to the Clerk.
- b) to enter the voting place 15 minutes before it opens and to inspect the ballot boxes and the ballots, and all other election documents but not so as to delay the opening of the voting place.
- c) to place their own seal on the ballot box before the opening of the voting place.
- d) to place his or her own seal on the ballot box after the close of voting on an advance vote so ballots cannot be withdrawn or deposited without breaking the seal.
- e) to examine each ballot as the votes are being counted but not to touch the ballot,
- f) to object to a person voting,
- g) to object to a ballot or to the counting of votes in a ballot, (this applies to a manual count system only)
- h) to sign the statement of the results of an election, and
- i) to place his or her own seal on the ballot box after the counting of the votes so that ballots cannot be taken out or deposited.

Scrutineers and Candidates are prohibited from the following:

- a) while in the voting place, attempting, directly or indirectly, to interfere with how an elector votes, and attempting to campaign or persuade an elector to vote for a particular candidate,
- b) displaying a candidate's election campaign material in a voting place,
- c) compromise the secrecy of the voting,
- d) interfere or attempt to interfere with an elector, who is marking a ballot,

- e) obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted, and
- f) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

9. PROHIBITION OF CANVASSING IN VOTING PLACES

The Clerk is the lessee of the premises used as voting places. As the lessee of such premises, the Clerk does not permit electioneering or campaigning or canvassing of any nature in or on the premises used as a voting place on Voting Day or at Advance Voting. The premise is deemed to include the entire building and the property on which it is located including the parking lot.

Section 48(2) of the *Municipal Elections Act, 1996* provides as follows:

"No person shall display a candidate's election campaign material or literature in a voting place"

Section 48(3) of the *Municipal Elections Act, 1996* provides as follows:

"For the purpose of this section, 'voting place' includes any place in the immediate vicinity of the voting place designated by the Clerk."

Deputy Returning Officers are instructed to remove forthwith from any voting place any material or literature of any nature, which may be deposited therein.

10. ACCESS TO RENTED PREMISES BY CANDIDATE OR THEIR AUTHORIZED REPRESENTATIVES

Section 28 of the *Residential Tenancies Act, 2006* provides that:

"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."

PART E

GENERAL INFORMATION

1. DEFINITION OF RESIDENCE

In determining the eligibility of electors, one must examine the meaning of residence. Provisions exist to allow for the homeless to be included on the voters' list and vote.

Section 2 of the *Municipal Elections Act, 1996* reads as follows:

"2 (1) for the purposes of this Act, a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return.

(2) The following rules apply in determining a person's residence:

1. A person may only have one residence at a time.

2. the place where a person's family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.

3. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence."

Exception, students

"(2.1) Despite paragraph 1 of subsection (2), a person may have residences in two local municipalities at the same time if,

(a) the person lives in one of the local municipalities in order to attend an educational institution, but not with the intention of changing his or her permanent lodging place; and

(b) the person's permanent lodging place is in the other local municipality."

2. ENUMERATION

The Preliminary List of Electors for the Corporation of the United Townships of Head, Clara & Maria is prepared by the Municipal Property Assessment Corporation and contains the names and addresses and school support of each person who is listed in the Corporation's data and who meets the qualifications of an elector.

The list is delivered to every municipality in Ontario on or before a date to be agreed upon prior to September 1st of a regular election year or at least 21 days prior to nomination day during a by-election.

The Clerk then makes revisions known through municipal records or public knowledge and creates an official Voter's List.

3. REVISION OF PRELIMINARY LIST OF ELECTORS

The Clerk of the municipality will convert the Preliminary List of Electors to the Voter's List and will print the Voters' List by September 2, 2014.

Applications for amendments to the Voters' List will be accepted by the Clerk commencing on September 2, 2014 and ending on September 12 for the purpose of Removal of Another Elector's Name from the Voter's List and ending at 8:00 p.m. on voting day (October 27, 2014) for the purpose of Addition/Correction of Own Name on Voter's List.

Copies of the Voters' List may be viewed at the Municipal Offices at 15 Township Hall Road, Stonecliffe, Ontario during normal business hours – Monday to Wednesday and Friday from 8:30 a.m. to 4:00 p.m. (the Municipal Office is closed Thursdays until further notice) in addition to Voting Day and any advance voting dates. Advance poll/vote dates are yet to be decided.

A copy of the Voter's List will be provided to those who are entitled to a list including candidates who have requested a copy.

4. PROXY VOTING

A person who is not able to attend the voting place to vote may appoint another person as a voting proxy to vote on their behalf. The person acting as a proxy must also be an eligible elector. No person shall appoint more than one voting proxy and no person can act as a proxy for more than one person unless the persons they are voting for are the spouse, sibling, parent, child, grandparent, or grandchild.

No person shall act as a proxy for a relative and also for another non-related voter.

Proxies can only be appointed after the time for the withdrawal of nominations for all offices has expired and all nominations are certified (2 p.m., Monday, September 15, 2014 or Thursday, September 18, 2014 if additional nominations are required).

Persons appointed to act as proxies must attend the office of the Clerk (Monday to Wednesday and Friday from 8:30 a.m. to 4:00 p.m. and 12:00 to 5:00 p.m. during the advance poll dates which have yet to be decided) and present a prescribed appointment form signed by the elector appointing the proxy. Please note that the Municipal Office is closed on Thursdays until further notice.

The Clerk will issue a certificate as the appointing document, and this original document must be presented at the voting place in order for the proxy vote to be made.

A person acting as a proxy must attend the voting place designated for the elector for whom they are voting.

5. ADVANCE VOTE

At least one advance vote will be held for the purpose of receiving votes of electors who expect to be unable to vote on Voting Day. Advance votes will be held at the following locations at the times indicated, dates to be determined:

- **The Municipal Office at 15 Township Hall Road, Stonecliffe**
- **The Algonquin Provincial Park Office, Brent Road, Deux Rivières**
- **Between 1:00 p.m. and 5:00 p.m.**
- **Dates to be determined.**

6. VOTING DAY

Voting Day is Monday, October 27, 2014 with general voting places open from 10:00 a.m. to 8:00 p.m. with the counting of votes to take place after the closing of the vote.

7. VOTING PLACES

Candidates will be provided with an up-to-date copy of a list of voting places for the area in which the candidate is standing for elective office.

The main voting place to be open on Voting Day and the location of polling stations for all areas will be the Township Community Centre at 15 Township Hall Road in Stonecliffe.

In the event that any voting place location is subsequently changed due to circumstances beyond our control, a notice of such change will be communicated to the candidates concerned via email, telephone and/or Canada Post. Posters and notices will be provided to voters.

8. VOTING NOTICE

The Clerk will give notice of the dates and times on which the voting places will be open, including advance voting, and the manner in which electors may use voting proxies and instructions on how to use the alternative voting method being utilized. All notices will be posted on the Municipal Website on the Elections page at

<http://www.townshipsofheadclaramaria.ca/departments/elections/> .

9. FORM OF BALLOTS

The municipality uses a fully composite ballot. Each elector receives one ballot, which contains all ballots for every office for which they are entitled to vote.

10. ELECTORS ABSENCE FROM WORK

As per Ontario legislation, every elector is entitled to have three consecutive hours free from work to vote on Voting Day (Monday, October 27, 2014).

If an elector's normal hours of employment are such that they would not have three consecutive hours to attend the voting station, the employer must allow them to be absent and the absence shall be timed to suit the employer's convenience as much as possible. The employer shall not make a deduction from the employee's pay or impose any other penalty for the absence from work.

PART F

ACCESSIBLE ELECTIONS GUIDE

1. VOTING TRADITIONALLY – AT THE VOTING PLACE

- Election staff (not the voters) will insert ballots for all electors.

2. GETTING TO THE VOTING LOCATION

- You will find two (2) accessible parking spaces one (1) each outside the main doors of the voting location at the Township Community Centre and the Municipal Offices. These are clearly marked with the International symbol of Accessibility.

3. GETTING INTO THE VOTING LOCATION

- An easily navigable route will be clearly marked with orange arrows for entry into the voting location and into the voting area within the location for both the advanced and regular voting day.

4. INSIDE THE VOTING LOCATION

- Seating areas are provided throughout the voting location for electors needing to rest.
- New lighting will assist with visibility issues.
- Voting booths shall be placed on tables. Election staff are available to assist if you require any assistance in reaching the voting booth however; the tables are low enough that someone in a wheelchair may easily access them.
- If you require ballots in accessible format (Braille, large print, magnifying sheet or template) please notify the election staff when you register to vote/ by September 26, 2014 so we can make sure we have the tools necessary to accommodate you.
- If you are bringing a support person to help you, please identify them to the election staff when you register. Your support person will be required to take an Oath in order to assist you to vote in a secure manner. Election staff are trained to assist you and your support person to ensure the integrity of the voting process.
- If you are bringing a service animal with you, please remember to bring documentation to confirm its service animal status, if this is not readily apparent.

5. VOTING

Our municipality uses the paper ballot method of voting and is capable of providing your ballot in a number of formats. Please read the information below to see how this voting method works!

6. PAPER BALLOT

Election staff (not the voters) will insert and eject ballots for each voter.

Paper ballot voting employs paper ballots on which the names of all candidates and issues are printed. Voters record their choices by marking the boxes next to the candidate they select, folding the ballot and handing the folded ballot back to the Deputy Returning Officer (DRO) who will drop the completed ballot in a sealed ballot box. This method allows the use of various means (magnifying glass, large print, Braille or template) to read the text and allows improved accessibility for disabled voters.

When you come in to vote, you will be asked to provide your name and appropriate identification. Once your identity has been confirmed and the offices that you are entitled to vote for are determined, you will be provided with a ballot(s). Your ballot(s) identify the office(s) for which you are entitled to vote. If you require ballots in accessible format (magnifying glass, large print, Braille, or template) please notify the election staff when you register to vote prior to voting day.

Proceed to the voting booth and mark your ballot with the pen/pencil provided, as shown on the signage at the booth. Large print instructions will be available. Magnifying sheets are also available. In order to ensure your vote remains secret, your ballot will have to be folded, as shown on the signage and on the reverse of the ballot, and return to the election staff desk before it is deposited into the ballot box. Should you have difficulties in folding your ballot, you may return it to the DRO, face down, and the DRO shall fold the ballot for you in such a manner as to not disclose your vote.

All election staff at each voting location shall be trained on any assistive voting devices and shall have taken an Oath of Secrecy. At any time during your voting experience, an election official will be available to assist you as you deem necessary.