

# Township of Southgate Municipal Election Procedures



**April 29, 2022**

As Clerk of the Township of Southgate, I do hereby certify the following procedures for conducting the 2022 municipal elections and also certify the forms attached (or similar versions, either paper or electronic) as being those permitted to be used during the election process.

This document is subject to amendments.

---

Lindsey Green  
Clerk and Returning Officer

*Last Amendment Date: October 12, 2022*

# Table of Contents

Definitions.....	1
Authority .....	3
Notices/Advertisements .....	4
Nominations.....	5
Voters' List.....	9
Campaigning .....	11
Help Centre .....	15
Internet/Telephone Voting .....	16
Voting Procedure.....	22
Scrutineers .....	25
Count Procedures.....	26
Notice of Results .....	27
Recount .....	28
Candidates Financial Disclosure.....	31
Third Party Advertising .....	32
Election Records .....	35
Accessibility .....	36
Emergencies.....	37
Compliance Audit Committee .....	38
Corrupt Practices.....	39
Timelines .....	41
Discretionary Powers of the Clerk.....	45
Index of Forms .....	52

This Guide is provided for information purposes and is subject to change, with updates noted and posted on the website. Please refer to the legislation for specific reference.

All references to the “Clerk”, for the purposes of this manual, shall mean the Returning Officer (R.O.) for the 2022 Municipal Elections. All reference to “Clerk’s Designate” shall mean the delegated duties of the R.O.

# Definitions

- a) **"Act"** means the Municipal Elections Act 1996, SO 1996 c.32 as amended.
- b) **"Ballot"** means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a touchtone telephone, an audio set of instructions describing all choices available to the electors and how to mark their selection by pressing the numbered touchtone keypad.
- c) **"Candidate"** means a person nominated under s.33 of the Act.
- d) **"Certified Candidate"** means a candidate whose nomination was certified by the Clerk under s.35 of the Act.
- e) **"Clerk"** means the Clerk of the Township of Southgate who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.). All references to Clerk's designate shall mean the delegated duties of the R.O.
- f) **"Election"** means the 2022 School Board and Municipal elections conducted by the Returning Officer (R.O).
- g) **"Election Calendar"** means the period between the first day of nominations to nomination day. The first day that nominations can be filed for a regular election will be May 2nd. Nomination day (the deadline to file a nomination) for a regular election will move to the third Friday in August (August 19, for the 2022 election).
- h) **"Election Official"** means the Clerk or other person appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed Oath under s.15 of the Act.
- i) **"Friend"** means any person who is requested by an elector to assist him or her in the voting process.
- j) **"Help Centre"** means a location designated by the Clerk where individuals may be added to the Voters' List and to provide assistance and clarification on the election process, including the access to a telephone and/or internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.
- k) **"Municipal Office"** means the Township of Southgate administration building located at 185667 Grey County Road 9, Dundalk Ontario N0C1B0.

- l) **"Nomination Day"** means the deadline to file a nomination for a regular election, which is the August 19, 2022.
- m) **"Preliminary List of Electors"** or **"PLE"** means a list of electors for the Municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the Municipality by July 31 of an election year under s.19 of the Act.
- n) **"Proof of Identification"** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- o) **"Regular Office Hours"** means Monday to Friday, 8:30 am to 4:00 pm.
- p) **"Scrutineer"** means an individual, appointed in writing by a certified candidate, to represent him or her during the election.
- q) **"Time/Clock"** means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.
- r) **"Voter Credentials"** means unique multiple digit number or numbers assigned to each voter to provide security for access to the voting system.
- s) **"Voter Information Letter"** means a letter mailed individually to every elector containing voting instructions, including a Personal Identification Number (PIN) and other relevant information.
- t) **"Voters' List"** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of s.19 and s.22 of the Act.
- u) **"Voting Day"** means the final day on which the vote is to be taken in an election and shall be Monday, October 24, 2022 with the close of voting to be at 8:00 pm.
- v) **"Voting Period"** means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Friday, October 14, 2022 at 10:00 am to Monday October 24, 2022 at 8:00 pm.
- w) **"Website"** means the designated municipal website for election information ([www.southgatevotes.ca](http://www.southgatevotes.ca)).

# Authority

## **Duties and Powers of Clerk (s.11 and 12)**

The Clerk is responsible for conducting the election, including responsibility for:

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

The Clerk may provide for any matter or procedure that:

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

## **Procedures and Forms**

Section 42 states that the procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

## **Unforeseen Cases**

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

# Notices / Advertisements

1. The Clerk shall notify voters of the following via a local newspaper, the Municipal website and Facebook page:
  - a) that a municipal election is being held for the Township of Southgate and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
  - b) dates and times of the Voting Period and Voting Day including the method of voting;
  - c) who is eligible to vote in the Municipal Election;
  - d) locations, dates and times that the Help and Centres are open;
  - e) how electors can determine if their name is on the Voters List; and
  - f) procedure for being added, deleted or making corrections to the Voters List.
2. Each person on the Voters List shall be mailed a sealed Voter Information Letter (VIL) containing:
  - a) the elector's voter credentials, the telephone number to call to cast their vote and the designated internet address (URL) to access to cast their vote using the internet;
  - b) instructions on how and when to vote;
  - c) dates and hours of voting;
  - d) location, dates and hours of operation and telephone number of the Help and Revision Centre;
  - e) a voter eligibility explanation;
  - f) information on voting assistance available at the Municipal Office;
  - g) election email address and designated internet address;
  - h) summary of nominated certified candidates and offices; and
  - i) information on illegal and corrupt practices under the Act.

The Clerk shall determine the date(s) of all advertisements including the newspaper advertising and website notices that are to appear in order to comply with the requirements and principles of the Municipal Elections Act, 1996.

Where possible, cooperative advertising may take place; costs to be approved and shared by the participating municipalities.

# Nominations

## **Nomination Papers (s.33)**

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

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

- (1) Mayor**
- (1) Deputy Mayor**
- (5) Councillor**

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

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

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

- in person or through an agent, using the prescribed forms (Nomination Paper - Form 1);
- during regular office hours (8:30 am to 4:00 pm) at the Municipal Office from Monday, May 2, 2022 to Thursday, August 18, 2022 and between 9:00 am and 2:00 pm on Friday, August 19, 2022 (Nomination Day);
- with the prescribed statement of qualifications, signed by the person being nominated;
- with the prescribed nomination filing fee of \$200 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality;
- with proof of identity and residence as prescribed in O. Reg. 304/13; and
- no faxed or other electronically transmitted nomination paper will be accepted as original signatures are required.

The Clerk will administer the necessary oaths.

### **Estimated Maximum Campaign Expenses (s.33.0.1)**

The Clerk shall calculate the estimated maximum campaign expenses for each office on a preliminary "Estimate of Maximum Campaign Expense Limits" Form SEL32 and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with s.33. The Clerk's calculation is final.

### **Notice of Filing Requirements and Notice of Penalties (s.88.25)**

The Clerk shall, at least 30 days prior to voting day, provide a notice of filing requirements, including notice of penalties, on the "Notice to Candidates of Filing Requirements" Form SEL 43 to the candidate or their agent.

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

The candidate may sign the "Consent to Release Personal Information/Notice of Collection" Form SEL2 authorizing the Clerk to release personal information to the public and media.

### **Unofficial List of Candidates**

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

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

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

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

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

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

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

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a "Notice of Rejection of Nominations" Form SEL8 shall be sent, by Registered Mail, as soon as possible, to:

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

### **Withdrawal of Nominations (s.36)**

Candidates may withdraw their Nomination by filing in person a written withdrawal on



“Withdrawal of Nomination” Form SEL1 with the Clerk before 2:00 pm on Nomination Day, Friday August 19, 2022, if the person was nominated on or before Nomination Day. Any withdrawals sent by email, mail or fax are not permitted as it must be filed in the Clerks Office.

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

### **Official List of Candidates**

The final list of certified candidates will be posted at the Municipal Office and on the website on or before Wednesday, August 24, 2022 using the “Official List of Certified Candidates” Form SEL9.

### **Declaration of Election (s.40)**

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

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

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

### **Acclamations (s.37(1))**

If after 4:00 pm on Monday, August 22, 2022, the number of certified candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” on Form SEL27. In this situation there shall be no election conducted for the position(s).

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

If at 4:00 pm on Monday, August 22, 2022, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 am and 2:00 pm on Wednesday, August 24, 2022. The Clerk shall post a “Notice of Additional Nominations” Form SEL10 advising that additional Nomination Papers may be filed for that office during the specified time.

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

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

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

### **Withdrawal of Additional Nominations**

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

above.

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

If at 4:00 pm on Thursday, August 25, 2022 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a “Declaration of Acclamation to Office” on Form SEL27.

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

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

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

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

**Death or Ineligibility of a Candidate (s.39)**

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

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

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

**Final Calculation of Campaign Expenses (88.20(13))**

The Clerk shall, after determining from the number of eligible electors from the Voters’ List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a “Certificate of Maximum Campaign Expense Limits” Form SEL34. The certificate shall be delivered to each candidate on or before September 26, 2022. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in O. Reg. 101/97.

**Candidate Name Pronunciation**

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

# Voters' List

## **Voter Qualifications (s.17(2))**

A person is entitled to be an elector if, on Voting Day (October 24, 2022) the person:

- (i) is a Canadian citizen;
- (ii) is at least 18 years old;
- (iii) resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, of such a person; and
- (iv) is not prohibited from voting under s.17(3) of the Act, or otherwise, by law.

## **Certification of Voters' List**

The Preliminary List of Electors (PLE) supplied by the Municipal Property Assessment Corporation shall be delivered to the Clerk by July 31, 2022.

The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. The name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land.

It is possible for an elector's name to appear on the Voters' List of more than one municipality and may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. An elector may only vote once for School Board Trustee in the jurisdiction of the Board.

The Clerk shall correct any obvious errors in the PLE prior to Friday August 31, 2022 and notify the Municipal Property Assessment Corporation. The corrected PLE becomes the Voters' List.

The Clerk may use any information that is in the Municipality's custody or control when correcting the PLE for obvious errors (s.22(2)).

The Voters' List shall be reproduced on or before September 1, 2022.

The Clerk shall inform electors using various methods how revisions are to be made to the Voters' List. An online voter look-up tool will be made available on the Municipality's website for this purpose.

## **Requests for Copies and Proper Use of the Voters' List**

Upon request, the Clerk shall provide every candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office in hard copy.

Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List"

Form SEL13 Candidate copies must be returned to the Clerk following the election for destruction.

**Access to the Voters' List (s.88(10) and (11))**

Legislation states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

**Amendments to the Voters' List**

The Voters' List may be amended using the prescribed form "Application to Amend Voters' List" Form SEL18 and providing proof of identity and residence as prescribed in O. Reg. 304/13, between September 1, 2022 and 8:00pm on October 24, 2022.

The Clerk may, on his or her own initiative, remove a person's name from the voters' list until the close of voting on voting day if the Clerk is satisfied that the person has died. (s.25(1)).

On or before September 15, 2022, the Clerk will determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Certificate of Maximum Campaign Expense Limits" Form SEL34 for the 2022 Municipal Election.

**Interim List of Changes (s.27(1))**

The Clerk shall prepare an interim list of changes to the Voters' List on or before September 15, 2022 and circulate as required.

**Final List of Changes (s.27(2))**

The Clerk shall prepare the final list of changes to the Voters' List by November 23, 2022 and send to MPAC.

# Campaigning

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

## **Municipal Employee Communication with Candidates**

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

## **Election-related Questions**

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

Lindsey Green, Clerk  
185667 Grey County Road 9, Dundalk, ON N0C 1B0  
Tel: 519-923-2110 ext. 230  
Email: [lgreen@southgate.ca](mailto:lgreen@southgate.ca)

## **Questions pertaining to the Municipality's Administration**

All other questions should be directed to the Chief Administrative Officer (CAO), who will follow up with the necessary Department Head or appropriate staff.

Dave Milliner, Chief Administrative Officer  
185667 Grey County Road 9, Dundalk, ON N0C 1B0  
Tel: 519-923-2110 ext. 210  
Email: [dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

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

## **Access to Staff**

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

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

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

## **Use of Municipal Logo or Other Insignia**

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

### **Municipally Owned/Leased Facilities**

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

### **Use of Corporate Resources During an Election Year**

The Township of Southgate's Use of Corporate Resources during an Election Year, **Policy #70**, states that:

- a) No member shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign related activities.
- b) No member shall undertake campaign-related activities on municipal property during regular working hours.
- c) No member shall use the services of persons during hours in which those persons receive any compensation from the Municipality.

### **Election Signs**

The following provides a summary of election sign requirements and limitations. Candidates should refer to By-law 2022-004, a by-law to regulate Election Signs in the Township of Southgate and Grey County Corporate Procedure MS-TS-005-001, Advertising Sign Permit for specific details.

#### **Do I need a permit to put up my election sign?**

A sign permit or a permit application is not required for election signs.

#### **Are there any places that are restricted to place a sign?**

- Election signs shall not be placed on Municipal property, except in road allowance areas;
- Election signs shall not be placed on private property without the owner's consent.

#### **Can I put a logo on the election sign next to my name?**

No person shall display a logo, trademark or official mark on any election sign.

#### **What date can I start to display my election signs?**

Signs can be displayed no sooner than **September 12, 2022**.

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

All election signs must be removed by the candidate or the candidate's representative by **11:59 pm on October 27, 2022**.

#### **What are the height restrictions for election signs?**

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

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

- in a Roadway;
- within 2 metres of the travelled portion of the roadway;
- that impedes or obstructs the passage of pedestrians on a Sidewalk;
- between a Roadway and a Sidewalk;

- in a Sight Triangle;
- on a tree, fence or gate located on Public Property or a Roadway;
- on a utility pole, light standard or any other municipal infrastructure;
- on the land or buildings situated on or in or on a vehicle that is parked at any voting location or on the road allowance in front of the voting location;
- on any official sign or official sign structure;
- to obstruct the visibility of any pedestrian or driver;
- to obstruct the visibility of any traffic sign or device;
- that impedes or hinders or prevents parking by vehicles on private or public lands or on a public highway or eliminates a public parking space required by law;
- to interfere with vehicular traffic in any manner;
- to obstruct openings required for light, ventilations, ingress, egress or fire or medical emergencies;
- that constitutes a danger or hazard to the general public.

**Election signs can be displayed in or on a vehicle subject to the following restrictions:**

- Signs can be displayed no sooner than **September 12, 2022**;
- Signs shall not be displayed on a vehicle that is parked at any help centre or voting location while the centre is open to the public;
- Signs shall not be displayed upon the property where the office for the administration of the election is located, i.e., Township of Southgate Administration Office.

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

The Municipality reserves the right to remove, without notice to any person, including the candidate, any election sign which it deems to be a hazard.

**Signs on County Road Allowances and Utility Installations**

Posters or similar campaign material that will be installed or affixed to poles belonging to Hydro One, Bell Canada or other public utilities will require the permission of these respective authorities.

The following provides a summary of the County of Grey road signage procedure. This summary is provided for information purposes only.

Temporary signs must be self-supporting and not embedded into the ground more than 0.3 m. Permits or approvals are not required for election signs.

An election sign may be placed on the County right-of way provided they:

- Do not exceed 3.0 m<sup>2</sup> in size;
- Do not interfere with an official sign, traffic signal or safety device;
- Are not in place for longer than a 4 week period;
- Do not remain in place more than 3 days after the election;
- Are not placed within 10 m of a driveway; or
- Are within 8 m from the edge of pavement if the sign is less than 0.7 m<sup>2</sup>; or

- Are not affixed to a permanent or an official sign or to the guide rail or other County road structure or facility interfering with visibility.

Signs greater than 0.7 m<sup>2</sup> shall be placed at the outer edge of the County road right-of-way. Portable read-o-graph sign trailers are prohibited on the right-of-way of a County road.

### **Vandalism**

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



# Help Centre

For the purpose of this election, a voting place is not required. However, the following locations are identified as Help Centres. Electors can be added to the Voters' List and receive assistance and clarification on the election process including access to a telephone and/or internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.

Prior to the Voting Period which commences on Friday October 14, 2022, electors should visit the **Municipal Administration Office located at 185667 Grey County Road 9, Dundalk** during regular office hours, Monday to Friday 8:30 am to 4:00 pm for any questions or concerns.

## Voting Process:

1. Eligible voters may vote by:
  - a) accessing the telephone number provided by using a cellular or land line, touch-tone telephone, but **not** a rotary dial telephone;
  - b) by accessing the internet address provided by using a dial modem access or a high-speed connection; or
  - c) attending the Help Centre during the hours listed during the Voting Period.

## Voting Period – October 14 to 24, 2022

Help Centres will be provided during the Voting Period as follows:

### **Municipal Administration Office**

**185667 Grey County Road 9, Dundalk**

Friday, October 14th to Monday, October 24, 2022

During Regular Office Hours (Monday to Friday 8:30 am to 4:00 pm)

### **Dundalk Frank Macintyre Building**

**220 Owen Sound Street, Dundalk**

Saturday October 22, 2022 – 10:00 am to 2:00 pm

### **Southgate Council Chambers – Holstein**

**123273 Southgate Road 12, Holstein**

Saturday, October 15 – 10:00 am to 2:00 pm

Monday, October 24 – 10:00 am to close of voting at 8:00 pm

\*\*There will also be an internet terminal available at the Southgate Public Library (80 Proton Street North, Dundalk) during regular hours of operation. \*\*

**Please note:** This is **not** considered a Help Centre, and staff assistance will be limited.

# Internet/Telephone Voting

## **Authority (s.42)**

A by-law authorizing internet/telephone voting must be passed on or before May 1st in the year of the election.

On March 16, 2022, By-law 2022-037 was passed authorizing the use of internet/telephone voting methods for municipal elections.

In keeping with s.42 (5) voting proxies will not be used or permitted with this method of voting. In addition, the Voting Period provides for voting in advance of Voting Day commencing Friday, October 14, 2022, at 10:00 am and concluding on Monday, October 24, 2022 at 8:00 pm.

## **Service Provider**

The service provider for internet/telephone voting is ScytI Canada Inc. and was authorized at the December 15, 2021, Regular Meeting of Council. A copy of the contract with ScytI Canada Inc. is available from the Clerk upon request.

## **System Integrity**

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

- a) ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by ScytI Canada Inc. that match each voter's name and address; and
- c) 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 24, 2022, at 8:00 pm

## **System Checks**

Logic and accuracy testing of the voting system will take place in advance by the Returning Officer and authorized Election Staff and shall include, but not be limited to, the following:

- a) checking the wording of the script and text on the website;
- b) checking Voting Place internet and telephone voting stations;
- c) attempting to use a PIN more than once;
- d) balancing a predetermined number of test votes with those cast;
- e) matching PINs to names and addresses;
- f) deliberately keying in the wrong information; and
- g) attempting to under vote and over vote with a test account to ensure that the system has been programmed properly

Candidates will be invited to attend a session on the day of the opening of the Voting Period at 9:45 AM. A third session will occur at the closure of the voting system at the completion of voting on October 24, 2022, shortly after 8:00 PM.

### **Secrecy**

All election officials shall take an oath of secrecy and be appointed by the Clerk as per the "Appointment and Oath - Election Officials" Form SEL21.

All 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.

### **Preparation of Voter Information Letters**

The Voter Information Letters will be prepared utilizing the Voters' List as amended.

Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible voters on or about October 5, 2022, to enable them to use the Telephone / Internet Voting service.

The Voter Information Letter will contain:

- a) the elector's voter credentials and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
- b) instructions on how to vote;
- c) dates and hours of voting;
- d) the location and telephone number of the Help Centres;
- e) voter eligibility criteria;
- f) office and candidate information; and
- g) information on illegal and corrupt practices under the Act.

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

### **Public Information Sessions**

A public information session may be held for the purpose of explaining the method of voting and responding to questions from candidates and the electorate. If so, determined by the Clerk, the session will be advertised and noted on the website. A public information session may be conducted electronically should in-person meeting restrictions be in effect.

### **Help Centre**

Eligible voters who attend at the Help Centre and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" Form SEL18 and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names

will be added to the Voters' List, and they will be assigned and delivered a Voter Information Letter containing voter credentials.

Eligible voters who attend at the Help Centre will be able to request a "replacement" Voter Information Letter under certain circumstances:

- i) Where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized election official that they require a new PIN. The authorized election official will disable the elector's assigned PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an election official, an oath on "Application for Re-Issue of a Voter Information Letter - Lost and Unused" Form SEL36 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
- ii) Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized election official that they did not vote the PIN and require a new PIN. Prior to issuing a new PIN, the election official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an election official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impostor)" Form SEL37 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where internet access is available to eliminate any further misuse of the PIN.

### **Candidates – Access to "Strike Off" List**

Candidates that request it will receive a list daily (business days only) showing the names of those electors that have cast a ballot. The list will be prepared in the same manner as the Voters' List.

### **Voting**

Voting will commence on Friday, October 14, 2022, at 10:00 am and continue through to October 24, 2022 at 8:00 pm.

During the Voting Period, Help Centres will be provided with access to the internet.

Prior to the activation of the system by the Clerk, on Friday, October 14, 2022 (10:00 am), 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. The system will not be activated until confirmation that all the counts associated with each of the candidates' names indicate a "0" total.

Candidates or their scrutineer shall be required to sign the "Activation of the Scytl Canada Inc. Voting System" Form SEL38 that attests to this fact.

Eligible electors may telephone a designated toll-free number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote. Every eligible elector shall be limited to one ballot for all races and questions, for which they are entitled to vote, through the use of voter credentials distributed by first class mail in a sealed and personalized Voter Information Letter. The voting system will allow the eligible elector to vote using a telephone or the internet.

Prior to voting, electors will be required to key in their voter credentials as provided on their Voter Identification Letter, and their Date of Birth.

Once a voter has made a selection for each race or question, the voting system shall indicate the voter's choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the race to change their selection. A voter is permitted to 'decline the vote'. Selection this option will deselect other options and when cast, will count as a declined vote for that race.

Once the voter credentials are used to complete voting and a ballot is cast, it cannot be used again and further access shall not be granted to the voting system.

The names of electors who have voted during the voting period will be provided to the Clerk through Datafix. **It is not possible to determine how an elector has voted.**

#### **Electors Requiring Assistance (s.52(1)4)**

The election official may permit an elector who needs assistance in voting to have such assistance as the election official considers necessary and in accordance with the Election Accessibility Policy.

#### **Oral Oath to Vote with Assistance**

A voter who requires such assistance to vote at a Help Centre may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to vote with assistance on the "Oral Oaths at a Help Centre" Form SEL24.

#### **Oral Oath of Friend of Elector**

In lieu of the Election official providing assistance, the voter may request that a friend accompany the voter at a Help Centre and assist the voter. Any friend assisting shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths at a Help Centre" Form SEL24. No person shall be allowed to act as a friend of more than one voter at a Help Centre.

**Candidates and Scrutineers may not act in the capacity of a friend of elector.**

#### **Oral Oath of Interpreter**

Where a voter requires an interpreter, such person provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oaths at a Help Centre" Form SEL24, and shall translate the oaths as well as any lawful questions put to the voter.

### **Duplicate Voter Information Letters**

Should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter to the Municipal Office and complete an “Application to Amend Voters’ List” Form SEL18 to remove the duplicate name. All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act.

Voter Information Letters returned to the Help Centre shall have the voter credentials immediately disabled in the system so that voter credentials cannot be used in the voting process. The opened Voter Information Letters will then be maintained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under s.88 of the Act.

The Clerk and the Election official shall ensure a complete audit trail is maintained of all Voter Information Letters:

- a) that were sent to eligible voters;
- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual either opened or unopened but unused for voting purposes;
- d) that were set to a status that prevented them from being used to vote;
- e) that were re-issued to an eligible elector; and
- f) that were assigned by an Election official to eligible electors that have completed “Application to Amend Voters’ List” Form SEL18.

### **PIN Procedures**

Where an eligible voter has tried their PIN and has been unsuccessful in accessing the voting system, the Election official will determine its status, and once verified shall advise the voter that the PIN is valid and has not been used. The Election official may suggest the voter try the voter credentials again using an alternate method (telephone vs. internet) or attend at the Help Centre to obtain assistance in voting.

Where an eligible voter has tried their PIN and they have determined that it has already been used, the voter can present themselves at the Help Centre with proof of identity and residence as prescribed in O. Reg. 304/13 and have an Election Official confirm that the elector’s PIN has been used.

Where an eligible voter has received an incorrect Voter PIN in terms of school support, and has not voted in that race, the voter can contact the Help Centre and have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility and to complete “Application to Amend Voters’ List” Form SEL18.

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

Exceptions will be considered at the sole discretion of the Returning Officer when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Returning Officer with measures to ensure security and privacy of the elector, and integrity of the voting process.

# Voting Procedure

## Voting

**1.0** A Telephone/Internet Voting Method shall be used for the 2022 Municipal Election.

**1.1** Telephone/Internet Voting:

**1.1.1** Eligible electors shall be required to telephone a designated number or access a designated internet address and cast their vote(s);

**1.1.2** Every eligible voter shall be **limited to only one vote** through their Voter Credentials distributed by first class mail in a sealed and personalized Voter Information Letter and entering a Secondary Voter Credential.

**1.1.3** The Scytl Voting Management System will allow the eligible voter to vote using a telephone or the internet;

**1.1.4** Following the voter's selection, the voting system shall identify the voter's choice and provide the voter with the option of changing or confirming their vote;

**1.1.5** The voting system shall enable the voter to undervote, or decline to vote for an office(s) if they wish to do so;

**1.1.6** Once the Voter Credentials have been used to complete "all" races associated with the election, it cannot be used again and further access shall not be granted to the Telephone/Internet Voting service;

**1.1.7** Voting will commence at 10:00 am on October 14, 2022.

**2.0** Prior to the activation of the system by Scytl Canada Inc., being October 14, 2022 at 10:00 am, Scytl Canada Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Official, to the voting system by Satisfactory Identification (ID) and password, for the purposes of providing, a list of all Candidates' names including the sum total of votes cast to ensure that all totals for all candidates indicate "0" zero. The system will not be activated until confirmation that all the counts associated with each of the Candidate(s) names indicate a zero total.



- 3.0** Candidates or their Scrutineer may be present to verify and ensure that all totals of votes cast are at “0” and shall be permitted to sign a document that attests to this fact.
- 4.0** DataFix will make available a list to the Clerk, and any other appropriate individuals of the Township of Southgate, of all corresponding names of individuals, who have voted during the Voting Period, if such an event has taken place. A list of electors who have voted during this period will be provided or made available to the Candidates or their respective scrutineer through the Clerk’s office, upon request of the Candidates or their respective scrutineer and at the Clerk’s discretion. This list shall be provided by DataFix in “real time” or as closely as possible to real time.
- 5.0** If so allowed by the Clerk, Scytl Canada Inc. may make available during the course of the election, IDs and passwords for Candidates and/or their Scrutineers, who when using this authorization, can then connect into the voting system and review elector list information to discern which electors have participated in the election. This capability does not provide the Candidate, or their designate, information on how an elector has voted, only if the voter has participated in the election. Candidates or their Scrutineer may view voter status any time after the start date of the election by use of their assigned password.
- 7.0** Where a voter qualifies at more than one location in the Township of Southgate the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector. All duplication of names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters’ List. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Document(s) to the Help Centre. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996, as amended.
- 8.0** The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
- a) that were sent to eligible voters;
  - b) that were returned from the Post Office;
  - c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
  - d) that were set to a status that prevented them from being voted;
  - e) that were re-issued to an eligible elector; and
  - f) that were assigned by Election Officials to eligible electors that have completed the “Application to Amend the Voters List” Form SEL18.

- 9.0**
- a) Where an eligible voter has tried his or her Voter Credentials and they have determined that it has already been used, the voter can attend at the location determined by the Clerk with Satisfactory Identification and have an Election Official confirm that the elector's Voter Credentials has been used by an impersonator.
  - b) Prior to the issuance of a new Voter Information Letter, the elector shall be required to respond and answer all questions of the Election Official prior to considering or authorizing the re-issuance of a Voter Information Letter. The Election Official shall document, to their satisfaction, questions and answers of the elector and, if deemed appropriate, the Clerk shall submit the same to the Ontario Provincial Police for further investigation and prosecution.
  - c) If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may provide the elector with a new Voter Information Letter, or at the discretion of the Election Official, the elector will be required to make a declaration as to his or her statement and to take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning of the elector be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the elector's Voter Credentials.
  - d) Once the elector has properly answered all questions and, if required, taken the prescribed oath, the elector shall be issued a new Voter Information Letter.
- 10.0**
- a) Where an eligible voter has received an incorrect Voter Information Letter in terms of school support, the voter can contact the Help Centre and have the proper category applied and the voter shall re-access the system and vote on all races.
  - b) The eligible elector shall be able to re-enter the system at any time during the election using the original Voter Credentials until all races have been completed.
- 11.0** New Voter Information Letters shall not be given out over the telephone, by email or by mail without the expressed approval of the process by the Clerk or their designates. A Voter Information Letter shall not be given to any person at the Help Centre unless Satisfactory Identification is provided and the individual has completed the required form as required and administered by the Election Official.

# Scrutineers

## **Rights and Prohibitions**

Each scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form.

## **Appointment by Candidate and Qualification**

A candidate may appoint scrutineers to represent him/her at the Municipal Office, the opening and testing of the voting system, and during the receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer by Candidate” Form SEL23. The forms to appoint scrutineers must be signed by the candidate in person at the Municipal Office. The candidate shall provide this signed form to their scrutineer.

## **Number per Candidate**

Not more than one (1) scrutineer representing each candidate may be permitted at one time during the closing of the voting system. Only one candidate or their appointed scrutineer may be present at a Help Centre at one time. The scrutineer/candidate must take an “Oral Oath of Secrecy” Form SEL25 at the Help Centre.

## **Evidence of Appointment**

A person appointed as a scrutineer, before being admitted to the Help Centre, shall show their applicable appointment form and provide proof of identity and residence as prescribed in O. Reg. 304/13 to the Election official.

# Count Procedures

The Clerk, at 8:00 pm on October 24, 2022, shall arrange for the close and deactivation of the voting system at the Township of Southgate Council Chambers, 123273 Southgate Road 12, Holstein.

Notwithstanding the above, the Clerk shall keep the Help Centre access opened until confirmation is received that all eligible voters in the Help Centre at 8:00 pm have completed voting.

The Clerk shall then produce the results report. Those present, including the Clerk, Election official, candidates (or their scrutineers), shall sign the report indicating the results and votes cast. Candidates and scrutineers will be required to provide proof of identity prior to entry and electronic devices will be remitted to ensure results are not publicly available prior to 8:15 pm. Entry will not be permitted before 7:45 pm.

Anyone who is creating a disturbance will be removed as directed by the Clerk.

# Notice of Results

The unofficial results of each candidate shall be made available by the Clerk no earlier than 8:15 pm on Monday, October 24, 2022, Voting Day, at the Township of Southgate Council Chambers, 123273 Southgate Road 12, Holstein and the Clerk shall post the same **Unofficial Results** on the municipality's website.

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using "Declaration of Election Results" Form SEL26 and post the results at the Municipal Office and on the municipal website.

Notice shall be provided to the County of Grey with regard to the final number of electors and elected persons to the positions of Mayor and Deputy Mayor who will be serving as County Councillors.

Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections.

# Recount

A recount under sections 56, 57, or 58 shall be conducted in the same manner as the original count as per s.60 (1) unless ordered otherwise by a judge under s.60 (3).

A recount is required when:

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

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

The costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the responsibility of the candidate, e.g., legal counsel in attendance on behalf of the candidate.

The Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

## **Who Conducts Recount (s.56)**

The Clerk conducts all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

## **Tied Vote Recount (s.56)**

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount **within 15 days after the declaration** required by s.55(4)a)b) of the results of the election.

If required, ScytI Canada Inc. shall provide any documentation to support the integrity, security and accuracy of the electronic voting system.

## **Council, Local/School Board or Minister Request for Recount (s.57)**

Within 30 days after the Clerk's declaration of the results under s.55(4), a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

The Clerk shall conduct the recount within 15 days **after the resolution is passed or the order is made**. The incoming council or local board is no longer able to make a decision on a recount.

### **Application to Superior Court of Justice (s.58)**

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

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

### **Votes for Candidates to be included in a Recount (s.56, 59)**

The votes to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for candidates who are tied.
- In a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates).
- In a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates).

The Clerk may include the votes for any other candidate for the same office. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

### **Persons entitled to be Present at a Recount (s.61)**

- the Clerk and any other election official appointed for the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above; and
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount.

### **Notification of Recount (s.56, 57, 58 and [O. Reg. 101/97](#))**

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form SEL28 to the following:

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

### **Process at Recount (s.61, 62)**

Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount.

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote.

#### **Continuing Tie Vote – After Recount Procedures**

Pursuant to s.62(3) in a case of a tied vote following the recount, the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk. The Clerk shall announce prior to the draw that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the container.” The paper is pulled from the container and the candidate elected is announced.

#### **Declaration by Clerk and Notice of Final Certified Results – s.62(4)**

Unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the “Declaration of Recount Results” SEL29 at the Municipal Office and on the website. Such Declaration shall be sent to everyone previously given notice of the recount.

#### **Municipal Recount Policy**

The Township of Southgate passed the Municipal Election Recount Policy, Policy #71 by By-law 2022-058 on April 20, 2022.



# Candidates Financial Disclosure

At least 30 days before the filing date, but no later than March 1, 2023, the Clerk shall give to every candidate whose nomination was filed, by registered mail, notice of all the filing requirements and penalties set out in s.88 and s.92. The notice shall be given on “Notice to Candidate of Filing Requirements” Form SEL43.

A “Notice of Default - Candidate” Form SEL53 shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the “Financial Statement” Form 4 by 2:00 pm on March 31, 2023.

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

## **Refund of Nomination Filing Fee (s.34)**

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

- the nomination is withdrawn;
- the candidate is elected to the office; and
- the documents required under subsection 88.25(1) are filed on or before 2:00 pm on the filing date in accordance with that subsection.

# Third Party Advertising

## **Campaign Period (s. 88.28)**

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

For the 2022 municipal election - the election campaign period:

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

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

## **Filing Requirements (s. 88.29, s. 88.30)**

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

The registered third party must file their financial statements and auditor's report in the prescribed forms by 2:00 pm on March 31, 2023 for the filing period ending January 3, 2023.

If a candidate filed their financial statement prior to the filing date, and then noticed an error, they can withdraw the statement and refile the financial statement and auditor's report by 2:00 pm on March 31, 2023.

Third party advertisers also have a maximum amount for parties etc. after Voting Day. For the 2022 election, the prescribed formula will use the number of electors on September 15, 2018 being the year of the previous election.

The Clerk is to calculate the maximum amount no later than September 26, 2022. When a third party originally registers, the Clerk is to provide a certificate setting out the maximum amount for parties etc. after Voting Day.

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

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

### **Clerk to Give Notice (s.88.29)**

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

### **Campaign Period (s.88.28)**

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

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

### **Supplementary Reporting Periods/Filing Dates (s. 88.30)**

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

Where a third party advertiser campaign period continues, he, she or it shall file a supplementary financial statement (including auditor's report if required) for the supplementary reporting period on or before 2:00 pm on the last Friday in September in the year following the election (September 29, 2023). It should be noted that even if a campaign has been extended, a third party advertiser is required to file the initial financial statement for the reporting period ending January 3, 2023.

### **Campaign Surplus (s. 88.31)**

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

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

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

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

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

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

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

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

# Election Records

## **Candidates**

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

## **Clerk – Disposition of Records (s.88)**

Subject to a Judge's order or recount proceedings, after 120 days from declaring the results under s.55, the Clerk shall destroy the ballots in the presence of two witnesses who shall complete the "Witness Statements as to Destruction of Records" Form SEL30. The Clerk may also destroy any other documents and materials related to the election. The Clerk shall retain candidates' financial statements and auditor's report until the members of the council or local board elected at the next regular election have taken office. The ballots and any other documents shall not be destroyed if a court orders that they be retained and a recount has been commenced and not finally disposed of.

# Accessibility

## **Electors and Candidates with Disabilities**

The Clerk shall have regard to the needs of electors and candidates with disabilities in accordance with Township of Southgate Election Accessibility Plan.

## **Location - Accessibility**

The Clerk shall ensure that Help Centres are accessible to electors with disabilities and will assist electors who require accommodation.

## **Report**

Prior to Voting Day, the Clerk must prepare a plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities and make the plan available to the public.

Within 90 days after Voting Day in a regular election but no later than Monday, January 23, 2023, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities.

# Emergencies

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

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

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

## **Covid-19 Election Protocol**

In the event that provincial public health restrictions prevent the conduct of the municipal election as detailed in the Clerk's Procedures, Township of Southgate shall adhere to health and safety measures implemented by Public Health.

# Compliance Audit Committee

A council shall, before October 1st of an election year, establish a committee for the purposes of the MEA.

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.9 of the MEA.

The Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limited under Section 88.9 of the Act, and:

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

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under Section 88.9 and shall forward each report to the Compliance Audit Committee.

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

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's election campaign finances even if the Candidate has not filed a final statement using the "Compliance Audit Application" form.

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

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



# Corrupt Practices

Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

## **Offences, Penalties and Enforcement (s.89 and 90)**

The principles and the integrity of the election process are enforceable. Section 89 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- votes without being entitled to do so;
- votes more times than this Act allows;
- induces a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a voter credentials/ballot to anyone;
- takes, opens or otherwise deals with a ballot without having authority to do so; or
- deals with voter credentials/ballot, without having authority to do so.

No person shall solicit a Voter Information Letter containing voter credentials from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately for investigation of corrupt practices. If a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

## **Notice of Penalties**

Section 88.19 of the Municipal Elections Act outlines the details of expenses a candidate may incur. Pursuant to Section 88.20(13), the Clerk will calculate the maximum permitted expenses for each office and will provide a Certificate of the applicable maximum to each candidate on or before September 25 in the year of the election.

Section 88.25(1) of the Municipal Elections Act states that "on or before 2 pm on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,

- a) in the case of a regular election, as of March 31, 2023; and
- b) in the case of a by-election, as of the 75<sup>th</sup> day after voting day."

Section 88.31 of the Municipal Elections Act outlines details of a candidate's "surplus" if contributions exceed expenses and a candidate's "deficit" if the reverse is true.

Section 88.23(1) of the Municipal Elections Act provides that a candidate is subject to the penalties listed in Subsection (2), in addition to any other penalty that may be imposed under this Act,

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

Section 88.23(2) of the Municipal Elections Act provides for the following penalties in the case of a default described in subsection (1):

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

Section 92(1) of the Municipal Elections Act provides that a candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2):

- a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
- b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

### **Mail Tampering - Criminal Offence and Prosecution**

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter.

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

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk in this alternative form of voting has agreed that all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering will be reported to the Police.

# Timelines

2021	
Fall 2021	<p>Revisit the merits of the following bylaws and report to council for decision if necessary:</p> <ul style="list-style-type: none"> <li>✓ Language of notices and forms, s.9;</li> <li>✓ Policy regarding circumstances in which a municipality requires a recount;</li> <li>✓ Contribution rebates, s.88.11.</li> </ul> <p>Clerk to decide:</p> <ul style="list-style-type: none"> <li>○ E-filing of financial statements, ss.88.25(11) and 88.29(9);</li> <li>○ Hours of voting at institutions;</li> <li>○ Any voting places opening before 10:00 am</li> </ul>
2022	
Beginning of Year	<ul style="list-style-type: none"> <li>✓ Prepare package of information for candidates and list of information to be obtained from candidates at time of filing.</li> <li>✓ Calculate preliminary maximum campaign expense limit</li> <li>✓ Publish Notice of Nomination Period, s.32.</li> </ul>
February 19	<p>Last day for notice of intent to pass a bylaw to submit question to electors, s.8.1(3).</p> <p><b>Note:</b> At least one public meeting to be held prior to passage of by-law.</p>
March 1	<p>Last day to pass a by-law to submit a question to the electors. s.8.1(1)</p>
March 16	<p>Last day to give notice of passing a by-law to submit a question to electors. s.8.1(3)</p> <ul style="list-style-type: none"> <li>✓ The last day to file an appeal of the by-law is within 20 days after it has been passed.</li> <li>✓ Within 15 days after passing the by-law, the Clerk shall give notice to the public and the Minister of the passing of a by-law to submit a question to the electors. s.8.1(4)</li> <li>✓ Within 60 days of receiving any notices of appeal, the Chief Electoral Officer shall hold a hearing regarding the appeal of the by-law s.8.1(9)</li> </ul>
March 31	<p>Deadline for ward/poll data (defining voting subdivisions) to be submitted to MPAC, s.18(1-2).</p>
April 3	<p>Deadline for school boards to provide school board election Clerks with a copy of the report on determination and distribution of trustees; <i>Education Act</i>, Reg. 412/00 ss.9</p>

April 30	Last day for municipality and local boards to establish rules and procedures regarding the use of municipal resources during election campaign period. s.88.18
May 1	<ul style="list-style-type: none"> <li>· Deadline to pass a by-law authorizing the use of voting and vote-counting equipment and/or alternate voting method. s.42(2)</li> <li>· Last day to pass a by-law with respect to the circumstances in which the Clerk shall hold a recount. s.56(5)</li> </ul>
May 2	<p><b>Nomination period begins, s.33.</b></p> <ul style="list-style-type: none"> <li>· On day candidate files, give candidate preliminary maximum campaign expense limit, s.33.01.</li> <li>· Provide candidate with interim maximum amount of contributions to candidates own election campaign. s.33.0.2</li> <li>· Provide candidate notice of penalties related to campaign finances, s.33.1.</li> <li>· Provide candidates with a copy of procedures and forms established for vote-counting equipment or alternative voting method, s.42(3).</li> <li>· First day Notice of Registration as Third-Party Advertiser can be filed, s.88.6(7).</li> </ul>
June 1	Final date to establish procedures and forms for use of voting or vote-counting equipment or alternative voting method. s.42(4)
July 31	Last day for MPAC to provide preliminary list of electors. s.19(1.1)
August 19	<p>Nomination Day (9am to 2pm) s.31</p> <ul style="list-style-type: none"> <li>· Deadline for candidates to file or withdraw a nomination (2pm) s.33(4-4.1)</li> </ul>
August 19	Last day to revoke a by-law to submit a question to the electors
August 22	<ul style="list-style-type: none"> <li>· Certification of nomination papers by 4pm s.35(1)</li> <li>· Declare acclamation(s) after 4pm. s.37(2)</li> <li>· First day for an elector can appoint proxy (unless additional nominations required) s.44(4)</li> </ul>
August 24	<ul style="list-style-type: none"> <li>· If necessary, additional nominations will be received between 9am to 2pm s.33(5)</li> <li>· Withdrawal of additional nomination in writing by 2pm s.36</li> </ul>
August 25	<ul style="list-style-type: none"> <li>· Certification of additional nominations by 4pm. s.35(1)</li> <li>· Declare acclamation(s) after 4pm. s.37(2)</li> </ul>
August & September	<ul style="list-style-type: none"> <li>· Mail voter identification notice (optional).</li> <li>· Ad – Watch for voter identification notice (optional).</li> <li>· Ad – Is your name on the voters’ list? (optional).</li> <li>· Ad – Notice of Nomination Period (for additional nominations).</li> </ul>
Sept 1	<ul style="list-style-type: none"> <li>· Last day for reproducing the voters’ list and determining revision procedures s.23(2)</li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>Upon written request</b> – necessary before copy of voters’ list can be supplied to those referred to under ss.23(3)</li> <li>○ <b>Upon written request</b> – necessary before copy of voters’ list of names of electors qualified to vote for the office can be provided s.23(4)</li> </ul> <ul style="list-style-type: none"> <li>✓ Revision Period for Voters List (Sept 1 to close of voting on voting day Oct 24<sup>th</sup>)</li> <li>✓ Determine head count for voting locations to be held at an institution with 20 beds occupied and 50 beds occupied at a retirement home as of this date. s.45(7)</li> <li>✓ Determine time and place for receipt of applications for revisions, s.23(2).</li> </ul>
Sept 15 to 26	<ul style="list-style-type: none"> <li>✓ Prepare and distribute interim list of changes to the voters’ list that were approved on or before Sept 15 s.27(1)</li> </ul>
Sept 23	Last day to revoke by-law to submit a question to electors s.8.1(1)
Sept 24	Earliest date for mandatory advance voting day. s.43(3)
Sept 26	<ul style="list-style-type: none"> <li>✓ Last day to provide copy of the interim list of electors to each person previously provided a copy s.27(1)</li> <li>✓ Issue Certificate of Maximum Campaign Spending Limits to candidates and third-party advertising registrants. <ul style="list-style-type: none"> <li>○ Provide candidate with: <ul style="list-style-type: none"> <li>- Certificate of applicable maximum expenses s.88.20(6)</li> <li>- Certificate of applicable maximum contributions s.88.9.1(4)</li> <li>- Certificate of applicable maximum amount for third parties after voting day s.88.20(9)</li> <li>- Provide registered third parties with maximum expense amounts s.88.21(14)</li> </ul> </li> </ul> </li> </ul>
Oct 1	<p>Deadline to establish compliance audit committee (CAC) for 2022-2026 term of office. s.88.37(1)</p> <ul style="list-style-type: none"> <li>✓ CAC shall be composed of three to seven members and its term shall match that of council.</li> <li>✓ The Clerk shall establish administrative practices and procedures for the compliance audit committee, s.88.37(6).</li> </ul> <p><b>Note:</b> Clerk should alert the secretary(ies) of school board(s) of similar requirements to establish a CAC and administrative procedures.</p>
Oct 10	Deadline to request use of specific facilities for voting places without a charge.
Oct 21	Deadline for third party advertisers to file their notice of registration s.88.6(7)
Oct 21	Last day for third-party advertisers to register. S.88.6(7)

Oct 23	<ul style="list-style-type: none"> <li>· Last day to provide candidates with notice of penalties related to campaign finances and the refund of the nomination filing fee. S.33.1</li> <li>· Last day to prepare an accessibility plan (i.e., identifications, removal and prevention of barriers), s.12.1(2). Suggestion is to have this prepared ahead of advance voting for the public.</li> </ul>
Oct 24	<p><b>Voting Day</b></p> <ul style="list-style-type: none"> <li>· Voting locations (help centres) open at 10am and close at 8pm, s.46(1). (<b>Note:</b> Unless earlier opening established by the Clerk).</li> <li>· Deadline for applications to vote by proxy and for applications to amend the voters' list.</li> </ul> <p>Unofficial election results traditionally released as soon as practicable, after 8:00 pm close of vote and all statements of counts have been returned and compiled by the Clerk.</p>
Oct 25	<p>Clerk to declare official election results as soon as possible after voting day (post on website) s.55(4.1)</p> <p>From date of declaration of official election results:</p> <ul style="list-style-type: none"> <li>○ Clerk has 15 days to conduct a recount in event of a tie or in accordance with any recount policy passed by municipality or school board s.56(2)</li> <li>○ Council or school board has 30 days to pass motion requesting recount.</li> <li>○ Minister has 30 days to order recount regarding question</li> <li>○ Once all opportunity for a recount has expired, Clerk to certify results and advise upper tier, local board (and Minister in the case of a question on the ballot).</li> </ul>
Nov 7	<p>First date on which council may consider a by-law to which the electors have given assent (14 days after declaration of results).</p>
Nov 15	<p>New Term of Office begins s.6(1)</p> <p>New council deemed organized when quorum of members have taken declaration of office <i>Municipal Act, 2001</i>, s.231</p>
Nov 23	<p>Final date to provide MPAC with the final list of changes to the voters' list, s.27(2)</p>
Dec 16	<p>Deadline for inaugural council meeting <i>Municipal Act, 2001</i>, s. 230</p>
Jan 3, 2023	<p>Campaign period ends s.88.24(1), s.88.28</p> <p>Deadline for candidate to provide Clerk with written notification of deficit and continuation of campaign period s.88.2.4(1-4) (This also applies to third-party advertisers)</p>

**This timeline is provided for information purposes only.  
Candidates should refer to the Act and associated regulation(s).**

# Discretionary Powers of the Clerk

## **Discretionary Authority (s.12)**

A Clerk who is responsible for conducting an election 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.

Other than the forms prescribed by the Minister, the Clerk has the authority to establish forms, including forms for oaths and declarations that are required to be used. The Clerk's authority also includes the power to require a person to furnish proof that is satisfactory to the election official as to the person's identity or qualifications including citizenship or residency.

The Clerk's authority does not include the power to require a person for the purposes of the procedure set out in s.52(1) – (Voting Procedure) to furnish proof of identity and residence in addition to what is prescribed. The discretionary authority provided to the Clerk in the MEA brings with it a degree of risk and inherent liability.

Under the revised MEA, Clerks have expanded powers/discretion, where no Council approval is required in the following areas:

- establishment of advance voting dates, locations and hours;
- establishment of reduced voting hours at long term care facilities;
- management of the Voters' List (additions/deletions/modifications);
- determination of whether filing of financial statements electronically will be permitted and any conditions or limits associated with electronic filing; and
- authority to develop a policy and present to Council for adoption of a by-law by May 1 of an election year to define circumstances under which a recount would be conducted.

The following chart outlines the Implied and Direct Discretionary Authority of the Clerk. It is not an exhaustive list, but captures a large amount of the legislation.

**The Municipal Elections Act, 1996, as amended, as amended  
Implied and Direct Discretionary Authority of the Clerk**

<b>Section</b>	<b>Short Description</b>
	<b>Summary of Broad Discretionary Authority</b>
7;8(7);45	The Clerk has authority and control over the costs incurred for an election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs of a recount in a regular election for a local board or municipality, a by-law or question submitted by an upper tier or local board or Minister.
8(6)	The Clerk is responsible for giving notice to the public for any question on the ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
8(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
11(1)	The Clerk is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided by the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given the Clerk does not include the power to require a person for the purposes of s.52(1) – voting procedure – to furnish proof of identity and residence in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality’s custody or control.
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.



53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
	<b>Cost of Elections</b>
7(2)(4); 8(7)	The Clerk has authority and control over the finances of an election.
	<b>Notice of By-laws and Questions</b>
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	<b>Certification of Vote Results</b>
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	<b>Information to Electors</b>
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
	<b>Appointment of Election Officials</b>
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each voting place.
15(1)	The Clerk may appoint other election officials in addition to DRO's. The Clerk determines what instruction and training is provided to election officials.
	<b>Delegation of Authority</b>
15(2)(3)(4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however, the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	<b>Creation of Voting Subdivisions</b>
18(1)	The Clerk may divide the municipality into voting subdivisions (on or before March 31 in the year of regular election).
18(2)	If the Clerk creates voting subdivisions, he or she shall inform MPAC (on or before March 31 in the year of a regular election).
	<b>Correction of Preliminary List of Electors</b>
19(1)(1.1)	The Clerk and MPAC may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1). If no date agreed upon or prescribed – July 31.
22(1)	The Clerk may correct any obvious errors in the Preliminary List of Electors, and shall notify MPAC of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.

25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
<b>Reproduction / Revision of Voters' List</b>	
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1 <sup>st</sup> and determine where and at what time applications for revisions to the Voters' List may be made under s.24 and s.25.
24(1)(2)	From September 1 <sup>st</sup> to the close of voting on Voting Day, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	During the period beginning September 15 and ending September 25, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 15, and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s.23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to MPAC.
28(1)	The Clerk shall prepare and certify the Voters' List for use in each voting place.
<b>Nominations</b>	
11.1(4)	The upper-tier Clerk responsible for accepting nominations can determine the format in which to send the names of candidates to lower-tier Clerk.
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedure under this act.
33(1.3)	The Clerk is entitled to rely upon the information filed by the candidates (endorsements).
35(2)(3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
<b>Acclamations</b>	
37(1)(2)	The Clerk can determine the method of declaring acclamations.
<b>Notice of Election</b>	
40(a)(b)(c)(d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
<b>Ballot Form</b>	
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.

41(2)5	If the surnames of two or more candidates for an office are identical or in the Clerks opinion so similar as to cause possible confusion, the Clerk shall differentiate the candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	<b>Voting or Vote Counting Equipment or Alternative Voting Method</b>
42(3)(a)(i)(ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to candidates and shall provide a copy of the procedures and forms to each candidate when his or her nomination is filed.
	<b>Advance Vote</b>
43(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b)(ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all voting places are updated to reflect voting that took place at an advance vote.
	<b>Proxies</b>
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	<b>Voting Places and Procedures</b>
45(1)(3)(5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of voting places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1,2,3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of Canadian Forces; an institution which on September 1 <sup>st</sup> 20 beds or more are occupied by persons who are disabled; chronically ill or infirm; and in a retirement home which on September 1 <sup>st</sup> , 50 beds or more are occupied.
45(8)	The Clerk may issue instructions to DRO's regarding attending on an elector in an institution or retirement home to allow him or her to vote.
45(9)	The Clerk shall issue instructions to DRO's regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific voting places to open on Voting Day before 10:00 am.

46(3)	The Clerk may establish reduced voting hours for a voting place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has the discretion to go to or remain in voting places during voting or when votes are being counted.
	<b>Emergency</b>
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	<b>Opening Ballot Box</b>
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after Voting Day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	<b>Recounts</b>
56(1)(1.1)(2)	The Clerk shall hold a recount in accordance with policy within 15 days after declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount – s.56,57,58,63
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3)63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	<b>By-Elections</b>
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.
	<b>Financial Reporting</b>
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses, upon the filing of a person's nomination and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.

33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finance to each person nominated for an office.
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6(candidate expenses) and subsection 9(expenses, parties etc.) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 25 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.22(3)	The Clerk determines the form and process of the notice of default.
88.25(9)	The Clerk determines the form and method of delivery of notice to candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
<b>Election Records</b>	
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	The Clerk shall retain the financial statements until the next election.
88(9.1)	The Clerk shall make the documents filed under s.88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

# Index of Forms

## Form # Description

### Ministry of Municipal Affairs Forms

Form 1	Nomination Paper
Form 2	Endorsement of Nomination
Form 3	Appointment for Voting Proxy
Form 4	Financial Statement – Auditor’s Report - Candidate
Form 5	Financial Statement – Subsequent Expenses
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration – Third Party
Form 8	Financial Statement – Auditor’s Report - Third Party
Form 9	Declaration of Identity

### Township of Southgate Forms

SEL1	Withdrawal of Nomination
SEL2	Consent to Release Personal information/Notice of Collection
SEL3	Declaration of Qualifications – Council
SEL4	Declaration of Qualifications – School Board Trustee
SEL5	Notice of Nomination – Candidate and Third Party Advertisers
SEL6A	Notice of Nomination – School Board Trustees
SEL6B	Notice of Nomination – School Board Trustees (French)
SEL7	Unofficial List of Candidates
SEL8	Notice of Rejection of Nominations
SEL9	Official List of Certified Candidates
SEL10	Notice of Additional Nominations
SEL11	Voters' List Cover Sheet
SEL12	Notice of the Posting of the Voters' List
SEL13	Declaration of Proper Use of the Voters' List
SEL14	Policy for Use of the Voters' List
SEL15	Voters' List - Interim List of Changes
SEL16	Certification of the Voters' List
SEL17	Voters' List - Final List of Changes
SEL18	Application to Amend Voters' List
SEL20	Appointment and Oath of Deputy Returning Officer
SEL21	Appointment and Oath of Election Officials
SEL22	Delegation of Powers and Duties of Clerk
SEL23	Appointment of Scrutineer
SEL24	Oral Oaths at Help Centre
SEL25	Oral Oath of Secrecy
SEL26	Declaration of Election Results
SEL27	Declaration of Acclamation to Office
SEL28	Notice of Recount
SEL29	Declaration of Recount Results
SEL30	Witness Statements as to Destruction of Records

- SEL31 Notice of Penalties and Corrupt Practices
- SEL32 Estimated Maximum Campaign Expense Limits – Council and School Board
- SEL33 Estimated Maximum Campaign Expense Limits – Third Party Advertiser
- SEL34 Certificate of Maximum Campaign Expense Limits – Council and School Board
- SEL35 Certificate of Maximum Campaign Expense Limits – Third Party Advertiser
- SEL36 Re-Issue of a Voter Information Letter (Lost and Unused)
- SEL37 Re-Issue of a Voter Information Letter (Imposter)
- SEL38 Activation of ScytI Canada Inc. Voting System
- SEL39 Notice of School Boards Results
- SEL40 Notice to Registered Third Party of Filing Requirements
- SEL41 Notice of Default – Candidate
- SEL42 Notice of Default – Registered Third Party
- SEL43 Notice to Candidates of Filing Requirements
- SEL44 Declaration of Qualifications – Third Party Advertiser

**Instructions**

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of	Ward Name or Number (if any)
-----------------------------	------------------------------

Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)	
Last Name or Single Name	Given Name(s)

Nominee's full qualifying address within municipality		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
--------------	----------	-------------

Mailing Address	<input type="checkbox"/> Same as qualifying address	
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
--------------	----------	-------------

If nominated for school board, full address of residence within its jurisdiction		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number	Telephone Number 2
---------------	------------------	--------------------

**Declaration of Qualification**

I, \_\_\_\_\_, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
----------------------------	---------------	--	---------------------------------

**Certification by Clerk or Designate**

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature	Date Certified (yyyy/mm/dd)
-----------	-----------------------------



**Instructions**

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Personal information collected on this form is obtained under the authority of sections 33 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

**Name of person seeking nomination**

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Endorsement signatures for the nomination of a person for an office in the municipality of \_\_\_\_\_ in the year \_\_\_\_\_.

**Name of person providing endorsement – 1**

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Qualifying Address		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
--------------	----------	-------------

I endorse \_\_\_\_\_ as a candidate and declare that I am qualified to be an elector in this municipality.

\_\_\_\_\_  
Signature Date (yyyy/mm/dd)

**Name of person providing endorsement – 2**

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Qualifying Address		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
--------------	----------	-------------

I endorse \_\_\_\_\_ as a candidate and declare that I am qualified to be an elector in this municipality.

\_\_\_\_\_  
Signature Date (yyyy/mm/dd)

## Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

<b>Name of person providing endorsement – 3</b>				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

<b>Name of person providing endorsement – 4</b>				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

<b>Name of person providing endorsement – 5</b>				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

## Instructions

Complete two copies of this form.

---

### Person Appointing a Proxy

---

1. You must be eligible to vote in the municipality.
2. The person you are appointing must be eligible to vote in the municipality.
3. You must know the person who you are appointing and be able to fill in their information.

#### To complete the form:

1. Provide your information in Box A.
2. Provide the information of the person you are appointing in Box B.
3. Sign and date the form in Box C.

**Note: You must fill in the information of the person you are appointing before signing the form in Box C.**

After completing two copies of the form, give them to the person who you are appointing as your proxy.

This form is a public record and the copy on file with the clerk may be inspected by any person.

---

### Person Being Appointed

---

1. You must be eligible to vote in the municipality.
2. You may be appointed as the proxy of one or more family members (parent, grandparent, child, grandchild, sibling or spouse) or as the proxy of one person who is not a family member.

#### To certify the appointment:

Once the person appointing you has given you two copies of the completed form, take them to the municipal clerk (or a person designated by the municipal clerk).

You can present the two copies of the form at the clerk's office (or another location designated by the clerk) during normal office hours, or during the hours of 12 p.m. to 5 p.m. on any day of an advance vote.

The clerk may require you to provide proof of identity or eligibility to vote before certifying the proxy.

**You must sign the form in Box D in front of the clerk.**

After certifying the proxy (Box E), the clerk will keep one copy of the form and give the other copy back to you.

This form is a public record and the copy on file with the clerk may be inspected by any person.

#### To vote as a proxy:

Take the completed and certified form to the voting place.

When you present the form, you will be required to take the oath in Box F.

After taking the oath, you can vote on behalf of the person who appointed you.

<b>Box A: Elector Making Appointment</b>	<b>For Office Use</b> (Initial after voters' list has been checked)
--	---

Municipality

Ward Name or Number (if any)	Voting Subdivision Number (if known)
------------------------------	--------------------------------------

<b>Elector Making Appointment</b>	
Last Name or Single Name	Given Name(s)

Full address within this municipality		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
--------------	----------	-------------

<b>Box B: Elector Appointed</b>	<b>For Office Use</b> (initial after voters' list has been checked)
---------------------------------	---

Municipality

Ward Name or Number (if any)	Voting Subdivision Number (if known)
------------------------------	--------------------------------------

<b>Elector Appointed</b>	
Last Name or Single Name	Given Name(s)

Full address within this municipality		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
--------------	----------	-------------

Relationship of Elector Appointed to Elector Making the Appointment (check one only)

Related (parent, grandparent, child, grandchild, sibling or spouse)       Not related

**Box C: Statement of Elector Making Appointment**

I, the undersigned, a qualified elector in the above municipality, do hereby appoint

(person named in Box B), to vote on my behalf and, if related, do attest to their relationship to me.

Signature of the Elector Making Appointment	Date (yyyy/mm/dd)
---	-------------------

**Note:** It is unlawful to sign this proxy form until Box B is completed.  
The name of the elector appointed **must** be filled in at the time the elector making the appointment signs the statement.

**Box D: Declaration By Elector Appointed** (to be completed in the presence of the clerk or designate at the clerk's office or other designated location)

I, the undersigned, a qualified elector in the above municipality, affirm that I have been appointed to vote in good faith and have been instructed to do so on behalf of the elector who made the appointment and that I have not been previously appointed to vote on behalf of any other non-related person.

Declared before Clerk or Commissioner

in the \_\_\_\_\_

on (yyyy/mm/dd) \_\_\_\_\_



\_\_\_\_\_  
Signature of Clerk or Commissioner, etc.

\_\_\_\_\_  
Signature of Elector Appointed

**Box E: Certification by Clerk**

I hereby certify that the elector making the appointment is qualified to vote in this municipality and that the elector appointed is a qualified elector in this municipality and is authorized to vote on behalf of the elector making the appointment.

Signature of Clerk or Designate

Date of Certification (yyyy/mm/dd)

**Note:** Clerk may require proof of identity of elector appointed before certifying proxy. This form is a public record and the copy on file with the clerk may be inspected by any person.

**Box F: Oral Oath**

I swear or solemnly affirm:

- that I am the elector appointed; and
- that I am voting in good faith on behalf of the elector who made the appointment; and
- I have not been previously appointed to vote on behalf of any other non-related person.

**Instructions**

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination) 

YYYY	MM	DD
------	----	----

 to 

YYYY	MM	DD
------	----	----

- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- Supplementary filing reflecting finances from start of campaign to end of extended campaign period

**Box A: Name of Candidate and Office**

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Spending Limit

General  
\$

Parties and Other Expressions of Appreciation  
\$

Contribution Limit

Contributions from Candidate and Spouse  
\$

- I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

**Box B: Declaration**

I, \_\_\_\_\_, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate

**Box C: Statement of Campaign Income and Expenses**

**LOAN**

Name of bank or recognized lending institution	Amount borrowed
	\$

**INCOME**

Total amount of all contributions (from line 1A in Schedule 1)	+ \$
Revenue from items \$25 or less	+ \$
Sign deposit refund	+ \$
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$
Interest earned by campaign bank account	+ \$
Other (provide full details)	
1. _____	+ \$
2. _____	+ \$
3. _____	+ \$
4. _____	+ \$
5. _____	+ \$
6. _____	+ \$

**Total Campaign Income (Do not include loan)** = \$ \_\_\_\_\_ **C1**

**EXPENSES (Note: Include the value of contributions of goods and services)**

**1. Expenses subject to general spending limit**

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$
Advertising	+ \$
Brochures/flyers	+ \$
Signs (including sign deposit)	+ \$
Meetings hosted	+ \$
Office expenses incurred until voting day	+ \$
Phone and/or internet expenses incurred until voting day	+ \$
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$
Bank charges incurred until voting day	+ \$
Interest charged on loan until voting day	+ \$
Other (provide full details)	
1. _____	+ \$
2. _____	+ \$
3. _____	+ \$
4. _____	+ \$
5. _____	+ \$
6. _____	+ \$

**Total Expenses subject to general spending limit** = \$ \_\_\_\_\_ **C2**

**2. Expenses subject to spending limit for parties and other expressions of appreciation**

1. _____	+ \$
----------	------

2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
<b>Total Expenses subject to spending limit for parties and other expressions of appreciation</b>		= \$	<b>C3</b>

**3. Expenses not subject to spending limits**

Accounting and audit		+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+ \$	_____
Office expenses incurred after voting day		+ \$	_____
Phone and/or internet expenses incurred after voting day		+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____
Bank charges incurred after voting day		+ \$	_____
Interest charged on loan after voting day		+ \$	_____
Expenses related to recount		+ \$	_____
Expenses related to controverted election		+ \$	_____
Expenses related to compliance audit		+ \$	_____
Expenses related to candidate's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
<b>Total Expenses not subject to spending limits</b>		= \$	<b>C4</b>

**Total Campaign Expenses (C2 + C3 + C4)** = \$ \_\_\_\_\_ **C5**

**Box D: Calculation of Surplus or Deficit**

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+ \$	_____	<b>D1</b>
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign		- \$	_____	
Surplus (or deficit) for the campaign		= \$	_____	<b>D2</b>

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.



**Schedule 1 – Contributions**

**Part I – Summary of Contributions**

Contributions in money from candidate and spouse	+ \$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+ \$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+ \$	
<b>Less:</b> Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$	
<b>Total Amount of Contributions (record under Income in Box C)</b>	<b>= \$</b>	<b>1A</b>

**Part II – Contributions from candidate or spouse**

**Table 1: Contributions in goods or services**

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
<b>Total</b>		

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign  
(Note: Value must be recorded as a contribution from the candidate and as an expense.)**

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
<b>Total</b>				

Additional information is listed on separate supplementary attachment, if completed manually.

**Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse**

**Table 3: Monetary contributions from individuals other than candidate or spouse**

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
<b>Total</b>				

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 4: Contributions in goods or services from individuals other than candidate or spouse  
(Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
<b>Total</b>				

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III – Contributions exceeding \$100 per contributor  
(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions)**      \$ \_\_\_\_\_ **1B**

## Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

### Fundraising Event/Activity 1

Description of fundraising event/activity \_\_\_\_\_

Date of event/activity (yyyy/mm/dd) \_\_\_\_\_

#### Part I – Ticket revenue

Admission charge (per person) \$ \_\_\_\_\_ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x \_\_\_\_\_ 2B

**Total Part I (2A X 2B) (include in Part I of Schedule 1)** = \$ \_\_\_\_\_

#### Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

**Total Part II (include in Part I of Schedule 1)** = \$ \_\_\_\_\_

#### Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

**Total Part III (include under Income in Box C)** = \$ \_\_\_\_\_

#### Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

**Total Part IV Expenses (include under Expenses in Box C)** = \$ \_\_\_\_\_

**Auditor's Report – Municipal Elections Act, 1996 (Section 88.25)**

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality	Date (yyyy/mm/dd)
--------------	-------------------

**Contact Information**

Last Name or Single Name	Given Name(s)	Licence Number
--------------------------	---------------	----------------

Address		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
--------------	----------	-------------

Telephone Number	Email Address
------------------	---------------

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

**Instructions**

This form must be completed by any candidate or registered third party who has:

- incurred costs related to a compliance audit, after the supplementary filing period has passed; and
- applied for the return of their surplus funds from the clerk in order to defray those costs.

Any surplus funds remaining when the costs have been defrayed shall be immediately paid to the clerk who was responsible for the conduct of the election.

A new form must be completed and filed with the clerk 90 days after the surplus was returned to the candidate or third party advertiser, and every 90 days thereafter, until:

- the costs are defrayed and any remaining surplus has been paid to the clerk, or
- there is no surplus remaining.

	YYYY	MM	DD	to	YYYY	MM	DD
--	------	----	----	----	------	----	----

**Box A: Name of Candidate and Office**

Candidate's name as shown on ballot

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Office for Which the Candidate Sought Election	Ward Name or Number (if any)
--	------------------------------

Municipality

**Box B: Name of Registered Third Party**

Name of Registered Third Party	Municipality
--------------------------------	--------------

Official Representative (if trade union or corporation) Last Name or Single Name	Given Name(s)
---	---------------

**Box C: Summary of Expenses**

**Surplus at Start of Reporting Period** \$ \_\_\_\_\_ (A)

Expenses related to compliance audit (provide full details)

1.		+	\$	
2.		+	\$	
3.		+	\$	
4.		+	\$	
5.		+	\$	

**Total Expenses** = \$ \_\_\_\_\_ (B)

**Surplus Remaining (A) – (B)** = \$ \_\_\_\_\_

**Amount Paid to Clerk (if applicable)** \$ \_\_\_\_\_

---

**Box D: Declaration**

---

I, \_\_\_\_\_, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

\_\_\_\_\_  
Signature of Candidate or Registered Third Party (or Official Representative)

\_\_\_\_\_  
Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

---

**Instructions**

- To be completed and filed with the clerk by a candidate or registered third party requesting an extension of the campaign period due to a deficit.
- This notice must be filed on or before December 31 in the year of a regular election and 45 days after voting day in the case of a by-election.

---

**Box A: Name of Candidate and Office**

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

---

**Box B: Name of Registered Third Party**

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

---

**Box C: Declaration**

I, \_\_\_\_\_, hereby give notice and declare to the clerk that I (or the registered third party that I represent) have a deficit and wish the campaign period to be extended in accordance with section 88.24.

---

Signature of Candidate or Registered Third Party (or Official Representative)

---

Date (yyyy/mm/dd)

**Instruction**

It is the responsibility of the person incurring expenses to file a complete and accurate notice. Please print or type information (except signatures).

**Box A: Notice of Registration (Individuals, Corporations and Trade Unions)**

Registration for an Individual, Corporation or Trade Union in the Following Municipality

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number ext.	Telephone Number 2
---------------	--------------------------	--------------------

**Box B: Designation of an Official Representative (Corporations and Trade Unions)**

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number ext.	Telephone Number 2
---------------	--------------------------	--------------------

**Box C: Additional Information (Corporations)**

Business Name

Ontario Corporation Number

Names of Principal Officers

- |     |     |
|-----|-----|
| 1.  | 2.  |
| 3.  | 4.  |
| 5.  | 6.  |
| 7.  | 8.  |
| 9.  | 10. |
| 11. | 12. |



---

**Box D: Declaration of Qualification**

---

I, \_\_\_\_\_, the Registrant (or Official Representative of the Registrant), referred to in this notice, do hereby declare that:

- (1) The information in this notice of registration is, to the best of knowledge and belief, true;
- (2) The Registrant is qualified to be registered as a third party advertiser; and
- (3) I am authorized to sign on behalf of the Registrant (applies only where the Registrant is a corporation or trade union).

\_\_\_\_\_  
Signature of Registrant (or Official Representative)

\_\_\_\_\_  
Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Registrant (or Official Representative) (if filed in person)	Signature of Clerk or Designate

---

**Certification by Clerk or Designate**

---

I, the undersigned clerk of this municipality, do hereby certify that I have examined the notice of registration of the aforesaid registrant filed with me and am satisfied that the registrant is qualified to incur expenses and that the notice of registration complies with the Act.

\_\_\_\_\_  
Signature of Clerk or Designate

\_\_\_\_\_  
Date Certified (yyyy/mm/dd)

**Instructions**

All registrants must complete Boxes A, B, C and D and Schedule 1. All registrants must complete Schedule 2 as appropriate. Registrants who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor’s Report.

All surplus funds (after any refund to the registrant or, if the registrant is an individual, their spouse) shall be immediately paid to the clerk who was responsible for the conduct of the election.

For the campaign period from 

YYYY	MM	DD
------	----	----

 to 

YYYY	MM	DD
------	----	----

- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- Supplementary filing reflecting finances from start of campaign to end of extended campaign period

**Box A: Name of Registrant**

Name of Registrant (individual, trade union or corporation)

Official Representative (name of person signing on behalf of trade union or corporation)

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General  
\$

Spending Limit – Parties and Other Expressions of Appreciation  
\$

**Box B: Declaration**

I, \_\_\_\_\_, a registrant (or official representative), declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

\_\_\_\_\_  
Signature of Registrant (or Official Representative)

\_\_\_\_\_  
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Registrant, Official Representative or Agent (if filed in person)	Signature of Clerk or Designate

**Box C: Statement of Campaign Income and Expenses**

**LOAN**

Name of bank or recognized lending institution

Amount borrowed  
\$

**INCOME**

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	
Revenue from items \$25 or less	+ \$	
Sign deposit refund	+ \$	
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	
Interest earned by campaign bank account	+ \$	
Other (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
6. _____	+ \$	

**Total Campaign Income (Do not include loan)**

= \$ \_\_\_\_\_ **C1**

**EXPENSES** (Note: Include the value of contributions of goods and services)

**1. Expenses subject to general spending limit**

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	
Advertising	+ \$	
Brochures/flyers	+ \$	
Signs (including sign deposit)	+ \$	
Meetings hosted	+ \$	
Office expenses incurred until voting day	+ \$	
Phone and/or internet expenses incurred until voting day	+ \$	
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	
Interest charged on loan until voting day	+ \$	
Other (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
6. _____	+ \$	

**Total Expenses subject to general spending limit**

= \$ \_\_\_\_\_ **C2**

**2. Expenses subject to spending limit for parties and other expressions of appreciation**

1. _____	+ \$	
----------	------	--

2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
<b>Total Expenses subject to spending limit for parties and other expressions of appreciation</b>		= \$	<b>C3</b>

**3. Expenses not subject to spending limits**

Accounting and audit	_____	+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	_____	+ \$	_____
Office expenses incurred after voting day	_____	+ \$	_____
Phone and/or internet expenses incurred after voting day	_____	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	_____	+ \$	_____
Bank charges incurred after voting day	_____	+ \$	_____
Interest charged on loan after voting day	_____	+ \$	_____
Expenses related to recount	_____	+ \$	_____
Expenses related to controverted election	_____	+ \$	_____
Expenses related to compliance audit	_____	+ \$	_____
Expenses related to registrant's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
<b>Total Expenses not subject to spending limits</b>		= \$	<b>C4</b>

**Total Campaign Expenses (C2 + C3 + C4)** = \$ \_\_\_\_\_ **C5**

**Box D: Calculation of Surplus or Deficit**

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	_____	+ \$	_____	<b>D1</b>
If there is a surplus, deduct any refund of registrant's or spouse's contributions to the campaign	_____	- \$	_____	
Surplus (or deficit) for the campaign			= \$	<b>D2</b>

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

**Schedule 1 – Contributions**

**Part I – Summary of Contributions**

Contributions in money from registrant and (if individual) spouse	+ \$	
Contributions in goods and services from registrant and (if individual) spouse (include value listed in Table 1 and Table 2)	+ \$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from registrant or spouse).	+ \$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+ \$	
<b>Less:</b> Ineligible contributions returned or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	- \$	
<b>Total Amount of Contributions (record under Income in Box C)</b>	<b>= \$</b>	<b>1A</b>

**Part II – Contributions from registrant or spouse**

**Table 1: Contributions in goods or services**

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
<b>Total</b>		

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign (Note: Value must be recorded as a contribution from the registrant and as an expense.)**

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
<b>Total</b>				

Additional information is listed on separate supplementary attachment, if completed manually.

**Part III – Contributions exceeding \$100 – contributors other than registrant or spouse**

**Table 3: Monetary contributions from individuals other than registrant or spouse**

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
<b>Total</b>				

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 4: Monetary contributions from corporations or trade unions**

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
<b>Total</b>						

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 5: Contributions in goods or services from individuals other than registrant or spouse (Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
<b>Total</b>					

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 6: Contributions in goods or services from corporations or trade unions**  
 (Note: Must also be recorded as Expenses in Box C.)

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
<b>Total</b>							

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III (Add totals from Tables 3-6) (Record in Part 1 – Summary of Contributions)** \$ \_\_\_\_\_ **1B**

**Schedule 2 – Fundraising Events and Activities**

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

**Fundraising Event/Activity 1**

Description of fundraising event/activity \_\_\_\_\_

Date of event/activity (yyyy/mm/dd) \_\_\_\_\_

**Part I – Ticket revenue**

Admission charge (per person) \$ \_\_\_\_\_ **2A**

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x \_\_\_\_\_ **2B**

**Total Part I (2A X 2B) (include in Part I of Schedule 1)** = \$ \_\_\_\_\_

**Part II – Other revenue deemed a contribution**

Provide details (e.g., revenue from goods sold in excess of fair market value)

- 1. \_\_\_\_\_ + \$ \_\_\_\_\_
- 2. \_\_\_\_\_ + \$ \_\_\_\_\_
- 3. \_\_\_\_\_ + \$ \_\_\_\_\_
- 4. \_\_\_\_\_ + \$ \_\_\_\_\_
- 5. \_\_\_\_\_ + \$ \_\_\_\_\_

**Total Part II (include in Part I of Schedule 1)** = \$ \_\_\_\_\_

**Part III – Other revenue not deemed a contribution**

Provide details (e.g., contribution of \$25 or less; goods or services sold)

- 1. \_\_\_\_\_ + \$ \_\_\_\_\_
- 2. \_\_\_\_\_ + \$ \_\_\_\_\_
- 3. \_\_\_\_\_ + \$ \_\_\_\_\_
- 4. \_\_\_\_\_ + \$ \_\_\_\_\_
- 5. \_\_\_\_\_ + \$ \_\_\_\_\_

**Total Part III (include under Income in Box C)** = \$ \_\_\_\_\_

**Part IV – Expenses related to fundraising event or activity**

Provide details

- 1. \_\_\_\_\_ + \$ \_\_\_\_\_
- 2. \_\_\_\_\_ + \$ \_\_\_\_\_
- 3. \_\_\_\_\_ + \$ \_\_\_\_\_
- 4. \_\_\_\_\_ + \$ \_\_\_\_\_
- 5. \_\_\_\_\_ + \$ \_\_\_\_\_

**Total Part IV Expenses (include under Expenses in Box C)** = \$ \_\_\_\_\_



**Auditor's Report****Municipal Elections Act, 1996 (Section 88.25)**

A registrant who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality	Date (yyyy/mm/dd)
--------------	-------------------

**Contact Information**

Last Name or Single Name	Given Name(s)	Licence Number
--------------------------	---------------	----------------

**Address**

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Telephone Number	Email Address
------------------	---------------

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.29 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

**Instructions**

- To be completed by persons whose names appear on the voters' list and who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

---

**Voting Place**

Municipality \_\_\_\_\_

Ward Name or Number (if any) \_\_\_\_\_

---

**Declaration**

I, \_\_\_\_\_, hereby declare that I am

at

\_\_\_\_\_  
(Name of Elector)

\_\_\_\_\_  
(Address)

as shown on the voters' list, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before Deputy Returning Officer

in the \_\_\_\_\_

Date (yyyy/mm/dd) \_\_\_\_\_



\_\_\_\_\_  
Signature of Deputy Returning Officer

\_\_\_\_\_  
Signature of Person Requesting a Ballot



FORM SEL1  
**Township of Southgate**  
**Withdrawal of Nomination**  
Municipal Elections Act, 1996, as amended, s. 36

I, \_\_\_\_\_ hereby withdraw my name as a  
(Name of Candidate)

Candidate for the Office of \_\_\_\_\_  
(Name of Elected Office)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate

This withdrawal, delivered to me at \_\_\_\_\_ on this \_\_\_\_\_ day of  
(Time)  
\_\_\_\_\_, 2022.

\_\_\_\_\_  
**Clerk or Designate**

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 pm on Nomination Day if the person was nominated under subsection 33(4) or before 2:00 p.m. on the Wednesday following nomination day, if the person was nominated under subsection 33 (5).



FORM SEL2  
**Township of Southgate**  
**Consent to Release Personal**  
**Information/Notice of Collection**

Name of Candidate or Third Party Advertiser: \_\_\_\_\_

Candidate for the Office of:

Mayor  Councillor

Deputy Mayor  School Board Trustee

OR

Third Party Advertiser

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

Please complete with information below to be released. If no information is provided, only the name will be released online. Note that only one phone number, email address and web address are to be provided.

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate/Third Party

\_\_\_\_\_  
Date

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

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



FORM SEL3  
**Township of Southgate**  
**Declaration of Qualifications - Council**

I, \_\_\_\_\_, being a candidate for the office of:

Mayor     Deputy Mayor     Councillor

**Do solemnly declare that:**

1. Pursuant to the provisions of the *Municipal Elections Act, 1996* and the *Municipal Act, 2001*, I am qualified to hold the office of:

Mayor     Deputy Mayor     Councillor

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian Citizen, a resident of the Township of Southgate, or the owner or tenant of land in the Township of Southgate, or the spouse of such owner or tenant.

3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, or any other Act, to be elected to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3,

a. I am not an employee of the Township of Southgate, or if I am, I have taken an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.

b. I am not a judge of any court.

c. I am not a member of the Assembly as provided in the *Legislative Assembly Act* or the Senate or House of Commons of Canada, or, if I am such a person, I will provide proof of my resignation to the Clerk prior to 2:00 p.m. on Nomination Day, August 19, 2022.

d. I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.

e. I am not a Crown employee within the meaning of the *Public Service of Ontario Act, 2006* or if I am a Crown employee, I have followed and will continue to follow all relevant provisions of Part III of such Act.



FORM SEL3  
**Township of Southgate**  
**Declaration of Qualifications - Council**

5. I am not prohibited from voting in the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*, and
  - a. I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
  - b. I am not a corporation.
  - c. I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44 of the *Municipal Elections Act, 1996*.
  - d. I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, from voting in a municipal election.
  
6. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election during the last two regular elections prior to Monday, October 24, 2022 (subsection 91(1)).
  
7. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*, section 88.23.

AND I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Township of Southgate, in the County of Grey, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Clerk or Commissioner

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection at Township of Southgate Administration Office until the next municipal election. Questions about this collection of personal information should be directed to Lindsey Green, Clerk.

**Declaration of Qualifications – School Board Trustee**

I, \_\_\_\_\_, a nominated candidate for the office of Trustee, School Board Ward \_\_\_\_\_, for the (check one):

- Bluewater District School Board
- Bruce Grey Catholic District School Board
- Conseil Scolaire Viamonde
- Conseil Scolaire Catholique Providence

**Do Solemnly Declare That:**

1. I am qualified pursuant to the Municipal Elections Act, 1996, as amended, and the Education Act to be elected to and to hold the office of Trustee, Ward \_\_\_\_\_ for the above noted School Board;
2. Without limiting the generality of paragraph 1, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen (18) years of age;
3. I am qualified under the Education Act to vote for members of the School Board to which I am seeking office;
4. I am not ineligible or disqualified under the Municipal Elections Act, 1996, as amended, the Education Act, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office;
5. Without limiting the generality of paragraph 4,
  - I am not an employee of any School Board or if I am an employee of a School Board, I am on an unpaid leave of absence as provided for by section 219 of the Education Act and section 30 of the Municipal Elections Act, 1996, as amended, as amended;
  - I am not a Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by section 219 of the Education Act and section 30 of the Municipal Elections Act, 1996, as amended, as amended;
  - I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Southgate prior to 2:00 pm on Nomination Day, August 19<sup>th</sup>, 2022. I understand that the Clerk of the Township of Southgate will reject my nomination for the office mentioned above if I fail to provide proof of resignation by this deadline;



**Declaration of Qualifications – School Board Trustee**

- I am not a member of the Executive Council of Ontario or a Federal Minister of the Crown.
- 6. I am not prohibited from voting at the municipal election under s.17(3) of the Municipal Elections Act, 1996, as amended;
- 7. Without limiting the generality of paragraph 6,
  - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
  - I am not a person who was convicted of a corrupt practice described in s.90(3) of the Municipal Elections Act, 1996, as amended, during an election that occurred less than five (5) years prior to Monday, October 24, 2022.
- 8. I am not a person who was convicted of a corrupt practice under the Municipal Elections Act, 1996, as amended, or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election during the last two (2) regular elections prior to Monday, October 24, 2022.
- 9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996, as amended; and

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

Declared before me at the Township of Southgate, in the County of Grey, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Clerk or Commissioner

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection at Township of Southgate Administration Office until the next municipal election. Questions about this collection of personal information should be directed to Lindsey Green, Clerk.





FORM SEL5  
**Township of Southgate  
Notice of Nomination  
Candidate and Third Party Advertiser**

**2022 Municipal Election  
Candidate Nomination & Third Party Advertiser Registration**

For the municipalities of:

The Blue Mountains  
Chatsworth  
Georgian Bluffs

Grey Highlands  
Hanover  
Meaford

Owen Sound  
Southgate  
West Grey

This notice is for anyone proposing to be a candidate, or register as a third party advertiser, for the 2022 Municipal Election on October 24, 2022 within the Town of The Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Town of Hanover, Municipality of Meaford, City of Owen Sound, Township of Southgate and Municipality of West Grey.

Candidates may file a nomination form during regular business hours beginning Monday, May 2, 2022, with the last day and time for filing being Friday, August 19, 2022 at 2:00 p.m. A prescribed fee in the amount of \$200.00 for Head of Council and \$100.00 for all other candidates payable by cash, debit, certified cheque or money order, and the endorsement of at least 25 persons must accompany the nomination form. Candidates must not spend or raise any funds for their election campaign until the nomination form has been filed. The nomination form will be available from the office of your Municipal Clerk.

A third party advertiser is any individual, corporation or trade union that causes an election campaign advertisement to appear. Third party advertisers are required to register with the Clerk of the municipality where they want to advertise. Registrations of third party advertisers will be accepted between Monday, May 2, 2022 and Friday, October 21, 2022. Until the Clerk certifies the registration, a third party advertiser may not spend money on their campaign, accept contributions or begin advertising. The registration form will be available from the office of your Municipal Clerk.

Corrina Giles, Town Clerk  
Town of The Blue Mountains  
32 Mill Street, P.O. Box 310  
THORN BURY, ON N0H 2P0  
519-599-3131 ext. 232  
Toll Free: 1-888-258-6867  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)  
[www.thebluemountains.ca](http://www.thebluemountains.ca)

Raylene Martell, Clerk  
Municipality of Grey Highlands  
P.O. Box 409  
206 Toronto St S., Unit 1  
MARKDALE, ON N0C 1H0  
519-986-2811 ext. 233  
[elections@greyhighlands.ca](mailto:elections@greyhighlands.ca)  
[www.votegreyhighlands.ca](http://www.votegreyhighlands.ca)

Briana Bloomfield, City Clerk  
City of Owen Sound  
808 2<sup>nd</sup> Avenue East  
OWEN SOUND, ON N4K 2H4  
519-370-7340  
[elections@owensound.ca](mailto:elections@owensound.ca)  
[www.owensoundvotes.ca](http://www.owensoundvotes.ca)

Continued onto next page



FORM SEL5  
**Township of Southgate  
Notice of Nomination  
Candidate and Third Party Advertiser**

Patty Sinnamon, CAO/Clerk  
Township of Chatsworth  
316837 Highway 6, R. R. #1  
CHATSWORTH, ON N0H 1G0  
519-794-3232 ext. 124  
[patty.sinnamon@chatsworth.ca](mailto:patty.sinnamon@chatsworth.ca)  
[www.chatsworth.ca](http://www.chatsworth.ca)

Vicki McDonald, Clerk  
Town of Hanover  
341 10<sup>th</sup> Street  
HANOVER, ON N4N 1P5  
519-364-2780 ext. 1231  
[vmcdonald@hanover.ca](mailto:vmcdonald@hanover.ca)  
[www.hanover.ca](http://www.hanover.ca)

Lindsey Green, Clerk  
Township of Southgate  
185667 Grey Road 9, R. R. #1  
DUNDALK, ON N0C 1B0  
519-923-2110 ext. 230  
Toll Free: 1-888-560-6607  
[lgreen@southgate.ca](mailto:lgreen@southgate.ca)  
[www.southgatevotes.ca](http://www.southgatevotes.ca)

Brittany Drury, Clerk  
Township of Georgian Bluffs  
177964 Grey Road 18, R. R. #3  
OWEN SOUND, ON N4K 5N5  
519-376-2729 ext. 606  
[bdrury@georgianbluffs.on.ca](mailto:bdrury@georgianbluffs.on.ca)  
[www.georgianbluffs.ca](http://www.georgianbluffs.ca)

Matt Smith, Clerk  
Municipality of Meaford  
21 Trowbridge Street West  
MEAFORD, ON N4L 1A1  
519-538-1060 ext. 1115  
[msmith@meaford.ca](mailto:msmith@meaford.ca)  
[www.meafordvotes.ca](http://www.meafordvotes.ca)

Genevieve Scharback, Clerk  
Municipality of West Grey  
402813 Grey Road #4, R. R. #2  
DURHAM, ON N0G 1R0  
519-369-2200 ext. 229  
[gscharback@westgrey.com](mailto:gscharback@westgrey.com)  
[www.westgrey.com](http://www.westgrey.com)

**Dated: April 8, 2022**



FORM SEL6A  
**Township of Southgate**  
**Notice of Nomination – School Board Trustee**  
**English**

This notice is for anyone proposing to be a candidate in the 2022 School Board Election within the Township of Southgate. Candidates may file a nomination form during regular business hours with the last day for filing being August 19, 2022, at 2:00 p.m. A prescribed fee in the amount of \$100.00 payable by cash, debit, certified cheque or money order, must accompany the registration/nomination form.

Nominations for the 2022 School Board Elections are being received by the following:

<b>School Board</b>	<b>Receiving Municipality</b>	<b>Staff Contact</b>
<b>English Public School Board Trustee – Bluewater District School Board</b>	Municipality of Grey Highlands PO Box 409 206 Toronto Street South Markdale, ON N0C 1H0	Clerk/Returning Officer: Raylene Martell 519-986-1216 x 233 <a href="mailto:clerk@greyhighlands.ca">clerk@greyhighlands.ca</a>
<b>English Separate School Board Trustee – Bruce Grey Catholic District School Board</b>	Town of Hanover 341 10th Street Hanover, ON N4N 1P5	Clerk/Returning Officer: Vicki McDonald 519.364.2780 x 1231 <a href="mailto:vmcdonald@hanover.ca">vmcdonald@hanover.ca</a>
<b>French Public School Board Trustee - Conseil Scolaire Viamonde</b>	City of Barrie 70 Collier St Barrie, ON L4M 1G8	Clerk/Returning Officer: Wendy Cooke 705-739-4220 x 4560 <a href="mailto:wendy.cooke@barrie.ca">wendy.cooke@barrie.ca</a>
<b>French Separate School Board Trustee – Conseil Scolaire Catholique Providence</b>	City of Sarnia 255 Christina Street Sarnia, ON N7T 7N2	Clerk/Returning Officer: Amy Burkhart 519-332-0330 x 3320 <a href="mailto:clerks@sarnia.ca">clerks@sarnia.ca</a>

**Note:** Ontario Regulation 412/00, Section 11(4), states as follows: If the distance between the residence of a person seeking nomination and the office of the school board election clerk with whom nominations must be filed is greater than 100 kilometers, the clerk shall, for the purpose of making it easier for the person or person’s agent to file the nomination, delegate such of his or her powers as may be necessary to, (a) the school board election clerk of the municipality in which the person seeking nomination resides, if the person resides in a municipality.



FORM SEL6B  
**Township of Southgate**  
**Notice of Nomination – School Board Trustee**  
**French**

Cet avis s'adresse à toute personne proposant d'être candidate à la léction 2022 School Board Edans le canton de Southgate. Les candidats peuvent déposer un formulaire de mise en candidature pendant les heures normales de bureau, le dernier jour de dépôt étant le 19 août 2022, à 14h00.m. Des frais prescrits d'un montant de 100,00 \$ payables en espèces, par débit, par chèque certifié ou par mandat doivent accompagner le formulaire d'inscription ou de mise en candidature.

Les candidatures pour les élections scolaires de 2022 sont reçues par les personnes suivantes :

Conseil scolaire	Municipalité réceptrice	Personne-ressource pour le personnel
<b>Conseiller du conseil scolaire public anglais – Bluewater District School Board</b>	Municipality of Grey Highlands PO Box 409 206 Toronto Street South Markdale, ON N0C 1H0	Greffier/directeur du scrutin : Raylene Martell 519-986-1216 x 233 <a href="mailto:clerk@greyhighlands.ca">clerk@greyhighlands.ca</a>
<b>Conseil d'administration du Conseil des écoles séparées anglophones – Bruce Grey Catholic District School Board</b>	Town of Hanover 341 10th Street Hanover, ON N4N 1P5	Greffier/directeur du scrutin : Vicki McDonald 519.364.2780 x 1231 <a href="mailto:vmcdonald@hanover.ca">vmcdonald@hanover.ca</a>
<b>Conseil des écoles publiques de langue française - Conseil Scolaire Viamonde</b>	City of Barrie 70 Collier St Barrie, ON L4M 1G8	Greffier/directeur du scrutin : Wendy Cooke 705-739-4220 x 4560 <a href="mailto:wendy.cooke@barrie.ca">wendy.cooke@barrie.ca</a>
<b>Conseillère scolaire séparée française – Conseil scolaire catholique Providence</b>	City of Sarnia 255 Christina Street Sarnia, ON N7T 7N2	Greffier/directeur du scrutin : Amy Burkhart 519-332-0330 x 3320 <a href="mailto:clerks@sarnia.ca">clerks@sarnia.ca</a>

**Remarque :** Le paragraphe 11(4) du Règlement de l'Ontario 412/00 stipule ce qui suit : Si la distance entre la résidence d'une personne qui demande la nomination et le bureau du secrétaire aux élections du conseil scolaire auprès duquel les mises en candidature doivent être déposées est supérieure à 100 kilomètres, le greffier doit, afin de faciliter le dépôt de la désignation par la personne ou l'agent de la personne : déléguer les pouvoirs qui peuvent être nécessaires pour: a) le secrétaire aux élections de la commission scolaire de la municipalité dans laquelle réside la personne qui demande la nomination, si elle réside dans une municipalité.



FORM SEL7  
**Township of Southgate**  
**Unofficial List of Candidates**  
**2022 Municipal and School Board Elections**

Name	Date Filed	Phone Number	Email Address
<b>COUNCIL</b>			
<i><b>CANDIDATES FOR MAYOR</b></i>			
<i><b>CANDIDATES FOR DEPUTY MAYOR</b></i>			
<i><b>CANDIDATES FOR COUNCILLOR</b></i>			
<b>SCHOOL BOARD</b>			
<i><b>CANDIDATES FOR ENGLISH PUBLIC TRUSTEE – BLUE WATER DISTRICT SCHOOL BOARD</b></i>			
<i><b>CANDIDATES FOR FRENCH PUBLIC TRUSTEE – CONSEIL SCOLAIRE VIAMONDE</b></i>			
<i><b>CANDIDATES FOR ENGLISH SEPARATE TRUSTEE – BRUCE GREY CATHOLIC DISTRICT SCHOOL BOARD</b></i>			
<i><b>CANDIDATES FOR FRENCH SEPARATE TRUSTEE – CONSEIL SCOLAIRE CATHOLIC PROVIDENCE</b></i>			

\*\*Last Updated XX, 2022



FORM SEL8  
**Township of Southgate**  
**Notice of Rejection of Nomination**  
Municipal Elections Act, 1996, as amended, s. 35 (4)

To: _____ / _____ (Name of Candidate) (Office)
_____ (Address) (Postal Code)

**Take Notice** that your nomination filed, with the undersigned, has been examined and the same has been rejected for the following reasons:

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

I am not satisfied that your "nomination complies with" the requirements of the Municipal Elections Act, 1996, as amended.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Lindsey Green**  
**Clerk/Returning Officer**

**Note:** The Clerk's decision to reject a nomination is final and where rejected, the Clerk shall give notice of such rejection to the person who sought to be nominated and to all candidates for that same office (s.35(4),(5)). The Clerk may choose to expand on the above options to include specific reasons for the rejection of the nomination.





FORM SEL10  
**Township of Southgate**  
**Notice of Additional Nominations**

**Take Notice** that the number of candidates for the office of \_\_\_\_\_ was not sufficient to fill the number of vacancies to which candidates may be elected;

**And Further Take Notice** that the Clerk may receive and certify additional nominations for the remaining vacancies in the office of \_\_\_\_\_ between the hours of 9:00 am and 2:00 pm on August 24, 2022 subject to the provisions of s.33(5) of the Municipal Elections Act.

**Offices for which Persons may be Nominated**

\_\_\_\_\_, \_\_\_\_\_ to be elected  
(Office) (Number)

**And Further Take Notice** that the manner in which nominations shall be filed is set forth in s.33 of the Municipal Elections Act. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

**Dated this \_\_\_\_\_ day of August, 2022.**

\_\_\_\_\_  
**Lindsey Green,**  
**Clerk/Returning Officer**





FORM SEL11  
**Township of Southgate**  
**Voters' List Cover Sheet 2022**

This Voters' List was prepared in accordance with Section 23 of the Municipal Elections Act, 1996, as amended, S.O. 1996 c.32, as amended.

Electors should ensure that their names and relevant information are correctly shown on the Voters' List.

A person may make an application to the Clerk requesting that the person's name be added to or removed from the Voters' List or that information on the Voters' List relating to the person be amended by completing and filing the prescribed form available at the Office of the Clerk during regular office hours between September 1, 2022, and to the close of voting on October 24<sup>th</sup>, 2022. The application shall be in writing and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant. Proof of identity and residence as prescribed in O. Reg. 304/13 will be required.

No person shall use any information obtained from the Voters' List except for election purposes.

---

**Lindsey Green,**  
**Clerk/Returning Officer**



FORM SEL12  
**Township of Southgate**  
**Notice of availability of the Voters' List and**  
**Revision Procedures**  
**Municipal Elections Act, 1996, as amended**

September 1, 2022

The Voters' List for the 2022 Municipal and School Board elections is now available for viewing.

You have three options to confirm if you are on the list:

- by visiting the Township of Southgate Administration Office, located at 185667 Grey County Road 9, Dundalk, Ontario, N0C1B0, during regular business hours;
- by calling the Township of Southgate Administration Office during regular business hours at 519-923-2110; or
- by visiting an Election Help Centre during operating hours during the Voting Period as advertised on [www.southgatevotes.ca](http://www.southgatevotes.ca)

**Revision Procedures:**

To add, correct or delete a name from the Voter's List an application to Amend the Voter's List (Form SEL18) will need to be completed by visiting the Administration Office or an Election Help Centre as stated above.

An application can be obtained by contacting the Administration Office.

**Note:** Proof of identity and residence as prescribed in [O. Reg. 304/13](#) will be required.



FORM SEL13  
**Township of Southgate**  
**Declaration of Proper Use of the Voters' List**  
**Municipal Elections Act, 1996, as amended, s.23(3),(4) & 5**

I, \_\_\_\_\_, being a:  
Name

- Candidate for the Office of \_\_\_\_\_  
or  
 a person entitled to a copy of the Voters' List pursuant to s.23 of the  
*Municipal Elections Act, 1996*

**hereby request the Clerk to provide me with the following information  
when it becomes available:**

- a copy of the Voters' List;  
 a copy of the revisions made to the Voters' List after the preparation of the  
Interim List of Changes on September 26, 2022.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



FORM SEL14  
**Township of Southgate**  
**Policy for Use of the Voters' List**

The Voters' List has been compiled for **election purposes only**. All electors should ensure that their names and relevant information are correct on the Voters' List.

Eligible persons who request a copy of the Voters' List must sign a "Declaration of Proper Use of the Voters' List" **Form SEL13** prior to receiving a copy of all or any part of the Voters' List.

Eligible persons who obtain additional copies of the Voters' List or any part thereof shall pay to the Clerk a ten dollar (\$10) fee prescribed by the Clerk for photocopies or a DVD which must be the lowest fee charged by the municipality for copies.

**Copies for Local Boards – Municipalities – Minister**

On **written request**, the Clerk shall provide a copy of the Voters' List to, (s.23(3)):

- a) the secretary of a local board any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;
- b) the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- c) the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- d) the Minister, if he or she has submitted a question to the electors.

**Copies for Candidates**

(s.23(4))

On the **written request** of a certified candidate for an office, the clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" **Form SEL13**.

**Same**

(s.23(5)) The clerk shall not provide a copy of the voters' list under subsection (3) or a part of the voters' list under subsection (4) until September 1.



FORM SEL15  
**Township of Southgate**  
**Voters' List – Interim List of Changes**  
**Municipal Election Act, 1996, as amended, s.27(1)**

**I hereby certify that the following revisions, as attached, were made to the Voters' List for the Corporation of the Township of Southgate.**

**Dated this \_\_\_\_ Day of \_\_\_\_\_ 2022.**

---

**Lindsey Green,**  
**Clerk/Returning Officer**

**Note:** This form is the cover sheet of the Interim List of Changes. Information should be the same as appears on the Voters' List with the addition of a column indication D = Deletion, A = Addition, C = Correction



FORM SEL16  
**Township of Southgate**  
**Certificate of the Voters' List**  
**Municipal Election Act, 1996, as amended, s.28(1)**

**I hereby certify that the attached Voters' List contains the names of persons entitled to vote in the Township of Southgate Municipal Elections to be held on Monday, October 24, 2022.**

**Dated this \_\_\_\_ Day of \_\_\_\_\_ 2022.**

---

**Lindsey Green,**  
**Clerk/Returning Officer**

**Note:** This form is the cover sheet of the Interim List of Changes. Information should be the same as appears on the Voters' List with the addition of a column indication D = Deletion, A = Addition, C = Correction





FORM SEL18  
**Township of Southgate**  
**Application to Amend Voters' List**  
**Municipal Election Act, 1996, as amended, s.17, s. 24, s.25**

**Application to Amend Voters' List** *Municipal Elections Act, 1996 (s.17, s.24, s.25)* **Form EL15**

- Check only one  **add** applicant's name to list  
 **correct** applicant's information on list  
 **delete** applicant's or family member's name from list (  deceased  moved  other)

<b>Name of applicant</b>		date of birth	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">year</td> <td style="width: 20px; text-align: center;">month</td> <td style="width: 20px; text-align: center;">day</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	year	month	day			
year	month	day							
last	first	middle							

<b>Qualifying address on voting day</b>		<input type="checkbox"/> commercial property	At qualifying address, applicant is:	
street number & name	apt. #	roll number	ward number	voting subdiv.
city	postal code	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)		
		<input type="checkbox"/> owner <i>since</i> _____ <input type="checkbox"/> tenant <i>since</i> _____ <input type="checkbox"/> other <i>since</i> _____ <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p. date _____ <input type="checkbox"/> unqualified (deleted name only)		

<b>Previous qualifying address (if applicable)</b>		At previous address, applicant was:	
street number & name	apt. #	roll number	ward number
city	postal code	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)	
		<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p.	

<b>Current mailing address of applicant</b> (if different than Qualifying address above)		At mailing address, applicant is:	
street number & name	apt. / unit #	city	postal code
		<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p.	

- School Support**
- Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)  
 Applicant has French Language Education Rights

- Applicant wishes to be an elector for the following school board**
- English-Public (anyone can support English-public)  
 English-Separate (must be Roman Catholic)  
 French-Public (must have French Language Education Rights)  
 French-Separate (must be Roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included or amendments made on the Voters' List in accordance with such facts or information.

\_\_\_\_\_  
signature of applicant

\_\_\_\_\_  
date

This information is collected under authority of s.17, s.24 and s.25 of the Municipal Elections Act and s.15 and s.16 of the Assessment Act and will be used to determine voter eligibility.

<b>Certificate of Approval</b> (to be completed by Clerk or designate)		<input type="checkbox"/> Refused (state reason)
<input type="checkbox"/> Approved		
I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.		
_____ signature of clerk or designate	_____ date	_____ _____ _____





FORM SEL20  
**Township of Southgate**  
**Appointment and Oath of Deputy Returning Officer**

**Appointment and Oath of Deputy Returning Officer**

Name of Person Appointed as Deputy Returning Officer:

The person named above is hereby appointed Deputy Returning Officer (DRO), for the Township of Southgate, and in addition to the duties and responsibilities of a DRO as provided in the *Municipal Elections Act, 1996*, is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*:

- authority to amend the Voter's List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to require a person to furnish proof of identity, qualifications or any other matter;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to maintain peace and order at Help Centres by removing anyone who is causing a disturbance.

\_\_\_\_\_  
Lindsey Green, Municipal Clerk

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an Elector when she/he is marking her/ his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an Elector to show her/his marked ballot to any person.

Declared before me at the Township of Southgate, in the County of Grey, this

\_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Lindsey Green  
Municipal Clerk

\_\_\_\_\_  
Deputy Returning Officer

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 pm on Nomination Day if the person was nominated under subsection 33(4) or before 2:00 p.m. on the Wednesday following nomination day, if the person was nominated under subsection 33 (5).



FORM SEL21  
**Township of Southgate**  
**Appointment and Oath of Election Official**

**Appointment and Oath of Election Official**

Name of Person Appointed as Election Official:

The person named above is hereby appointed an Election Official for the Township of Southgate, and is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- authority to require a person to furnish proof of identity, qualifications or any other matter;
- authority to approve or deny applications for revision to the Voter's List;
- authority to amend the Voter's List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to receive election results as they are reported on Election Day.

\_\_\_\_\_  
Lindsey Green, Municipal Clerk

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity of Election Official and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an elector when she/he is marking her/ his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show her/ his marked ballot to any person.

Declared before me at the Township of Southgate, in the County of Grey, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Lindsey Green  
Municipal Clerk

\_\_\_\_\_  
Election Official

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 pm on Nomination Day if the person was nominated under subsection 33(4) or before 2:00 p.m. on the Wednesday following nomination day, if the person was nominated under subsection 33 (5).



FORM SEL22  
**Township of Southgate**  
**Delegation of Powers and Duties of the Clerk**

**I, Lindsey Green, Clerk, of the Corporation of the Township of Southgate, in the exercise of the authority granted to me by subsections, 15(2), (3) and (4) of the Municipal Elections Act, 1996, as amended, hereby delegate the powers and duties as set out below to the following persons below:**

<b>Delegated Power or Duty</b>	<b>Statutory Authority for Power or Duty</b>	<b>Name of Person Delegated Authority</b>
1. Require a person, to provide proof that is satisfactory to the election official, of the person's identity or qualifications or of any other matter	Section 12(3)	Holly Malynyk Nicole Corley Sandeep Kaur Charli Hodges Kayla Best
2. Use forms and oaths as supplied by the Clerk	Section 12(2)	Holly Malynyk
3. Authority to approve changes to the Voters' List	Section 24, 25	Holly Malynyk Nicole Corley Sandeep Kaur Charli Hodges Kayla Best
4. Conduct of election in accordance with the Municipal Elections Act	Municipal Elections Act	Holly Malynyk Nicole Corley Sandeep Kaur Charli Hodges Kayla Best
5. To maintain peace and order, may remove any person from the voting place that is causing a disturbance	Section 11(2)(c)	Holly Malynyk

**Dated this \_\_\_\_ Day of \_\_\_\_\_ 2022.**

---

**Lindsey Green,  
Clerk/Returning Officer**



FORM SEL23  
**Township of Southgate**  
**Appointment of Scrutineer**  
**Municipal Elections Act, 1996, as amended**

Take notice that I, \_\_\_\_\_  
Name of Candidate

a candidate for the office of \_\_\_\_\_  
(office to which election is being sought)

hereby appoint \_\_\_\_\_ to represent me and attend:

- the activation of the Voting System;
- at a Help Centre during hours of operation;
- at the receipt of the voting results; and/or
- at a recount (if such becomes necessary)

in the Township of Southgate in respect of the Municipal Elections to be held on  
Monday, October 24, 2022, under the *Municipal Elections Act, 1996*, as amended.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Appointing Authority



FORM SEL23  
**Township of Southgate**  
**Appointment of Scrutineer**  
**Municipal Elections Act, 1996, as amended**

### **Conduct of Scrutineers at Help Centre**

- **Anyone** who is creating a disturbance at the Help Centre will be removed as directed by the Clerk.
- Before being admitted to the Help Centre, a person appointed as scrutineer shall produce and show his/her **Form SEL23** to the Election Official for the Help Centre and take the "Oral Oath of Secrecy" **Form SEL25** from the Election Official before being permitted to remain in the Help Centre. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
- **Cell phones shall be turned off** upon entering the Help Centre.
- The Clerk is responsible for the conduct of the Help Centre and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
- Candidates and scrutineers may observe at the Help Centre but shall not interfere with the electors or Election Officials.

### **Results**

- Candidates or their scrutineers present for the results shall sign the report indicating the results and votes cast.
- Candidates and scrutineers will be required to provide proof of identity prior to entry and electronic devices will be remitted to ensure results are only publicly available no earlier than 8:20 pm. Entry will not be permitted before 7:45 pm. **Anyone** who is creating a disturbance will be removed.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a recount/second count.
- In the event of a recount, s.61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

### **Opening of System**

- Candidates and scrutineers can be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Voting System" **Form SEL37** that attests to this fact.

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

- attempting, directly or indirectly, to interfere with how an elector votes, and from attempting to campaign or persuade an elector to vote for a candidate;
- displaying a candidate's election campaign material in the Help Centre;
- compromising the secrecy of the voting;
- interfering or attempting to interfere with an elector who is voting;
- obtaining or attempting to obtain, any information about how an elector intends to vote or has voted;
- communicating any information obtained at the Help Centre about how an elector intends to vote or has voted.

**Any person failing to abide by the above rights and prohibitions shall be directed to leave the Help Centre.**



FORM SEL24  
**Township of Southgate**  
**Oral Oaths at a Voter Help Centre**

**Oral Oath to Vote with Assistance**

I, \_\_\_\_\_ being an elector entitled to vote in the Township of Southgate do swear or solemnly affirm I require assistance to mark my ballot.

---

**Oral Oath of Friend of Elector**

I, \_\_\_\_\_ a friend of \_\_\_\_\_, an elector who requires assistance to vote and who is entitled to vote in the Township of Southgate do swear and solemnly affirm:

**That I will mark the ballot as directed by the elector, and that I will keep secret the manner in which this elector voted.**

---

**Oral Oath of Interpreter**

I, \_\_\_\_\_ acting as interpreter for \_\_\_\_\_, an elector entitled to vote in the Township of Southgate do swear or solemnly affirm:

**That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this voting place.**



FORM SEL25  
**Township of Southgate**  
**Oral Oath of Secrecy**

**The Oral Oath of Secrecy is to be declared by a Scrutineer, Candidate or Elector (in the case of a recount ordered under s.58 of the *Municipal Elections Act*) wishing to remain at the Voting Place or Help Centre or Counting Location.**

I, (state name), do solemnly swear (or affirm):

1. I will maintain and aid in maintaining the secrecy of the voting; and
2. I will not interfere or attempt to interfere with an elector who is marking the ballot;
3. I will not obtain or attempt to obtain, at a voting place or Help Centre or counting location, information about how an elector intends to vote or has voted; or
4. I will not communicate any information obtained at a voting place or Help Centre or counting location about how an elector intends to vote or has voted.

Name of Scrutineer	Date	Location	Signature

*Continued on page 2*







FORM SEL26  
**Township of Southgate**  
**Declaration of Election Results**  
**Municipal Elections Act, 1996, as amended s.55(4)(a)**

**I, Lindsey Green, Clerk of the Corporation of the Township of Southgate, in the County of Grey declare the following candidate or candidates elected as a result of the Municipal and School Board Elections held on October 24, 2022:**

<b>OFFICE</b>		<b>ELECTED CANDIDATE</b>
<b>1.</b>	MAYOR	
<b>2.</b>	DEPUTY MAYOR	
<b>3.</b>	COUNCILLOR	
<b>4.</b>	COUNCILLOR	
<b>5.</b>	COUNCILLOR	
<b>6.</b>	COUNCILLOR	
<b>7.</b>	COUNCILLOR	
<b>8.</b>	ENGLISH PUBLIC SCHOOL BOARD TUSTEE	
<b>9.</b>	ENGLISH SEPARATE SCHOOL BOARD TUSTEE	
<b>10.</b>	FRENCH PUBLIC SCHOOL BOARD TUSTEE	
<b>11.</b>	FRENCH SEPERATE SCHOOL BOARD TUSTEE	

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Lindsey Green,**  
**Clerk/Returning Officer**





FORM SEL28  
**Township of Southgate**  
**Notice of Recount**  
**Municipal Elections Act, 1996, as amended s.56-58**  
**0.Reg. 101/97**

I, Lindsey Green, Clerk of the Corporation of the Township of Southgate, in the County of Grey hereby declare that a recount of the votes cast in the Municipal Election held October 24<sup>th</sup>, 2022 for

\_\_\_\_\_ state office or by-law/question

shall be held commencing at \_\_\_\_\_ on \_\_\_\_\_  
time date

at \_\_\_\_\_.  
location

The recount is being conducted pursuant to s. \_\_\_\_\_ of the Municipal Elections Act, 1996, as amended.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Lindsey Green,**  
**Clerk/Returning Officer**

**Note:** A recount may be held pursuant to s.56, 57 or 58 of the Municipal Elections Act, as amended, or requested as per the Township of Southgate Municipal Elections Recount Policy No. 71.



FORM SEL29  
**Township of Southgate**  
**Declaration of Recount Results**  
**Municipal Elections Act, 1996, as amended s.62(4)**

I, Lindsey Green, Clerk (or designated official) of the Corporation of the Township of Southgate, in the County of Grey declare that:

(1) On the \_\_\_\_\_ day of \_\_\_\_\_, 2022, I conducted a recount of the ballots cast in the Municipal Election held October 24<sup>th</sup>, 2022 for:

the office(s) of:

\_\_\_\_\_

the following question or by-law:

\_\_\_\_\_

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

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

\_\_\_\_\_

(4) The result of the vote upon the question or by-law is:

\_\_\_\_\_

\_\_\_\_\_  
**Lindsey Green,**  
**Clerk/Returning Officer**



**Township of Southgate**

**Witness Statements as to the Destructions of Records  
Municipal Elections Act, 1996, as amended s.88(2)**

The Township of Southgate, in the County of Grey

**First Witness**

I \_\_\_\_\_ state that I was present upon \_\_\_\_\_ and  
 (Name of Witness) (date)  
 did witness \_\_\_\_\_ of the above stated municipality destroy all  
 Name of Clerk  
 ballots used in the municipal election held on October 24<sup>th</sup>, 2022 for the election of  
 persons to the offices listed below.

\_\_\_\_\_  
 Signature of Witness

**Second Witness**

I \_\_\_\_\_ state that I was present upon \_\_\_\_\_ and  
 Name of Witness date  
 did witness \_\_\_\_\_ of the above stated municipality destroy all  
 Name of Clerk  
 ballots used in the municipal election held on October 24<sup>th</sup>, 2022 for the election of  
 persons to the offices listed below.

\_\_\_\_\_  
 Signature of Witness

**List of Offices for which Ballots Destroyed:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Category of Documents and Other Materials Destroyed:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note:** The Clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under s.55 and, unless there is a court order that they be retained or a recount has been commenced and not finally disposed of, shall then destroy the ballots in the presence of two witnesses (s.88).



FORM SEL31  
**Township of Southgate**  
**Notice of Penalties and Corrupt Practices**  
Municipal Elections Act, 1996, as amended, s. 33.1

This serves as notice of penalties related to election campaign finances. Please refer to the Act for complete text. Before Voting Day, the Clerk is required to give each person nominated for an office, notice of the penalties under s.88.23(2) and 92(1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive based on the circumstances in s.34.

### **Section 88.23 - Effect of default by candidate**

**88.23** (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
- (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60.

### **Penalties**

- (2) Subject to subsection (7), in the case of a default described in subsection (1),
  - (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
  - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies. 2016, c. 15, s. 60.

### **Section 92 - Offences re campaign finances**

#### **Offences by candidate**

**92** (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),

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



FORM SEL31  
**Township of Southgate**  
**Notice of Penalties and Corrupt Practices**  
Municipal Elections Act, 1996, as amended, s. 33.1

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

**Exception, action in good faith**

- (2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply. 2016, c. 15, s. 68 (1).

**Additional penalty, candidates**

- (3) If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (1).

**Offences by registered third party**

- (4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),
- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
  - (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (2).

**Exception, action in good faith**

- (5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply. 2016, c. 15, s. 68 (2).

**Additional penalty, registered third parties**

- (6) If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (2).



FORM SEL32  
**Township of Southgate**  
**Estimated Maximum Campaign Expense Limits**  
**Council and English Public School Board**

The following calculations are made pursuant to the Municipal Elections Act, 1996, as amended and are provided as an **estimate** that a candidate is permitted to incur in the Municipal Election to be held October 24, 2022.

<b>Position</b>	<b>Number of Electors, 2018</b>	<b>Campaign Expenses</b>	<b>Self-Contributions</b>	<b>Expenses for Parties etc. after Voting Day</b>
Mayor	5,907	\$12,520.95	\$8,681.40	\$1,252.10
Deputy Mayor or Councillor	5,907	\$10,020.95	\$6,181.40	\$1,002.10
English Public School Board Trustee (Southgate and Grey Highlands)	14,675	\$17,473.75	\$7,935.00	\$1,747.38

**Formulas based on 2018 data:**

<b>Position</b>	<b>Campaign Expenses</b>	<b>Self-Contributions</b>	<b>Expenses for Parties etc. after Voting Day</b>
Mayor	$\$7,500 + (\$0.85 \times \# \text{ of electors})$	$\$7,500 + (\$0.20 \times \# \text{ of electors})$	10% of campaign expenses
Deputy Mayor or Councillor	$\$5000 + (\$0.85 \times \# \text{ of electors})$	$\$5000 + (\$0.20 \times \# \text{ of electors})$	
English Public School Board Trustee (Southgate and Grey Highlands)	$\$5000 + (\$0.85 \times \# \text{ of eligible total electors})$	$\$5000 + (\$0.20 \times \# \text{ of electors})$	

Please note that candidates will be provided a **final** calculation by September 25, 2022, based on the number of registered voters on September 15, 2022. The higher amount of both calculations will apply.

Dated at the Township of Southgate, April 28, 2022.

\_\_\_\_\_  
 Lindsey Green  
 Municipal Clerk





FORM SEL33  
**Township of Southgate**  
**Estimated Maximum Campaign Expense Limits**  
**Third Party Advertiser**

The following calculations are made pursuant to the Municipal Elections Act, 1996, as amended and are provided as an **estimate** that a Third Party Advertiser is permitted to incur in the Municipal Election to be held October 24, 2022.

<b>Position</b>	<b>Number of Electors, 2018</b>	<b>Campaign Expenses</b>	<b>Expenses for Parties etc. after Voting Day</b>
Third Party Advertiser	5,907	\$5,295.35	\$529.53

**Formulas based on 2018 data:**

<b>Position</b>	<b>Campaign Expenses</b>	<b>Expenses for Parties etc. after Voting Day</b>
Third Party Advertiser	$\$5,000 + (\$0.05 \times \# \text{ of electors})$	10% of campaign expenses

Please note that Third Party Advertisers will be provided a **final** calculation by September 25, 2022, based on the number of registered voters on September 15, 2022. The higher amount of both calculations will apply.

Dated at the Township of Southgate, April 28, 2022.

---

Lindsey Green  
Municipal Clerk



**Township of Southgate  
Certificate of Maximum Campaign Expense Limits  
Council and English Public School Board**

The following calculations are made pursuant to the Municipal Elections Act, 1996, as amended and are provided as a **final** calculation of the maximum amount that a candidate is permitted to incur in the Municipal Election to be held October 24, 2022.

<b>Position</b>	<b>Number of Electors, as of Sept 15, 2022</b>	<b>Campaign Expenses</b>	<b>Self-Contributions</b>	<b>Expenses for Parties etc. after Voting Day</b>
Mayor	TBD	\$TBD	\$TBD	\$TBD
Deputy Mayor or Councillor	TBD	\$TBD	\$TBD	\$TBD
English Public School Board Trustee (Southgate and Grey Highlands)	TBD	\$TBD	\$TBD	\$TBD

**Formulas based on September 15, 2022, data:**

<b>Position</b>	<b>Campaign Expenses</b>	<b>Self-Contributions</b>	<b>Expenses for Parties etc. after Voting Day</b>
Mayor	$\$7,500 + (\$0.85 \times \# \text{ of electors})$	$\$7,500 + (\$0.20 \times \# \text{ of electors})$	10% of campaign expenses
Deputy Mayor or Councillor	$\$5000 + (\$0.85 \times \# \text{ of electors})$	$\$5000 + (\$0.20 \times \# \text{ of electors})$	
English Public School Board Trustee (Southgate and Grey Highlands)	$\$5000 + (\$0.85 \times \# \text{ of eligible total electors})$	$\$5000 + (\$0.20 \times \# \text{ of electors})$	

Dated at the Township of Southgate, September 25, 2022.

\_\_\_\_\_  
Lindsey Green  
Municipal Clerk



FORM SEL35  
**Township of Southgate**  
**Certificate of Maximum Campaign Expense Limits**  
**Third Party Advertiser**

The following calculations are made pursuant to the Municipal Elections Act, 1996, as amended and are provided as a **final** calculation of the maximum amount that a Third Party Advertiser is permitted to incur in the Municipal Election to be held October 24, 2022.

<b>Position</b>	<b>Number of Electors, as of Sept 15, 2022</b>	<b>Campaign Expenses</b>	<b>Expenses for Parties etc. after Voting Day</b>
Third Party Advertiser	TBD	\$TBD	\$TBD

**Formulas based on September 15, 2022 data:**

<b>Position</b>	<b>Campaign Expenses</b>	<b>Expenses for Parties etc. after Voting Day</b>
Third Party Advertiser	$\$5,000 + (\$0.05 \times \# \text{ of electors})$	10% of campaign expenses

Dated at the Township of Southgate, September 25, 2022.

\_\_\_\_\_  
Lindsey Green  
Municipal Clerk



FORM SEL36  
**Township of Southgate**  
**Application of Re-Issue of a Voter Information Letter**  
**(Lost & Unused)**

Surname:	Given Name(s):	
Qualifying Address (Street No. & Name):	City:	Postal Code:
Mailing Address (if different):		
Tel. Number:	Roll Number:	

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

1. That I am an eligible elector for the municipality and that I am on the Voter's List or have made an application to be included on the Voter's List;
2.  That I have not received by mail a Voter Information Letter from the municipality,  

**OR (check appropriate)**

 That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.
3. That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes.

I, \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act dated this \_\_\_\_\_ of \_\_\_\_\_, 2018. I further understand that making a false statement is an offence under the Municipal Elections Act, 1996, as amended and that I will be subject to prosecution.

_____ Signature of Applicant	_____ Signature of Election Official
<b>For use by Election Official only - Procedural Policy for Re-issuance</b>	
Verification of <b>de-activation</b> of Voter Personal Identification Number	
_____	(signature of Election Official)
Activation of <b>new</b> Voter Personal Identification Number (PIN)	
_____	(signature of Election Official)
<b>Signature of Acknowledgement</b>	
I, the above named individual, hereby acknowledge receipt of a <b>new</b> Voter Information Letter provided by the Election Official.	
_____ Signature of Applicant	_____ Signature of Election Official
I, the above named Election Official, do hereby acknowledge that I have provided a <b>new</b> Voter Information Letter to the applicant and have followed the procedures identified above.	
_____ Signature of Election Official	_____ Date



FORM SEL37  
**Township of Southgate**  
**Application of Re-Issue of a Voter Information Letter**  
**(Imposter)**

<b>Surname:</b>	<b>Given Name(s):</b>	
<b>Qualifying Address</b> (Street Name & No.):	<b>Township of Southgate</b>	<b>Postal Code:</b>
Mailing Address (if different):		
<b>Roll Number:</b>		
<p>I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration:</p> <p>1. That I am an eligible elector for the Township of Southgate and that I am on the Voter's list or have made an application to be included on the Voter's List; and</p> <p>2. That I believe my Voter Information Letter has been used by an imposter</p> <p>I, _____, solemnly declare that all the statements contained in this application are true and that I have not voted in this election, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.</p> <p>I further understand that making a false statement is an offense under the Municipal Elections Act, 1996, and that I will be subject to persecution.</p> <p>Dated this _____ day of _____, 2022</p> <p>_____ Applicant Signature</p> <p>_____ Signature of Election Official</p>		
<b>For Use By Election Official Only – Procedural Policy For Re-Issuance</b>		
1. Verification of de-activation of Voter Identification No:	<b>Signature of Election Official:</b>	
2. Activation of Voter Identification Number:	<b>Signature of Election Official:</b>	
<b>Signature of Acknowledgement</b>		
I, the above-named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.		
<p>_____ Signature of Applicant</p> <p>_____ Date</p>		
I, the Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have following the procedures identified above.		
<p>_____ Signature of Election Official</p> <p>_____ Date</p>		





FORM SEL39  
**Township of Southgate**  
**Notice of Election Results – School Boards**  
**Municipal Elections Act, 1999 s.55(4)(a)**

I, Lindsey Green, Clerk/Returning Officer of The Corporation of The Township of Southgate, in the County of Grey declare the official results for The Township of Southgate for school board elections held October 24, 2022.

<b>Candidates:</b>	
<b>English Public School Trustee</b>	<b>Votes</b>
Name	X
Name	X

<b>Candidates:</b>	
<b>French Public School Trustee</b>	<b>Votes</b>
Name	X
Name	X

<b>Candidates:</b>	
<b>English Separate School Trustee</b>	<b>Votes</b>
Name	X
Name	X

<b>Candidates:</b>	
<b>French Separate School Trustee</b>	<b>Votes</b>
Name	X
Name	X

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Lindsey Green**  
**Clerk/Returning Officer**



**Township of Southgate**

**Notice to Registered Third Party of Filing Requirements  
Municipal Elections Act, 1999 s.88.29**

TO: _____ (Name of Registered Third Party)
_____ (Address) _____ (Postal Code)
FROM: The Clerk or designated election official of _____ (Name of Municipality)

**TAKE NOTICE THAT EVERY REGISTERED THIRD PARTY SHALL FILE by March 31, 2023, with the Clerk with whom they registered a financial statement and auditor's report in accordance with s.88.29 of the Municipal Elections Act, 1996, as amended.**

88.29 (1) On or before 2:00 p.m. on the filing date, a registered third party shall file with the Clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,

- (a) in the case of a regular election, as of December 31 in the year of the election;
- (b) in the case of a by-election, as of the 45th day after Voting Day;

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

(3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period;

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



**Township of Southgate****Notice to Registered Third Party of Filing Requirements  
Municipal Elections Act, 1999 s.88.29**

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

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

---

**Date**

---

**Lindsey Green  
Clerk/Returning Officer**

**Note:** At least 30 days before the filing date, the Clerk shall give notice to registered third parties of all the filing requirements under MEA, s.88.29 and the penalties set out in subsections 88.27(1) and 92(4). Notice to be given in accordance with MEA, s.13. Also Note: If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and consequences or limitations associated with it.

**NOTICE OF PENALTIES**

88.27(1) Subject to subsection (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

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

*continued*



FORM SEL40

**Township of Southgate**

**Notice to Registered Third Party of Filing Requirements  
Municipal Elections Act, 1999 s.88.29**

92(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in s.88.27(1),

(a) if the registered third party incurs expenses that exceed the amount determined under s.88.21; or

(b) if the registered third party files a document under s. 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.



FORM SEL41  
**Township of Southgate**  
**Notice of Default - Candidate**

TO: \_\_\_\_\_ / \_\_\_\_\_  
(Name of Candidate) (Office)

\_\_\_\_\_  
(Address) (Postal Code)

FROM: The Clerk, or designated election official of \_\_\_\_\_  
(Name of Municipality)

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, as amended, because:

- a)** You failed to file documents with the Municipal Clerk as required by Section 88.25 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
- b)** You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996, or
- c)** document filed under Section 88.25 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 of that Act,
- d)** You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

**Notice of Default**

This portion of the suggested notice of default form provides suggested wording depending on the status of the candidate (elected or not elected) and the type of default.

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

(I) If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:



FORM SEL41  
**Township of Southgate**  
**Notice of Default - Candidate**

TO A SUCCESSFUL CANDIDATE

- (i) you forfeit any office to which you were elected, and the office shall be deemed to be vacant
- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

**Notice of Penalties**

Sections 91, 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

**Corrupt practice and ineligibility for office:**

91.(1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,

- (a) any office to which the person was elected is forfeited and becomes vacant, and
- (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

**Exception**

91.(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1)(b) does not apply.

*continued*



### **Offences by candidate**

92.(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),

- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
- (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

### **Exception**

92.(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalties described in subsection 88.23(2) do not apply.

### **Additional Penalty, Candidates**

92.(3) if the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

### **General Offence**

94. A person who contravenes any provision of this Act or regulation under this Act or a bylaw passed by a municipality under this Act is guilty of an offence.

---

**Date**

---

**Lindsey Green**  
**Clerk/Returning Officer**



FORM SEL42  
**Township of Southgate**  
**Notice of Default to Registered Third Party**

TO: \_\_\_\_\_  
(Name of Registered Third Party)

\_\_\_\_\_  
(Address) (Postal Code)

FROM: The Clerk, or designated election official of \_\_\_\_\_  
(Name of Municipality)

**TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because:**

- a) You failed to file documents with the Municipal Clerk as required by Section 88.29 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
- b) You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996, or
- c) A document filed under Section 88.29 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 of that Act,
- d) You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

**Notice of Default**

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:

MEA, s.88.27(1) - Subject to MEA, s.88.27(6), and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place.



FORM SEL42  
**Township of Southgate**  
**Notice of Default to Registered Third Party**

**Notice of Penalties**

Sections 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

**Offences by registered third party:**

92.(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

**Exception:**

92.(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalty described in subsection 88.27(1) does not apply.

**Additional Penalty, Registered Third Party:**

92.(6) if the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

**General Offence:**

94. A person who contravenes any provision of this Act or regulation under this Act or a bylaw passed by a municipality under this Act is guilty of an offence.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Lindsey Green**  
**Clerk/Returning Officer**



FORM SEL43  
**Township of Southgate**  
**Notice to Candidates of Filing Requirements**  
**Municipal Elections Act, 1999 s.88.25**

To: _____ / _____	
Name of Candidate	Office
_____	_____
Address	Postal Code

**From:**  
**The Clerk or designated election official of the Township of Southgate.**

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 31, 2023, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the Municipal Elections Act, 1996.

88.25 (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,

- (a) in the case of a regular election, as of December 31 in the year of the election;
- (b) in the case of a by-election, as of the 45th day after Voting Day.

(2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.

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

(4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.





FORM SEL43  
**Township of Southgate**  
**Notice to Candidates of Filing Requirements**  
**Municipal Elections Act, 1999 s.88.25**

(5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.

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

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

(8) No auditor's report is required if the total contributions received, and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Lindsey Green**  
**Clerk/Returning Officer**

**Note:** At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1) Notice to be given in accordance with MEA, s.13.

**Declaration of Qualifications – Third Party Advertiser**

The Registrant, \_\_\_\_\_, am/is:  
(Individual, Corporation or Trade Union Name)

- An individual who is normally a resident of Ontario
- A corporation that carries on business in Ontario
- A trade union that holds bargaining rights of employees in Ontario

I, \_\_\_\_\_, am:  
(Registrant, Official Representative, or Agent Name)

- A Person
- An Official Representative of a Corporation or Trade Union
- An Agent

And do Solemnly Declare that I / the Registrant:

1. am / is qualified pursuant to the *Municipal Elections Act, 1996, as amended* to file a notice of registration to be a registered third party advertiser for the election.
2. am / is not:
  - A Candidate whose nomination has been filed.
  - A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
  - A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*; and
3. am / is not under the direction of a Candidate whose nomination has been filed.

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

*Continued*



FORM SEL44  
**Township of Southgate**  
**Declaration of Qualifications – Third Party Advertiser**

Declared before me at the Township of Southgate, in the County of Grey, this

\_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature of individual or representative of the corporation or trade union

\_\_\_\_\_  
Signature of Clerk or Commissioner

**Note:** Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection at Township of Southgate Administration Office until the next municipal election. Questions about this collection of personal information should be directed to Lindsey Green, Clerk.