



**MUNICIPAL AND SCHOOL BOARD
ELECTION PROCEDURES
2022**

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June 1, 2022

Index of Procedures

1. AUTHORITY	3
2. DEFINITIONS	5
3. APPLICATION	7
4. SECRECY	8
5. ELECTION OFFICIALS	8
6. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST	10
7. REVISION OF THE VOTERS' LIST	11
8. NOTICES	13
9. NOMINATIONS	14
10. VOTING	15
11. ELECTOR QUALIFICATIONS	19
12. VOTING PROCESS	20
13. SCRUTINEERS AND CANDIDATES	21
14. SYSTEM	22
15. CAMPAIGN MATERIAL / SIGNS	23
16. THIRD PARTY ADVERTISEMENTS	24
17. CORRUPT ELECTION PRACTICES	25
18. MAIL TAMPERING	26
19. RESULTS	27
20. TIED VOTE – RECOUNT PROCEDURES	27
21. AFTER VOTING DAY	29
22. FINANCIAL STATEMENT	29
24. COMPLIANCE AUDIT COMMITTEE	30
25. ACCESSIBILITY	30
26. EMERGENCIES	30
27. INDEX OF FORMS	27
28. AMENDMENTS TO PROCEDURES	32
29. APPENDIX “A” – MUNICIPAL ELECTION 2022 CANDIDATE INFORMATION	32
30. APPENDIX “B” – BYLAW 53-2013 - PUBLIC NUISANCE SIGN BYLAW	45
31. APPENDIX “C” – ELECTION SIGNS COUNTY ROADS	49
32. APPENDIX “D” – POLICY 70-2018 - USE OF CORPORATE RESOURCES	49
33. APPENDIX “E” – ELECTION ACCESSIBILITY PLAN 2022	56

1. AUTHORITY

- (1) On October 26, 2021 the Council of the Township of North Dundas adopted Bylaw Number 2021-75 authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method.
- (2) The *Municipal Elections Act* (Act) , more specifically Subsection 42(3), states as follows:

Procedures and forms

The Clerk shall,

- (a) *establish procedures and forms for the use of,*
 - (i) *any voting and vote-counting equipment authorized by bylaw, and*
 - (ii) *any alternative voting method authorized by bylaw; and*
 - (b) *provide a copy of the procedures and forms to each candidate when his or her nomination is filed.*
- (3) Subsection 42(4), states that the Clerk shall provide the procedures and forms on or before June 1st in the year of the election and 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.
 - (4) In addition, the Council of the Township of North Dundas has adopted Bylaw Number 2022-22 on March 8, 2022, being a bylaw to enter into an agreement with an eVoting Service Provider for Telephone/Internet Voting service for the 2022 Municipal & School Board Elections.
 - (5) Subsection 11(2) of the Act states that the Clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,
 - a) *preparing for the election;*
 - b) *preparing for and conducting a recount in the election;*
 - c) *maintaining peace and order in connection with the election; and*
 - d) *in a regular election, preparing and submitting the report described in Subsection 12.1 (2). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).*
 - (6) With respect to the duties and authority of a municipal Clerk, the Act further states as follows:

- 12(1) *A Clerk who is responsible for conducting an election shall have regard to the needs of Electors and candidates with disabilities.*
 - 12(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(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 and shall make the report available to the public.*
 - 13(1) *Any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information, as the case may be.*
 - 13(2) *The Clerk shall provide Electors, candidates and persons who are eligible to be Electors with information to enable them to exercise their rights under this Act.*
- (7) Subsection 42(5) states that when a bylaw authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the bylaw so specifies. Since the purpose for the use of the alternative voting – being Telephone/Internet Voting – was to eliminate proxies, and Bylaw Number 2021-75 of the Township of North Dundas is silent on these issues therefore voting proxies are not applicable.
 - (8) With respect to proxies, a person cannot give his or her Voter Information Letter to another eligible Elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act.
 - (9) The Act, more specifically Section 53, also provides that the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

2. DEFINITIONS

- (1) **Act** - means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, Sched, as amended
- (2) **Advance Voting** - means voting conducted between the hours of 9:00 a.m. beginning on Wednesday, October 19, 2022, and ending on October 23, 2022.
- (3) **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 voters and containing spaces in which the voters mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the voters and instructions to mark the election by depressing the numbered touchtone keypad for all offices; i.e. Mayor, Deputy Mayor, Councillors and applicable School Board(s).
- (4) **Campaigning** - means a municipal election related activity for the purpose of supporting or opposing the election of a Candidate
- (5) **Campaign-related materials** - means those materials that promote or oppose the candidacy of a person for elected office
- (6) **Candidate** - means a person who has been nominated under Section 33 of the Act and whose nomination has been certified by the Clerk under Section 35 of the Act.
- (7) **Clerk** - means the Clerk of the Township of North Dundas who is responsible for conducting this election under the authority of the Municipal Elections Act, 1996, as amended. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (RO). All references to the Clerk's designate shall mean the delegated duties of the RO.
- (8) **Compliance Audit Committee** - means, in relation to a municipality, the committee established under Section 88.37 of the Act.
- (9) **Deputy Returning Officer (DRO)** - means a person appointed by the Clerk for each voting place who will be delegated specific duties and powers by the Clerk.
- (10) **Election Campaign Advertisement** - means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.
- (11) **Election Official** - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under 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.

- (12) **Elector** - means a person who is entitled to be an Elector at an election held in the local municipality, if on Voting Day he or she meets the qualifications outlined in Subsections 17(2) and 17(3) of the Act
- (13) **Employees** - includes full-time, part-time and contract employees, paid by the Township of North Dundas.
- (14) **eVoting Service Provider** - means for the purpose of the 2022 municipal election - Intelivote Systems Inc.
- (15) **Friend** - means a person who has been requested by an Elector to assist him or her in the voting process.
- (16) **Municipal Elections** - means the 2022 Municipal and School Board Township of North Dundas Elections.
- (17) **Personal Identification Number (“PIN”)** - means a unique multiple digit number assigned by the Service Provider to each Elector to provide security for access to the telephone/Internet voting system.
- (18) **Preliminary List of Electors** - means a list of Electors for the Township compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the Township.
- (19) **Satisfactory Identification** - means the identification required under the Act and/or Ontario Regulation 304/13, which would provide proof of identity and residence of an individual to the satisfaction of an Election Official.
- (20) **Script** - means all information flow and system prompts from the telephone/Internet voting system including instructions, informational messages, error messages, and exceptions.
- (21) **Scrutineer** - means an individual, appointed in writing by a Candidate, to represent him or her during the voting process.
- (22) **Third Party Advertisement** - means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing:
 - (a) a Candidate, or
 - (b) a “yes” or “no” answer to a question referred to in Subsection 8(1), (2) or (3) of the Act,

- (c) but does not include an advertisement by or under the direction of a Candidate or an advertisement described in Subsection 1(2) or 1(2.1) of the Act.
- (23) **Municipal Office** - means the municipal building located at 636 St. Lawrence St. Winchester, Ontario.
- (24) **Township** - means The Corporation of the Township of North Dundas.
- (25) **Voter Help Centre** - means a location designated by the Clerk to assist Electors with the voting process or other general election inquiries, and to make additions, deletions and corrections to the Voters' List. The Voter Help Centre is at the Municipal Office located at 636 St. Lawrence Street, Winchester, Ontario, and the phone number is 613-774-2105.
- (26) **Voters' List** - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- (27) **Voting Day** - means the final day on which the vote is to be taken in an election and shall be on Monday October 24, 2022, with the close of voting to be at 8:00 pm.
- (28) **Voter Information Letter** - means a sealed envelope containing a Personal Identification Number (PIN) and voting procedures to be sent to each person on the Voters' List.
- (29) **Voting Period** - means the period including Advance Voting and Voting Day, being the period beginning at 9:00 a.m. on Wednesday, October 19, 2022, and ending on Monday, October 24, 2022, at 8:00 p.m.

3. APPLICATION

- (1) This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a)(ii) of the Act, and applies to the telephone/Internet voting for the Municipal Elections, being conducted by the Township between Wednesday, October 19, 2022, and Monday, October 24, 2022.
- (2) The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the Act.
- (3) Where these procedures do not provide for any matter, the Municipal Elections shall be conducted as far as is consistent and practical within the principles of the Act with the same being determined and established by the Clerk.

4. SECRECY

- (1) The Clerk shall require all Election Officials and/or other persons working in connection with the Municipal Elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Act.
- (2) No person shall interfere or attempt to interfere with an Elector while in the process of accessing the telephone/Internet voting service or interfere or attempt to interfere in the voting process while using the telephone/Internet voting service unless expressly requested and authorized by an Elector asking for assistance.
- (3) No person shall obtain or attempt to obtain information about how an Elector intends to vote or has voted. Any individual requested by an Elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the Elector and shall vote according to the instructions and wishes of the Elector.
- (4) No persons shall communicate any information that might have been inadvertently obtained about how an Elector intends to vote or has voted.
- (5) No Electors shall reveal how he or she intends to vote except when obtaining assistance in voting from either a Friend person or an Election Official.
- (6) All Electors voting at the Voter Help Centre may vote with the assistance of a Friend (Form ND24A) However, the Friend shall be required to take the appropriate oath prior to providing assistance (Form ND24).
- (7) All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 and 90 of the Act.

5. ELECTION OFFICIALS

- (1) The Clerk shall appoint a Deputy Returning Officer (DRO) for the Voter Help Centre.
- (2) The Clerk may appoint other Election Officials other than the DRO to fulfill specific tasks.
- (3) 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.

The following Election Personnel are appointed for the purpose of this procedure:

- (4) Deputy Returning Officer (DRO) – authority will include:
- (a) authority to amend the Voters' List to add an Elector, remove an Elector's own name and / or correct erroneous information;
 - (b) authority to require a person to furnish proof of identity, qualifications or any other matter;
 - (c) authority to approve or deny applications for revision to the Voters' List;
 - (d) authority to receive election results as they are reported on Election Day;
 - (e) authority to administer the Oral Oath of Secrecy and Oral Oath of Affirmation of Qualification; as may be required under the manual "Municipal School Board and Election Procedures 2022" including all forms, as approved by the Clerk of the Township of North Dundas, in addition to oaths that may be required under the Act, 1996;
 - (f) authority to issue a second voter information package to an Elector should an Elector return their first package as a cancelled package;
 - (g) other duties as assigned by the Clerk.
- (5) Assistant Deputy Returning Officer (ADRO) – authority will include:
- (a) authority to amend the Voters' List to add an Elector, remove an Elector's own name and / or correct erroneous information;
 - (b) authority to require a person to furnish proof of identity, qualifications or any other matter;
 - (c) authority to approve or deny applications for revision to the Voters' List;
 - (d) authority to administer the Oral Oath of Secrecy and Oral Oath of Affirmation of Qualification; as may be required under the manual "Municipal School Board and Election Procedures 2022" including all forms, as approved by the Clerk of the Township of North Dundas, in addition to oaths that may be required under the Act, 1996;
 - (e) authority to issue a second voter information package to an Elector should an Elector return their first package as a cancelled package;
 - (f) other duties as assigned by the Clerk.

- (6) Election Assistants - shall assist RO and the DRO – authority will include:
 - (a) authority to require a person to furnish proof of identity, qualifications or any other matter;
 - (b) authority to administer the Oral Oath of Secrecy and Oral Oath of Affirmation of Qualification; as may be required under the manual “Municipal School Board and Election Procedures 2022” including all forms, as approved by the Clerk of the Township of North Dundas, in addition to oaths that may be required under the Act, 1996;
 - (c) authority to issue a second voter information package to an Elector should an Elector return their first package as a cancelled package;
 - (d) other duties as assigned by the Clerk.
- (7) On Call Constable (ND Bylaw Officer) – shall act faithfully in the capacity assigned and perform all the duties required by law without partiality, fear or affection. In addition, the On Call Constable shall:
 - (a) aid in maintaining the secrecy of the voting;
 - (b) not interfere or attempt to interfere with a voter when he/she is marking his/her Ballot, obtain or communicate any information as to how a voter is about to vote or has voted, or directly or indirectly induce a voter to show his/her marked Ballot to any person; and
 - (c) any other required Municipal Elections duties.

6. PRELIMINARY LIST OF ELECTORS / VOTERS’ LIST

- (1) The Preliminary List of Electors is produced by the Municipal Property Assessment Corporation (MPAC) in an electronic format. The list shall be reviewed by the Clerk of the Township and obvious errors shall be corrected as permitted under Section 22 of the Act. This list, as corrected, will constitute the Voters’ List.
- (2) On September 1, 2022, the Voters’ Lists shall be reproduced in paper and/or in electronic format, and distributed to those who are entitled to a copy under Subsections 23(3), (4) and (5) of the Act.
 - (a) All Candidates shall be entitled to one (1) paper copy and/or an electronic format of the Voters’ List, and shall sign a statement acknowledging that the Voters’ List shall not be used for any commercial purposes contrary to Subsection 88(11) of the Act (Form ND11).

- (b) All Candidates may receive login ID(s) and Password(s) allowing them to view the Voters' List that contains the names of the Electors who are entitled to vote for their office. They can use the module to identify and track individual Electors during the course of the Municipal Elections and Voting Period to observe participation.
- (3) The Voters' List shall be accessible by authorized Election Officials and may be reproduced in paper and/or in electronic format by the Clerk to accommodate the administration in the voting process at the Voter Help Centre.
- (4) Additions, corrections and deletions may be made to the Voters' List in accordance with Sections 24 and 25 the Act.
- (5) The Voters' List shall be updated and reproduced with a computer program called VoterView (Datafix).
- (6) The Clerk shall produce a list of additions, corrections and deletions, and shall distribute a paper and/or electronic format of these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. A list of these additions, corrections and deletions in a paper and/or electronic format shall be provided for use by the Voter Help Centre. This list, as required under Section 27 of the Act, shall be available by September 26, 2022, at the Municipal Office.
- (7) The final Voters' List, as corrected by the Clerk pursuant to Section 23 of the Act, shall be provided to the Service Provider in computer format in order for the Service Provider to manage and print the Voter Information Letters.

7. REVISION OF THE VOTERS' LIST

- (1) The Voter Help Centre shall be established at the Municipal Office, and shall be open to the public on the following dates and times, and at such additional dates and times as determined by the Clerk:

Date	Time
Wednesday, October 19, 2022	9:00 a.m. to 4:30 p.m.
Thursday, October 20, 2022	9:00 a.m. to 4:30 p.m.
Friday, October 21, 2022	9:00 a.m. to 4:30 p.m.
Saturday, October 22, 2022	10:00 a.m. to 2:00 p.m.
Sunday, October 23, 2022	10:00 a.m. to 2:00 p.m.
Monday, October 24, 2022	10:00 a.m. to 8:00 p.m.

- (2) The final Voters' List shall be continually updated by the Voter Help Centre until the closing of the vote on October 24, 2022, at 8:00 p.m.

- (3) The Voter Help Centre shall be responsible for the following:
- (a) Adding Electors to the Voters' List
 - (i) Electors who attend the Voter Help Centre and are not on the Voters' List may be added to the list by filling out a declaration form and providing Satisfactory Identification (Form ND40) (EL15).
 - (ii) When a spouse or occupant does not have any piece of identification confirming their name and address, this person shall be identified by a person who shall take an oath confirming the eligibility of that person to vote, and shall also show his or her own identification document (PF 9). Failure to prove his or her identity and eligibility may result in being refused to be added on the Voters' List.
 - (iii) Their names will be added to the Voters' List and they will be assigned and receive (or mailed) a Voter Information Letter containing a PIN.
 - (iv) They will be able to vote at the Voter Help Centre if they so wish during the Voting Period.
 - (b) Deleting Electors from the Voters' List
 - (i) Electors may have their name deleted from the Voters' List if they are no longer an Elector in the Township by filling out a declaration form and providing Satisfactory Identification (Form ND40).
 - (c) Correcting Electors' information on the Voters' List
 - (i) Electors may correct their information by filling out a declaration form and providing Satisfactory Identification (Form ND40).
 - (d) Verifying and re-issuing a Voter Information Letter to Electors
 - (i) Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can attend the Voter Help Centre in order to receive a new one. The authorized Election Official will disable the Elector's lost PIN and electronically mark it in the system with the appropriate details. Upon providing Satisfactory Identification to an Election Official, an oath shall be taken by the Elector and a new Voter Information Letter containing a new PIN shall be issued (Form ND42).

- (e) Verifying and re-issuing a PIN to Electors
 - (i) Where a person on the Voters' List has lost his or her PIN, did not receive it in the mail, or does not have access to it, he or she can attend a Voter Help Centre in order to receive a new one. The authorized Election Official will disable the Elector's previous PIN and electronically mark it in the system with the appropriate details. Upon providing Satisfactory Identification to the Election Official, as may be defined, a new PIN shall be issued.
 - (ii) If it is during the Voting Period the authorized Election Official shall verify in the system whether that Elector's record shows that the Elector has already voted.
- (f) Removing a name from Voters' List
 - (i) Applications for the removal of an Elector from the list shall be made on (Form EL 16) and deposited from Tuesday, September 1, 2022, to Monday, October 24, 2022, at 8:00 p.m. The removal will be at the discretion of the Election Official.

8. NOTICES

- (1) The Clerk of the Township shall notify Electors of the following election information through the use of newspaper advertisements, the municipal website or any other method the Clerk deems appropriate:
 - (a) Notice of Election information
 - (i) The Township has adopted alternative voting methods, being vote by telephone and by Internet.
 - (ii) The location, dates, and hours of operation of the Voter Help Centre.
 - (iii) The time and date for the holding of the vote, including Advance Voting.
 - (iv) The manner in which Electors may use the alternative voting methods.
 - (v) The procedure by which name can be added or deleted, and information corrected in the Voters' List.

- (b) Notice of Nomination day
 - (i) The offices for which a person may be nominated, along with the nomination period.
- (c) Notice of Penalties
 - (i) Before Voting Day, the Clerk will send each person nominated for an office a notice of penalties related to the election campaign finances and the refund of the nomination filing fees.
- (d) Certified Election Results
 - (i) Certified election results will be presented by the Clerk as soon as possible after Voting Day.
- (2) The Clerk shall determine the date(s) of all advertisements including in which newspaper(s) the notices are to appear in order to comply with the requirements and principles of the Act.
- (3) Joint advertisements may be done with neighboring municipalities.
- (4) The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.
- (5) Each person on the Voters' List shall be mailed, by "first-class" mail a sealed Voter Information Letter containing:
 - (a) his or her PIN, the telephone number to call to cast a vote, and the designated Internet address (URL) to access to cast a vote using the Internet;
 - (b) instructions on how to vote;
 - (c) dates and hours of voting; and,
 - (d) the location and telephone number of the Voter Help Centre.

9. NOMINATIONS

- (1) A person may be nominated for an office by filing a nomination, in the prescribed form, in the Clerk's Office, in person or by an agent during the nomination period which commences on May 1, 2022 and ends on Nomination Day on August 19, 2022.
- (2) Effective May 1, 2022, the nomination of a person for an office on council must be endorsed by at least 25 persons. The person endorsing a nomination must

be eligible to vote in an election for an office within the Township, if a regular election was held on the day that the person endorses the nomination.

- (3) When the Candidate submits the nomination paper, the papers must be signed in the presence of a commissioner. The onus is on the person nominated to file a bona fide nomination paper.
 - (a) If a nomination is filed by an agent, the Candidate's declaration must be completed and commissioned prior to filing. If the form is not commissioned upon filing, the Clerk shall not accept the nomination.
- (4) The filing fee must accompany the nomination. The prescribed nomination fee is \$200 for the head of council and \$100 for all other offices. The filing fee is payable by cash, certified cheque, or debit.
- (5) Upon accepting the nomination, the Candidate shall be advised in writing that his/her nomination shall be examined by the Clerk prior to 4:00 p.m. on the Monday following Nomination Day, August 22, 2022.
 - (a) If satisfied that the person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination filed.
 - (b) If not satisfied, the Clerk shall reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and all other candidates for that office.
- (6) More information for Candidates can be found in the Municipal Election 2022 Candidate Information Guide attached as Appendix "A".

10. VOTING

- (1) A telephone/Internet voting method shall be used for the Municipal Elections:
 - (a) Telephone/Internet voting
 - (i) Electors shall be required to telephone a designated number or access a designated Internet address and cast their vote.
 - (ii) Upon accessing the internet voting site and before the credential page, the Elector shall be required to identify a CAPTCHA to ensure a secure voting process.
 - (iii) Every Elector shall be limited to only one vote through the use of a PIN distributed by first-class mail in a sealed and personalized Voter Information Letter.

- (iv) Furthermore, every Elector shall be required to enter their date of birth to confirm eligibility.
 - (v) The Service Provider will allow the Elector to vote using the telephone/Internet voting system.
 - (vi) Following the Elector's selection, the telephone/Internet voting system response shall identify the Elector's choice and provide the Electors with the option of changing or confirming their vote.
 - (vii) The telephone/Internet voting system shall enable the Elector to decline from voting for an office(s) if he/she wishes to do so.
 - (viii) Once the PIN has been used it cannot be used again, unless disconnected while voting and then only further access shall be granted to the telephone/Internet voting system.
- (b) Voting will commence on Wednesday, October 19, 2022, at 9:00 a.m. and conclude on Monday, October 24, 2022, at 8:00 p.m.
- (2) Prior to the activation of the telephone/Internet voting system by the Service Provider on Wednesday, October 19, 2022, the Service Provider shall forward to the Clerk by electronic mail or facsimile transmission, a list of all of the Candidates' names running for office, including the sum total of votes cast to ensure that all totals for all Candidates indicate zero (0). The telephone/Internet voting system will not be activated until it is confirmed that all the counts associated with a Candidate's name have been deleted from the system and an electronic mail or facsimile transmission has been received indicating a zero (0) total for all Candidates.
- (3) Candidates or their Scrutineers may be present to verify and ensure that all totals of votes cast are at zero (0) and may be requested to sign a document that attests to this fact.
- (4) During the Voting Period, the Service Provider will make available online a list to the Clerk of all Electors by order of school districts who have voted. The names of Electors who have voted will be marked as voted. A list of Electors who have voted will be provided or made available to the Candidates or their respective Scrutineer by the Clerk. This list shall be provided by the Service Provider in real time or as closely as possible to real time, and shall be printed by the Clerk in accordance with the following:
- (a) On October 19, 20, 21, 22, and 23, 2022, this list shall be printed daily and be available at 11:00 a.m. at the Voter Help Centre.

- (b) On Voting Day, October 24, 2022, the list of Electors who have voted shall be available to Candidates or their Scrutineers on a more regular basis. The schedule will be determined subsequently.
- (5) The Service Provider will make available during the course of the Municipal Elections, IDs and Passwords for Candidates and their Scrutineers, who when using this authorization can connect to a candidate module to review Voter's List information previously identified by them to recognize participants in the Municipal Elections. This capability does not provide the Candidate or their designate information on how an Elector has voted, but only if they have voted in the Municipal Elections.
- (6) Where an Elector is associated with multiple properties within the Township, the Elector may vote only once, and the qualifying address to determine eligibility for voting shall be 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. Should an Elector receive more than one Voter Information Letter, the Elector may only vote once and must return the other Voter Information Letter(s) to the Voter Help Centre. All Electors 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 Act.
- (7) Should a Voter Information Letter be returned to the Municipal Office that has been unopened, the Voter Information Letter will remain unopened, marked as "unused" and be maintained in a secure fashion and will be destroyed at the same time as all other municipal election material as provided for under Section 88 of the Act.
- (8) Should a Voter Information Letter be returned to Municipal Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked as "deleted" and be retained and destroyed at the same time as all other municipal election material as provided for under Section 88 of the Act.
- (9) 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 Electors on the Voters' List;
 - (b) that were undeliverable and 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 deleted from the system;
 - (e) that were re-issued to an Elector; and
 - (f) whose PIN on the Voter Information Letters were set to a status that prevented them from being validated in the voting process.
- (10) Re-issuance of a new Voter Information Letter:
- (a) Where an Elector has attempted to validate his or her PIN and they have determined that the PIN has already been used, the Elector can attend the Voter Help Centre, bringing Satisfactory Identification and have an Election Official confirm that the PIN has been used by an impersonator.
 - (b) Prior to considering or authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the Elector shall be required to respond and answer any and all questions from the Election Official. The Election Official shall document, to his or her satisfaction, questions and answers of the Elector and, if deemed appropriate, the Clerk shall submit 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 authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the Election Official the Elector will be required to make a declaration as to his or her statement and 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 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 assigned PIN.
 - (d) Once the Elector has properly answered all questions, and taken prescribed oath(s), the Elector shall be issued a new Voter Information Letter containing a new PIN (Form ND42). As a condition to re-issuance of a Voter Information Letter, the Elector will be required to vote at the Voter Help Centre. Should the Elector fail to vote at the Voter Help Centre or leave the Voter Help Centre without voting, the Election Official shall forthwith delete from the system the PIN and the Voter Information Letter shall be voided. The Elector shall forfeit his or her right to vote and shall not be entitled to a new Voter Information Letter. The Ontario Provincial

Police shall be advised immediately to determine if a corrupt practice has occurred.

- (11) Where an Elector has attempted to validate his or her PIN and it is not valid, the Election Official will ensure that it has been activated.
- (12) Incorrect Voter Information Letter:
 - (a) Where an Elector has received an incorrect Voter Information Letter in terms of school district of North Dundas Trustees, the Elector can attend the Voter Help Centre in order to receive a correct one provided that the Voter Information Letter has not been used to vote. If the Elector has used the Voter Information Letter to vote and the system indicates that the Elector has used the PIN, the Elector shall be deemed to have voted and shall be denied a new Voter Information Letter.
 - (b) The Elector shall return the original unused Voter Information Letter to the Election Official in order to qualify for a new Voter Information Letter. The PIN shall be deleted immediately by the authorized Election Official. Upon receiving Satisfactory Identification and completing a statutory declaration, a new Voter Information Letter shall be issued to the Elector (Form ND42).
- (13) New PIN(s) shall not be given out over the telephone or by mail. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Help Centre unless Satisfactory Identification is provided and the individual has taken the required oath(s) as administered by an Election Official.

11. ELECTOR QUALIFICATIONS

- (1) As per Subsection 17(2) of the Act, a person is entitled to be an Elector in the Municipal Elections if, on Voting Day, October 24, 2022, he or she:
 - (a) is a Canadian citizen;
 - (b) is at least 18 years old; and
 - (c) resides in the local municipality or is the owner or tenant of land in the local municipality, or the spouse of such owner or tenant.
- (2) As per Subsection 17(3) of the Act, the following are prohibited from voting:
 - (a) A person who is serving a sentence of imprisonment in a penal or correctional institution.

- (b) A corporation.
- (c) A person acting as executor or trustee or in any other representative capacity.
- (d) A person who was convicted of the corrupt practice described in Subsection 90(3), if Voting Day in the current election is less than five years after Voting Day in the election in respect of which he or she was convicted.

12. VOTING PROCESS

- (1) Voter Information Letters shall be mailed by the Service by first-class mail to all Electors to enable them to use the telephone/Internet voting service.
- (2) Electors may vote by:
 - (a) Accessing the telephone number provided by using a touch-tone telephone or cellular telephone, but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone override button is set to a “touch-tone” mode. Should the preceding be incorrectly completed, the interactive response system will provide an error message requesting that the Elector obtain assistance through the Voter Help Centre.
 - (b) Accessing the Internet address provided on the Voter Information Letter by using a dial modem access or a high-speed connection;
 - (c) Attending a Voter Help Centre during the following dates and times. Telephones, computers and/or tablets will be available:

Date	Time
Wednesday, October 19, 2022	9:00 a.m. to 4:30 p.m.
Thursday, October 20, 2022	9:00 a.m. to 4:30 p.m.
Friday, October 21, 2022	9:00 a.m. to 4:30 p.m.
Saturday, October 22, 2022	10:00 a.m. to 2:00 p.m.
Sunday, October 23, 2022	10:00 a.m. to 2:00 p.m.
Monday, October 24, 2022	10:00 a.m. to 8:00 p.m.

- (d) Attending a Voter Help Centre during hours identified in paragraph (c) with a Friend, who will have to take the appropriate oath(s) and having the Friend vote using the telephones, computers and/or tablets provided (Form ND24) ;

- (e) Attending a Voter Help Centre during hours identified in paragraph (c) with an interpreter, who will have to take the appropriate oath(s) and having the interpreter vote using the telephones, computers and/or tablets provided (Form ND24); or
 - (f) Attending a Voter Help Centre during hours identified in paragraph (c) and requesting the assistance of an Election Official, who may provide assistance only after the appropriate oath(s) has been taken (Form ND24).
- (3) Bylaw 2022-42 establishes dates and times for advance voting and reduced hours of voting for residents in Retirement and Long-Term Care Homes as per Section 46(3) of the Act.

13. SCRUTINEERS AND CANDIDATES

- (1) Scrutineers may be appointed, in writing, by a Candidate, as stated under Section 16 of the Act.
- (2) Upon request and after producing the properly signed form (Form ND 22) and prescribing to the oath(s) of secrecy (Form ND 25), Scrutineers may attend the Voter Help Centre during hours of operation to observe the process.
- (3) Candidates and appointed Scrutineers, have the following rights:
 - (a) To enter the Voter Help Centre location fifteen (15) minutes prior to the official opening in order to; verify that all votes cast are at zero (0) as described in Subsection 10(3) of this document, and to sign the reports, however, the actions of the Scrutineer shall not in any way delay the opening of the Voter Help Centre.
 - (b) To be present at the time and place where results are received by the Clerk including signing the document that indicates the final results and votes cast. No copy of the final results will be provided until posted at the Municipal Office located at 636 St. Lawrence St. Winchester, Ontario, and/or other designated areas as determined by the Clerk.
- (4) Restrictions apply to Scrutineers and to Candidates:
 - (a) Attempting directly or indirectly to interfere, influence or to determine how an Elector is voting or intends to vote.
 - (b) Displaying a Candidate's Election Campaign Advertisement in the Voter Help Centre or on the property of the Voter Help Centre.

- (c) Compromising the secrecy of the voting.
 - (d) Interfering or attempting to interfere with an Elector who is voting.
 - (e) Limiting discussion with Electors as to not intimidate other Electors on site.
 - (f) Obtaining or attempting to obtain, in the Voter Help Centre, any information about how an Elector intends to vote or has voted, and communicating any information about how an Elector intends to vote or has voted.
 - (g) Scrutineers and Candidates shall be required to wear an identification as issued to them by the Clerk. The identification will indicate that they are acting in the capacity of a Scrutineer. No other identification, badges, buttons or clothing with symbols or writing which may identify a particular Candidate will be permitted in the Voter Help Centre.
 - (h) Only one Scrutineer may be present at the Voter Help Centre. When a Candidate arrives at the Voter Help Centre, the Scrutineer connected to that Candidate will be required to leave the location, as the Candidate is considered to be a Scrutineer.
- (5) Scrutineers who do not follow the instructions of the Clerk or Election Official, or who attempt to interfere, influence or determine how an Elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend the Voter Help Centre.
- (6) Use of a cellular telephone or any other electronic device shall not be permitted within the Voter Help Centre by any Candidate or Scrutineer.

14. SYSTEM

- (1) The integrity of the voting process shall be the responsibility of the Clerk of the Township and shall be preserved by:
- (a) Ensuring that every Elector on the Voters' List is mailed, using first-class mail, a sealed Voter Information Letter which contains the Elector's unique PIN;
 - (b) Ensuring that no one except the Service Provider, the Clerk of the Township, or designate, maintains a list of PINs that matches each Elector's name and address;

- (c) Providing an opportunity for Electors who do not appear on the Voters' List to be added to the list, or to make amendments to the list, up to and including Voting Day on October 24, 2022, at 8:00 p.m.; and
 - (d) Establishing and enforcing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of the person's identity and qualification as an Elector in the Township.
- (2) The telephone/Internet voting system shall be tested at least once prior to the commencement of the Voting Period. The test(s) shall include, but not be limited to, the following:
- (a) checking the verbal content and the wording of the Script;
 - (b) checking the Voter Help Centre telephone(s) and Internet access;
 - (c) attempting to use a PIN more than once;
 - (d) balancing a predetermined number of votes with those cast;
 - (e) matching PINs to names and addresses;
 - (f) checking the system which is used for activating PINs; and
 - (g) deliberately entering the wrong information.
- (3) All Candidates are to provide to the Clerk the proper pronunciation of their name, in English and in French, if applicable including the spelling of their name, no later than September 16, 2022.
- (4) The Clerk may appoint an auditor who will assist the Clerk to help ensure the Municipal and Elections is conducted in accordance with the Act.
- (5) If the Clerk appoints an auditor then the Clerk will amend these procedures to provide for the responsibilities and actions to be undertaken by the auditor and shall immediately notify all certified candidates.

15. CAMPAIGN MATERIAL /SIGNS

Section 12 of the Act prescribes that a Clerk who is responsible for conducting an election may provide for any matters or procedures that are necessary or desirable for conducting the election and that is not otherwise provided for in an Act, or regulation.

- (1) The *Municipal Elections Act, 1996* prohibits display of a Candidate's campaign material or literature in a Voting Place. A Voting Place shall be the entire property on which a Voting Place is located, including parking areas.
- (2) The following restrictions shall apply to Municipal Election Signs:
 - (a) No election sign shall be larger than 4 feet by 4 feet (1.3 metres);
 - (b) No election sign shall be located within 150 feet (45.72 metres) of any voting place, including the parking lot and road allowance in front of any voting place;
 - (c) No election sign shall be located within 300 feet (91.44 metres) of the driveway entrance to the North Dundas Municipal Office;
 - (d) No election sign shall be posted in the Township of North Dundas for a candidate in another jurisdiction;
 - (e) No election sign shall be placed on any tree, post, utility pole, fence or attenuation wall on any municipal property;
 - (f) No election signage shall be placed so as to:
 - (i) obstruct the visibility of any pedestrian or driver;
 - (ii) obstruct the visibility of any traffic sign or device;
 - (iii) interfere with vehicular traffic in any manner; or,
 - (iv) obstruct openings required for fire or medical emergencies.
 - (g) No election sign shall be posted on private property without the express consent of the owner.
- (3) Where election signs have been posted in contravention to these Policies and Procedures, the Clerk may notify the owner, Candidate or their agent to remove the sign.

Reference Appendix "B" Public Nuisance Sign Bylaw 53-2013 with respect to election signs, and Appendix "C" for County Property Sign Restrictions.

16. THIRD PARTY ADVERTISEMENTS

- (1) Third Party Advertisements are regulated under Section 88 of the Act.

17. CORRUPT ELECTION PRACTICES

- (1) Sections 89 and 90 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
- (2) Although the Township will be using an alternative voting method, being telephone/Internet voting, the principles and the integrity of the election process will remain and is enforceable.
- (3) No person(s) shall solicit a Voter Information Letter from an Elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
- (4) In addition, under the provisions of Section 90 of the Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.
- (5) 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 form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
- (6) All Candidates, Scrutineers or/and their election team are prohibited to help or assist an Elector to vote during the Voting Period including, but not limited to, their door-to-door campaign as this can be perceived as an illegal and corrupt election practice.
- (7) As such, the Clerk of the Township in this alternative form of voting, has established to the following regulations:
 - (a) THAT all complaints about actions which may contravene the provisions of the Act, either verbally or written, will be investigated by the Clerk.
 - (b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police.
 - (c) THAT the Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation.
 - (d) THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, may communicate with the Crown Attorney’s Office to determine if an individual(s) will be prosecuted.

- (e) THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
- (f) THAT a complaint may be made directly to the Detachment Commander of the Ontario Provincial Police if the complainant so desires.

18. MAIL TAMPERING

- (1) The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- (2) Since the Township will be using an alternative voting method, that being Telephone/Internet voting, and the notification of the voting process and how Electors can access the telephone/Internet voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the *Criminal Code of Canada*.
- (3) As such and in order to ensure the integrity and confidence of the voting process for all Electors and the Candidates, the Clerk of Township in this alternative form of voting has agreed to the following regulations:
 - (a) THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk.
 - (b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police.
 - (c) THAT the Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation.
 - (d) THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, may communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
 - (e) THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
 - (f) THAT a complaint may be made directly to the Detachment Commander of the Ontario Provincial Police if the complainant so desires.

19. RESULTS

- (1) The Service Provider shall keep its public Internet and telephone voting open until 8:00 p.m. on Monday, October 24, 2022, and the Township's Voter Help Centre shall stay open until the Clerk of the Township confirms that all Electors in the Voter Help Centre at 8:00 p.m. on Monday, October 24, 2022, have completed voting. It shall be noted that the Elector who has connected to the telephone/Internet voting system, and entered their valid credentials just prior to 8:00 p.m. will be permitted fifteen (15) minutes (if required) to complete their vote. The voting activity could be completed earlier if no Electors are in the system actively voting prior to the fifteen (15)-minute shutdown.
- (2) The Clerk of the Township, at 8:00 p.m. on Monday, October 24, 2022, shall not permit any person to enter the Voter Help Centre and after all Electors within the Voter Help Centre have voted, shall request the close and deactivation of the telephone/Internet voting service and shall also request the tabulation of the results for each Candidate. The final results of each Candidate shall be available after 8:00 p.m. at the Municipal Office located at 636 St. Lawrence Street, Winchester, Ontario.
- (3) The Clerk shall report the "unofficial results" when received from the Service Provider as soon as practicable after 8:00 p.m. on Monday, October 24, 2022, at the Municipal Office located at 636 St. Lawrence Street, Winchester, Ontario, including any other location as deemed appropriate by the Clerk.
- (4) Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the Act concerning "Recounts", the Clerk shall on Tuesday, October 25, 2022, at 1:00 p.m. at the Municipal Office located at 636 St. Lawrence Street, Winchester, Ontario.
 - (a) declare the Candidate or Candidates, as the case may be, who received the highest number of votes to be elected; and
 - (b) declare the result of any vote on a bylaw or question.
- (5) The "official results" of each Candidate shall be available at the Municipal Office located, as soon as possible after Voting Day. Also, the Clerk shall post the "official results" results on the Township's website.

20. TIED VOTE – RECOUNT PROCEDURES

- (1) In the case of a tied vote, as provided under Section 56 of the Act, the Clerk of the Township shall request from the Service Provider a re-tabulation of the votes cast.

- (2) Pursuant to Subsection 61(1) of the Act, the following persons will be authorized to attend the recount:
 - (a) the Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Township's lawyer;
 - (b) every Candidate for the office;
 - (c) the lawyer for each of the Candidates; and,
 - (d) only one (1) Scrutineer for each of the Candidate.
- (3) Pursuant to Subsection 56(2) of the Act, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the Municipal Elections, and therefore the recount shall occur on or before 10:00 p.m. on Wednesday, November 7, 2022, at the Municipal Office.
- (4) The Clerk shall request the Service Provider to re-tabulate the results for the office(s) that are subject to the recount. The Service Provider shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) as soon as possible.
- (5) Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Act shall apply, being as follows:

"If the recount indicates that two or more Candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful Candidate or Candidates by lot".
- (6) In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
 - (a) The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or the Candidates' lawyer and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates.
 - (b) The Clerk shall inscribe the name of each Candidate on a similar size paper and the Candidates, the Candidates' lawyer and/or Scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot.
 - (c) Upon acceptance by all Candidates, the Candidates' lawyer and/or Scrutineer, the process outlined in paragraphs a) and b) above have

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

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

21. AFTER VOTING DAY

- (1) At no time shall Electors' personal information and PINs come together to allow anyone to know how an Elector has voted.
- (2) All election materials shall be destroyed in accordance with the principles of Section 88 of the Act.

22. FINANCIAL STATEMENT

- (1) Candidates and registered third parties shall file a financial statement and auditor's report either electronically or in printed format with the Clerk, as per Sections 88.25 and 88.29 of the Act.
- (2) In accordance with Section 88.30 of the Act, the filing date for financial statements and auditor's reports is the last Friday in March following the elections, which is March 31, 2023.
- (3) Section 88.11 of the Act allows Municipalities to establish a Contribution Rebate Program to allow for payment of rebates to individuals who made contributions to candidates for office on municipal Council. This program is voluntary and the Township has not established a Contribution Rebate Program.

23. USE OF CORPORATE RESOURCES

- (1) Public funds are not to be used for any election related purposes, including the promotion of, or opposition to the candidacy of a person for elected office. The Act prohibits the municipality from making contributions in any form, which includes its assets, resources and employees. Please reference Policy 70-2018, attached as Appendix "D" for full details. This Policy applies to members of council and its local boards, municipal and local board employees, registered election candidates (including acclaimed candidates), registered third parties and members of the public.

24. COMPLIANCE AUDIT COMMITTEE

- (1) The Act requires municipalities to establish a Compliance Audit Committee before October 1 of an election year for the purposes of this Act to deal with complaints regarding the election campaign financing.
- (2) Council shall approve the appointment of members by bylaw.

25. ACCESSIBILITY

- (1) Accessibility is regulated under Section 12.1 of the Act. The Township's Election Accessibility Plan is attached as Appendix "E".

26. EMERGENCIES

- (1) Pursuant to Section 53 of the Act, the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the Municipal Elections being conducted in accordance with the Act.
- (2) The Clerk may declare an emergency if the Clerk is of the opinion that circumstances have arisen that are likely to prevent the Municipal Elections being conducted in accordance with the Act. This authority relates not only to the conduct of the vote but also to any aspect of the election process.
- (3) In the event of an emergency, the Clerk shall post notices to the extent possible that the Municipal Elections have been delayed, and shall make such arrangements as he/she considers advisable for the conduct of the Municipal Elections.
- (4) In the event of an emergency, the Service Provider under direction from the Clerk, shall stop the telephone/Internet voting system from accepting calls via a telephone and connections from the Internet, thus preventing the Municipal Elections from continuing, or starting, as the case may be.

- (5) If required, the Clerk may consider alternate options for the following:
 - (a) reporting result;
 - (b) notification of Electors;
 - (c) Election Officials;
 - (d) Voting Period (delay of Voting Day, extension of voting hours or days(s)); and/or
 - (e) Alternate voting places or alternate facilities.
- (6) If any part of the voting for an office is not completed, do not release the results until the voting for that office is completed.
- (7) The arrangements made 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.
- (8) The emergency continues until the Clerk declares that it has ended.
- (9) In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend to the election details.

27. INDEX OF FORMS

- (1) The following forms and notices have been approved for use by the Township in the election process:

PRESCRIBED FORMS	
FORM NUMBER	DESCRIPTION
Form 1	Nomination Paper
Form 2	Endorsement of Nomination
Form 3	Appointment for Voting Proxy
Form 4	Campaign Financial Statement
Form 5	Financial Statement – Subsequent Expenses
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration (Question on the Ballot)
Form 8	Financial Statement – Auditor’s Report (Question on the Ballot)
Form 9	Declaration of Identity
* <i>These forms are available from the Ministry of Municipal Affairs and Housing website and on the Township’s website</i>	

NON-PRESCRIBED FORMS	
FORM NUMBER	DESCRIPTION
Form EL10	Duties, Appointment and Oath – Election Official
Form EL11	Duties, Appointment and Oath – Election Assistant
Form EL15	Application to Amend Voters’ List
Form EL18A	Declaration of Qualifications Municipal Candidates
Form EL19	Withdrawal of Nomination
Form EL26	Oath of Qualification
Form ND02	Consent to Release Personal Information
Form ND10	Candidate’s Declaration - Proper Use of Voters’ List
Form ND22	Appointment of Scrutineer by Candidate
Form ND23	Estimated Maximum Campaign Expenses
Form ND23B	Estimated Maximum Amount of Contributions Own Campaign
Form ND24	Oral Oath of Friend or Interpreter / Assistance
Form ND25	Oral Oath of Secrecy
Form ND42	Application to Re-Issue Voter’s Information Letter Voter (Lost and Unused)
Form ND43	Application to Re-Issue Voter’s Information Letter Voter (Impersonator)

- (2) Additional forms to those identified above may be approved by the Clerk of the Township for the Municipal Elections. Copies of approved forms are available on the Township’s website or upon request from the Clerk or his/her designate

28. AMENDMENTS TO PROCEDURES

- (1) The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be posted on the procedures contained herein. A copy of any amendment will be posted on the Township Website.

APPENDIX “A”



MUNICIPAL ELECTION 2022 CANDIDATE INFORMATION

(revised April 29, 2022)

This manual has been prepared for the purposes of supplying information, which will be of assistance to persons intending to stand for elected office for the Township of North Dundas Council.

It is important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references.

Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are qualified to be elected and not disqualified by law.

For more information, we recommend consulting the [Ministry of Municipal Affairs' 2022 Candidate's Guide – Ontario municipal council and school board elections.](#) (link is external)

IMPORTANT DATES

May 2, 2022 to August 19, 2022

- Nominations may be filed

May 12, 2022

- Candidates information session, 2 Mille Roches Road, Long Sault in the South Stormont Community Hall, 6 p.m. – 8 p.m.

August 19, 2022

- Nomination Day: Nominations accepted until 2:00 p.m.
- Last day for Withdrawal of Nomination up until 2:00 p.m.

August 22, 2022

- Certification of Nomination Papers by Clerk and list of Candidates posted

September 1, 2022

- Revision period for Voters' list begins. Voters' list reproduced for candidates and other authorized persons (if requested)

September 26, 2022

- Maximum Campaign Expenses and Contributions - Own Campaign Calculation provided

October 19-21, 2022

- Advanced Voting - Voter Help Centre at the Municipal Office will offer telephone and internet voting services from 9:00 a.m. to 4:30 p.m. daily.

October 22 & 23, 2022

- Advanced Voting - Voter Help Centre at the Municipal Office will be open to assist voters from 10:00 a.m. to 2:00 p.m.

October 24, 2022

- Voting Day (10:00 a.m. to 8:00 p.m.) Voting Services offered at Municipal Office

November 15, 2022

- Term of Office commences

November 29, 2022

- Inaugural Meeting (Oath of Office)

January 3, 2023

- Last Day of Regular Campaign Period - Notification of Extension of Campaign due to Clerk

March 31, 2023

- Deadline for filing initial Financial Statements

ELECTED OFFICES - TOWNSHIP OF NORTH DUNDAS

At this election, members will be elected for a 4-year term commencing November 15, 2022, for the following offices:

Mayor - one (1) elected at large
Deputy Mayor - one (1) elected at large
Councillors – three (3) elected at large
School Board Trustee - one (1) elected per board

WHO CAN BE A CANDIDATE

A person is entitled to be a candidate for Mayor, Deputy Mayor or Councillor if he or she:

- is a resident of the Township of North Dundas, or an owner or tenant of land, or the spouse of such an owner or tenant;
- is a Canadian citizen;
- is at least 18 years old; and,
- is not legally prohibited from voting.

WHO CANNOT BE A CANDIDATE

- a person who is serving a sentence of imprisonment in a penal or correctional institute
- a corporation
- a person acting as an executor or trustee or in any other representative capacity
- a person who ceases to be a Canadian citizen
- a person who is not a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality
- an employee of the municipality or local board unless he or she takes an unpaid leave of absence beginning the day the employee is nominated and resigns if elected to the office
- a judge of any court, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada

- a person who is prohibited from voting in an election according to the *Municipal Elections Act, 1996* or the *Municipal Act, 2001*
- a person who has violated financial requirements for filing financial information in a previous election

*Despite the above disqualification, MPs, MPPs and Senators may be nominated for municipal office without having to resign their current seat in parliament. However, by 2:00 p.m. on Nomination Day, MPs, MPPs and Senators will be required to resign their current seat should they wish to continue to seek municipal office.

Note: It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated

NOMINATION INFORMATION

To run for the office of Mayor, Deputy Mayor, Councillor, or School Board Trustee, candidates must file a prescribed nomination paper. Nomination Papers will be available online and at the North Dundas Municipal Office beginning **April 25, 2022**.

Things needed for filing:

- A completed [Nomination Paper \(Form 1\)](#)
- A completed [Endorsement of Nomination \(Form 2\)](#) containing signatures of 25 voters supporting your nomination (not required for School Board Candidates)
- Pay the nomination filing fee: Office of Mayor - \$200 and all other Offices - \$100. Nomination filing fees are refundable if the candidate's financial statement and auditor's report are filed on or before **March 31, 2023 at 2 p.m.**
- Provide Proof of Identity using valid government issued ID

How to file:

Nomination papers must be filed by the candidate, in person, or by an agent acting on the candidate's behalf, at the North Dundas Municipal Office, during regular office hours starting **May 2, 2022**. An agent filing the nomination papers will be required to provide proof of identity.

Nomination Papers can be submitted up until **August 19, 2022, at 2 p.m.**

Nomination Papers are public documents and are available for inspection in the Clerk's Office.

When can candidates start campaigning and advertising?

Once a candidate has filed their nomination form, they can begin campaigning and advertising. The campaign period ends on January 3, 2023 unless a candidate withdraws his/her nomination or the Clerk rejects the nomination; in which case the campaign period ends on the day of withdrawal or the day of the rejection, as the case may be. A candidate who wishes to withdraw his or her nomination must notify the Clerk in writing before 2 p.m. on August 19, 2022. The candidate must file his or her withdrawal or statement in person and may be required to provide identification.

The candidate will still be required to submit a financial statement (due no later than March 31, 2023, at 2 p.m.) covering all financial transactions up to the time of the withdrawal.

If the candidate has a deficit at the time the campaign period would otherwise end (January 3, 2023), the period may continue provided the candidate notifies the Clerk on or before March 31, 2023 of his/her intention to extend the period. To extend a campaign, a candidate must:

- file a [Notice of Extension of Campaign Period - Form 6 \(link is external\)](#) on or before Tuesday, January 3, 2023, and,
- submit the form in person to the Municipal Office during regular office hours.

The extended campaign period will continue until the earliest of the following:

- the deficit is erased;
- the candidate notifies the Clerk in writing they are no longer accepting any contributions; or,
- the end of the Supplementary Campaign Period on Friday, June 30, 2023.

Candidates that extend their campaign must submit two financial statements by the statutory deadline dates as follows:

- Initial financial statement must be filed on or before Friday, March 31, 2023 at 2 p.m.
- Supplementary financial statement must be filed on or before Friday, September 29, 2023 at 2 p.m.

30-day grace period and late filing fee:

Candidates who miss the financial statement filing deadlines (2 p.m. on Friday, March 31, 2023, for the initial filing; 2 p.m. on Friday, September 29, 2023, for the supplementary filing) can still submit their statement up to 30 days later provided that they pay a \$500 late filing fee.

The grace period for the initial financial statement filing ends at 2 p.m. on Monday, May 1, 2023.

The grace period for the supplementary financial statement filing ends at 2 p.m. on Monday, October 30, 2023.

The \$500 late filing fee can be paid via cash, debit card, certified cheque or money order payable to the Township of North Dundas.

ELECTION CONTRIBUTIONS AND EXPENSES

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in the municipal elections. As well, the Act requires the candidate to report the contributions received and expenses incurred during the campaign period. For detailed information respecting contributions and allowable expenses, in addition to referring to the Act, please refer to [Ministry of Municipal Affairs' 2022 Candidate's Guide – Ontario municipal council and school board elections.](#) (link is external)

Campaign contribution limits:

Individuals may contribute a maximum of \$1,200.00 to a single candidate. This includes the value of any goods or services donated to the campaign. Individuals may not contribute more than \$5,000.00 in total to candidates running for offices on the same council or school board. Any contribution of money must come directly from the contributor.

Contributions greater than \$25.00 may not be made in cash. All contributions above \$25.00 must be made by cheque, money order, or by a method that clearly shows where the funds come from.

Under the *Municipal Elections Act, 1996*, candidates are required to inform each of their contributors of these contribution limits.

There is a limit on how much a candidate running for municipal council and their spouse can contribute to their own campaign.

The contribution limit is calculated based on the number of Electors who are eligible to vote for each office. The following formula is used to calculate the limit that a candidate running for municipal council, and their spouse, can contribute to their own campaign:

- Candidates running for Mayor: \$7,500.00 plus 20 cents per Elector, to a maximum of \$25,000.00; and,
- Candidates running for Deputy Mayor or Councillor: \$5,000.00 plus 20 cents per Elector, to a maximum of \$25,000.00

The Clerk shall issue a revised self-spending limit to each candidate no later than September 26, 2022. The following is an **estimate** based on the 2018 numbers of Electors as provided by MPAC:

Office	Electors	Calculations	Estimated Self-Spending Limit
Mayor	8,323	\$7,500.00 + (8,323 x.20)	\$9,164.60
Deputy Mayor	8,323	\$5,000.00 + (8,323 x.20)	\$6,664.60
Councillor	8,323	\$5,000.00 + (8,323 x.20)	\$6,664.60
School Board Trustee (Ward 7)	13,773	\$5,000.00 + (13,773 x.20)	\$7,754.60

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. If you do not spend any money and do not receive any contributions of money, you do not have to open a campaign bank account.

What are the campaign spending limits?

The *Municipal Elections Act* provides for the following spending limits:

- A candidate running for Mayor can spend \$7,500.00 plus \$0.85 per Elector entitled to vote for the office.
- A candidate running for another office can spend \$5,000.00 plus \$0.85 per Elector entitled to vote for the office.

The Clerk shall issue a statement of maximum campaign expenses to each candidate no later than September 26, 2022. The following is an **estimate** based on the 2018 numbers of Electors as provided by MPAC:

Office	Electors	Calculations	Estimated Spending Limit
Mayor	8,323	\$7,500.00 + (8,323 x.85)	\$14,574.55
Deputy Mayor	8,323	\$5,000.00 + (8,323 x.85)	\$12,074.55
Councillor	8,323	\$5,000.00 + (8,323 x.85)	\$12,074.55
School Board Trustee (Ward 7)	13,773	\$5,000.00 + (13,773 x.85)	\$16,707.05

FINANCIAL STATEMENTS

Initial Financial Statements:

Candidates are responsible for filing a complete and accurate [Financial Statement - Auditor's Report Candidate - Form 4](#) (link is external) by Friday, March 31, 2023, at 2 p.m. The statement covers the period from the day the candidate filed their nomination forms until Tuesday, January 3, 2023.

Any candidate who filed a nomination form must file an initial financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

All initial financial statements must be filed by the candidate or by an agent acting on the candidate's behalf, in person at the Elections Office. Initial financial statements may not be faxed, mailed or emailed, as an original signature is required. If an agent of the candidate is filing the initial financial statement, the forms must be fully completed by the candidate prior to filing.

The candidate or the agent filing the initial financial statement will be required to present proof of identity.

A candidate must notify the City Clerk, in writing, of any Court extension by 2 p.m. on Friday, March 31, 2023. Penalties will commence at 2:01 p.m. on Friday, March 31, 2023.

Candidates will not receive a refund of their nomination fee unless they file their initial financial statement by the deadline.

THE VOTERS' LIST

Copies of the Voters' List will become available to candidates for their use, upon written request, on Thursday, September 1, 2022.

Candidates who received an original copy of the Voters' List will be provided with the interim list of changes to the Voters' List by Thursday, September 26, 2022.

The Voters' List is to be used for election purposes only and any other use would be in violation of the *Municipal Elections Act, 1996*.

To receive a copy of the voters' list, candidates must submit a completed Voters' List Request Form (Form EL 14) available from the Clerk.

ELECTION SIGNS

- (2) The *Municipal Elections Act, 1996* prohibits display of a Candidate's campaign material or literature in a Voting Place. A Voting Place shall be the entire property on which a Voting Place is located, including parking areas.
- (3) The following restrictions shall apply to Municipal Election Signs:
 - (h) No election sign shall be larger than 4 feet by 4 feet (1.3 metres);
 - (i) No election sign shall be located within 150 feet (45.72 metres) of any voting place, including the parking lot and road allowance in front of any voting place;

- (j) No election sign shall be located within 300 feet (91.44 metres) of the driveway entrance to the North Dundas Municipal Office;
 - (k) No election sign shall be posted in the Township of North Dundas for a candidate in another jurisdiction;
 - (l) No election sign shall be placed on any tree, post, utility pole, fence or attenuation wall on any municipal property;
 - (m) No election signage shall be placed so as to:
 - i) obstruct the visibility of any pedestrian or driver;
 - ii) obstruct the visibility of any traffic sign or device;
 - iii) interfere with vehicular traffic in any manner; or
 - iv) obstruct openings required for fire or medical emergencies.
 - (n) No election sign shall be posted on private property without the express consent of the owner.
- (4) Where election signs have been posted in contravention to these Policies and Procedures, the Clerk may notify the owner, Candidate or their agent to remove the sign. Please reference Public Nuisance Sign Bylaw No. 53-2013, available on the Township's website for more information.

Placement of Election Signs along County Roads:

1. Election signs are permitted in the County Right-of-Way; however these signs must be:
 - a) located as far away from the travelled portion of the road as possible (back slope of ditch/ close to the fence line);
 - b) installed away from interSections and driveways to allow for proper sightlines;
 - c) erected in a way that does not interfere with roadway maintenance activities such as grading or mowing;
 - d) installed with a quick breakaway system (metal push rods or lumber framing no greater than 4" nominal thickness)
2. Election signs are not to be attached to any existing signs, posts or utility poles within the right of way and must conform to specifications listed in the Ontario Traffic Manual – Book 7. Signs installed with wood posts greater than 4" nominal thickness are not considered temporary.
3. Any signs that do not meet the standards noted above will either be relocated to an appropriate spot adjacent to where it was previously erected or carefully removed and brought to the nearest County Patrol Garage. If the County is required to remove

a sign, it will contact the campaign office to advise where the sign can be picked up.

4. When erecting signs within the right-of-way, please keep in mind that election signs, are to be removed at the candidate's expense within 48 hours after the day of the election.

Parking

The municipal office parking lot has designated parking for individuals with disabilities that are clearly posted and located close to the entrance to the voting area.

Entrance

The entrance to the municipal office voting area is level leading to the entrance door. Doors to the municipal office have automatic door opening devices or will be propped open in a safe manner. They are wide enough to accommodate a wheelchair or other mobility devices.

Interior

Access to the interior voting area is level. Carpeting and doormats are level with the floor to prevent potential tripping hazards. The voting area is well lit and seating shall be made available.

Accessible Voting Booth

The voting area will be low in height and have a wide area to allow individuals using mobility aids to vote independently and secretively.

Voting Assistance

Persons with disabilities may be accompanied by a support person within the voting area or staff can assist the voter in casting their vote. Voting area staff shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance.

Accessible Voting Technologies

Voting areas will have a computer for internet voting that will assist voters with disabilities in casting their votes with independence and privacy. Staff will be available to assist voters upon request. Support persons and service animals will be accommodated.

INTERNET VOTING

Internet voting allows voters to vote through secured internet services. This method provides for easy voting for persons with a variety of disabilities. This format allows individuals to cast their vote with independence and privacy as voters have the option of using the assistive tools they have on their own computer.

This method of voting is designed to encourage voter participation as voters don't have to attend a physical location to cast their ballot and accessibility and privacy for persons with disabilities is maximized.

TELEPHONE VOTING

Telephone voting allows voters to vote through secured telephone services which provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy. Land lines or cell phone can be used to vote, the method is compatible with assistive devices. Voters can register their vote selection with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

ASSISTANCE TO CANDIDATES

The 2022 Election will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2022 Municipal and School Board Procedures Manual, available on the municipal website or from the Clerk's Office and can be made available in an alternative format upon request.

Please contact us at 613-774-2105 or njohnston@northdundas.com if you require your Candidate Package in an accessible format.

Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Service Animals/Support Persons

Candidates are permitted to be accompanied by a service animal and/or support person at all designated election locations.

Campaign Expenses

Expenses that are incurred by a candidate with a disability that are directly related to the disability and would not have been incurred but for the election to which the expenses relate are excluded from the permitted spending limit for the candidate.

FEEDBACK PROCESS

Feedback is encouraged and any received will be reviewed by the Clerk and appropriate action will be taken to remove barriers or provide accommodation if necessary.

The information received on the Accessible Customer Service Feedback Form will be summarized in the post-election Election Accessibility Report and will be used to improve accessibility measures in future municipal election.

APPENDIX “B”

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

PUBLIC NUISANCE SIGN BYLAW

BYLAW 53-2013

AND WHEREAS Section 11(2) of the Municipal Act 2001, S.O. 2001 c. 25, as amended, ("Municipal Act") authorizes a lower-tier municipality to pass bylaws with respect to the economic, social and environmental well-being of the municipality, as well as the health, safety and well-being of persons;

AND WHEREAS Section 11(3)(7) and Section 99 of the Municipal Act authorize a lower-tier municipality to pass bylaws with respect to structures including fences and signs;

AND WHEREAS Section 128 of the Municipal Act authorizes the council of a local municipality to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances;'

AND WHEREAS Section 128 of the Municipal Act provides that the opinion of council made under that Section of the Act is not subject to review by any court if it is arrived at in good faith;

AND WHEREAS the Council of the Corporation of the Township of North Dundas ("Council") has passed Community Improvement Plan Bylaw 13-2013 in an effort to enhance the commercial core areas of the municipality;

AND WHEREAS wire stands used in yard type signs posted on road allowances can pose a risk to the health, safety and well-being of persons clearing road side ditches;

AND WHEREAS there has been a proliferation of temporary signs being erected on public road allowances, including traffic signal poles, traffic signage poles and streetlighting poles within the public road allowances throughout the Township;

AND WHEREAS Council finds such proliferation of signs on public road allowances, including those signs on traffic signal poles, traffic signage poles, streetlighting and utility poles within the public road allowances throughout the Township to be public nuisances, as they constitute a safety hazard by distracting pedestrians and motorists, interfere with the daily activities of residents, and undermine the aesthetic qualities of the Township;

NOW THEREFORE the Council of The Corporation of the Township of North Dundas ENACTS the following:

1. Definitions:
 - (a) "Municipality" means the Township of North Dundas and the United Counties of Stormont, Dundas, & Glengarry.
 - (b) "Municipal Property" means any property including a highway as defined in s. 26 of the Municipal Act, 2001 that is under the jurisdiction of the Municipality.
 - (c) "Official Sign" means a sign erected or placed or authorized for erection or placement by the Government of Canada, the Government of Ontario or the Municipality or expressly permitted by this bylaw.
 - (d) "Sign" means any device, structure or medium that uses any colour, form, graphic, illumination, symbol or writing to convey information of any kind to the public, and includes a poster.
 - (e) "Unauthorized Sign" means a sign that is not an Official Sign.
 - (f) "Utility Pole" means a utility pole; traffic signal pole, traffic signage pole, light standard owned or controlled by the Municipality, Hydro One, Bell Canada or any other public utility.

2. Except for an Official Sign no person shall affix, attach or display or cause the display or attachment of any Sign on a Utility Pole or Municipal Property unless authorized by the Municipality.

3. Notwithstanding Section 2, the following Signs are permitted and deemed to be Official Signs provided that such signs shall comply with all other requirements of this Bylaw:
 - (a) federal and provincial; election Signs placed for or on behalf of a candidate or political party provided such signs are removed within one week following the election date;
 - (b) real estate Signs;
 - (c) open house Signs;
 - (d) auction Signs advertising a single date ;
 - (e) sandwich board Signs located on the sidewalk immediately in front of to the business advertised;
 - (t) civic address identification Signs;
 - (g) Signs placed by religious or charitable organizations or other recognized public service organizations;
 - (h) Signs erected to advertize a particular event (ie. Art on the Waterfront Festival, Dairyfest, Plowing match, exhibitions, and fair signs, and signs placed by similar organizations) including banners or signs used to identify a special event endorsed or sponsored by a municipality;
 - (i) garage sale Signs for single date garage sales that will or are taking place.

Except that no Official Sign other than as set out in (a) above shall be erected on any Utility Pole.

4. The following signs on Municipal Property are specifically prohibited:
 - (a) an Official Sign located so as to obstruct the view of any pedestrian or motor vehicle driver so as to cause an unsafe condition;
 - (b) an Official Sign interfering with or obstructing the view of an authorized traffic sign, traffic signal, or official sign or any sign capable of being confused with such a traffic sign, traffic signal or official sign; and
 - (c) an Official Sign located within a sight triangle.

5. The following persons are hereby authorized to remove and dispose of Signs that are not Official Signs , subject to any conditions as noted below:

Authorized Persons	Conditions of Authorization
Mayor and Members of the Township of North Dundas Council and all Township employees	May remove and dispose of Unauthorized Signs.
All property owners and occupiers	May remove and dispose of any Unauthorized Signs that are found on the public property abutting the property owner/occupiers' private property.
All residents of the Township of North Dundas	May remove and dispose of Unauthorized Signs, subject to entering into an authorization agreement with the Township in a form satisfactory to the Director of Planning, Building and Enforcement or designate.

6. The Director of Planning, Building and Enforcement or designate is authorized to enter into appropriate agreements with residents of the Township of North Dundas to authorize such residents to remove Unauthorized Signs as defined in this Bylaw.

7. The Director of Planning, Building and Enforcement or designate may revoke the delegation of powers under an authorization agreement with the Township without cause in an unfettered exercise of discretion.

8. Nothing in this Bylaw shall affect the rights of any Township employees or other persons from enforcing any other applicable laws or bylaws, if such Township employees or persons are authorized to enforce such laws and bylaws.

9. **PENALTIES AND ENFORCEMENT**

- (a) Every person who contravenes any provision of this Bylaw is guilty of an offence and on conviction is liable to a fine of up to \$5,000.00.
- (b) Where notice is provided to the persons or persons who erected the Unauthorized Sign and the sign is not removed by the person within the 14 calendar days then this the violation of this bylaw shall be deemed a continuing offence each day following the expiry of the 14 calendar day notice period and the penalty referred to in (a) applies to each day.
- (c) Any Sign removed by the Municipality pursuant to this Bylaw shall be stored for thirty (30) days, unless:
 - (i) the Sign is redeemed by the owner of the sign or his agent pursuant; or
 - (ii) the size of the sign is 1.0m² (10 sq. ft.) or less, in which case the Director may direct that the Sign be destroyed or disposed of in any manner he deems fit at any time without further notice; or
 - (iii) the Sign is a banner, in which case the Director may direct that the sign be destroyed or disposed of in any manner he deems fit at any time without further notice.
- (d) Except for a Sign described in Subsections 9(c)(ii) and 9(c)(iii), the owner of a Sign or his agent may redeem a Sign that has been removed and stored by the Municipality by completing a signed acknowledgement and release on the prescribed form.
- (e) Any Sign that is stored by the Township for more than thirty (30) days and not redeemed by the owner of the Sign or his agent within that period of time may be destroyed or otherwise disposed of by the Director without further notice.

15; EFFECTIVE DATE

This Bylaw takes effect on October 9, 2013.

16. SHORT TITLE

This Bylaw may be referred to as the Public Nuisance Sign Bylaw.

ENACTED and PASSED this 8th day of October, 2013.

APPENDIX “C”



TRANSPORTATION AND PLANNING SERVICES

26 Pitt Street, Suite 223, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515 • Fax: 613-936-2913 • Email info@sdgcounties.ca www.sdgcounties.ca

April 20, 2022

Re: Placement of election signs along County Roads

Election signs are permitted in the County Right-of-Way; however these signs must be:

- located as far away from the travelled portion of the road as possible (back slope of ditch/ close to the fence line);
- installed away from interSections and driveways to allow for proper sightlines;
- erected in a way that does not interfere with roadway maintenance activities such as grading or mowing;
- installed with a quick breakaway system (metal push rods or lumber framing no greater than 4” nominal thickness)

Election signs are not to be attached to any existing signs, posts or utility poles within the right of way and must conform to specifications listed in the Ontario Traffic Manual – Book 7. Signs installed with wood posts greater than 4” nominal thickness are not considered temporary.

Any signs that do not meet the standards noted above will either be relocated to an appropriate spot adjacent to where it was previously erected or carefully removed and brought to the nearest County Patrol Garage. If the County is required to remove a sign, it will contact the campaign office to advise where the sign can be picked up.

When erecting signs within the right-of-way, please keep in mind that election signs, are to be removed at the candidate’s expense within 48 hours after the day of the election

The County thanks you for your cooperation in this matter. Please feel free to contact our office if you have any questions.

APPENDIX “D”

POLICY MANUAL	Policy No. 70-2018
For Township of North Dundas	Effective Date: March 14, 2018 Revised Date: April 28, 2022 Revised Date: May 3, 2022
Subject: Corporate Resources for Elections	Department: Council & Staff

Policy Statement:

The Corporation of the Township of North Dundas and its local boards are committed to ensuring accountable and transparent Election practices, relating to the use of Corporate resources. The *Municipal Elections Act, 1996*, establishes the election campaign finance rules for Candidates running in a municipal election. Public funds are not to be used for any election related purposes, including the promotion of, or opposition to the candidacy of a person for elected office. Furthermore, the municipality is prohibited from making contributions in any form, which includes its assets, resources and employees.

Scope:

This Policy applies to Members of Council and its local boards, Municipal and local board employees, registered Election Candidates (including acclaimed Candidates), Registered Third Parties, and members of the public.

Purpose:

The purpose of this Policy is to clarify that all Municipal Election Candidates, Members of Council, Registered Third Parties and Municipal Staff are required to follow the provisions of the Act about the use of Corporate resources for Election purposes. Where Municipal, Township or related terms are used, it shall also be read to include its local boards, as applicable.

This Policy also ensures that the Township's operations, events, and facilities are used for non-partisan purposes and are not used for Election campaign related purposes/activities.

DEFINITIONS

"Acclaimed" means a Candidate elected by acclamation pursuant to Section 37 of the Act.

"Act" means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, as amended.

"Campaigning" means a Municipal Election-related activity for supporting or opposing the Election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distribution of materials, advertising, display of signage, etc.

"Campaign-related materials" means those materials that promote or oppose the candidacy of a person for elected office.

"Candidate" means a person who has filed a nomination for an office pursuant to Section 33 of the Act, and includes a person who has filed a nomination for election to school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

"Clerk" means the Clerk of the Township or his/her designate.

"Council" means the Council of the Township.

"Member" means a Member of the Council of the Township and includes the Mayor of the Township.

"Nomination Day" means the deadline to file a nomination, for a regular Election.

"Staff" means all full-time and part-time persons hired by the Township, including but not limited to hourly employees, contract, temporary and students.

"Township" means The Corporation of the Township of North Dundas.

"Registered Third Party" means an individual, corporation or trade union that is registered with a local municipality under s. 88.6 of the Act

"Corporate/Municipal resources" means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Township including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Municipal IT systems and resources, databases, social media, intellectual property, and supplies.

"Voting Day" means, in the case of a regular Election, the fourth Monday in October in the year of the Election or in the case of a by-election, the 45th day after Nomination Day, as noted in Section 5 and Subsection 65(4) of the *Municipal Elections Act*, 1996, as amended.

POLICY

General Provisions:

In accordance with the provisions of the Act:

- a) Corporate resources and funding may not be used for any Election-related purposes;
- b) Staff may not canvas or actively work in support of a Municipal Candidate

or third party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave;

- c) Municipal facilities/property may not be used for any Election related purposes, which includes displaying of any campaign related signs or materials on such premises unless all Candidates are afforded the same opportunity.

Specific Regulations:

The following, if supplied by the Township, shall be discontinued for all Members of Council throughout the period from May 1st of the Municipal Election year until Voting Day, inclusive or in the case of a Municipal By-Election, for the period 60 days prior to and inclusive of Voting Day, for any Members running as Candidates in the By-Election:

- a) All forms of advertising, including advertising in Municipal publications;
- b) All printing, photocopying and distribution, including printing and general distribution and display of newsletters;
- c) The ordering of any stationery or office supplies or furnishings unless approved by the Clerk;
- d) Links to Council Member-related web sites or social media links;
- e) The posting of information relating the activities of Council or any Member of Council on the Municipal website or other online platforms owned or operated by the Township of North Dundas, excluding the minutes of Council and committee meetings. Only the photos and contact phone and/or email posted for each Member of Council at the commencement of each term shall remain on the Corporate website.

To avoid any confusion with any website or social media accounts used for Council work, Members of Council who choose to create or use their own websites or social media accounts shall throughout the period from May 1st of the Municipal Election year until Voting Day, inclusive or in the case of a Municipal By-Election, for the period 60 days prior to and inclusive of Voting Day, for anyone running as Candidates in the by-Election:

- a) Include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used either solely for Council work, for both Council work and Election campaign purposes, or solely for Election campaign purposes;
- b) Include the statement in clause a) for as long as the website or account is accessible by the public.

Members of Council shall not:

- Print or distribute any material paid for by municipal funds that illustrates that a Member of Council or any other individual is registered in any Election or where they will be running for office;
- Profile (name or photograph), or refer to, in any material paid for by Municipal

funds, any individual who is registered as a Candidate in any Election;

- Print or distribute any material using municipal funds that refers to, or contains the names, photographs, or identifies registered Candidates for Municipal Elections;
- Use the Municipal website, Municipal logo, domain names and other social media sites that are funded, owned or operated by the Township of North Dundas for campaigning/advertising or as a substitute to distributing newsletters or flyers throughout the period from May 1st of the Municipal Election year until Voting Day, inclusive or in the case of a Municipal By• Election, for the period 60 days prior to and inclusive of Voting Day;
- Use the Township's voicemail system to record Election-related messages;
- Use the Township's computer network (including the Municipal email system) for Election-related correspondence;
- Where it is impractical for Council Members to discontinue their use of municipally issued mobile devices, such as cell phones, they shall report the usage to the Clerk and reimburse the Township for those services that exceed the normal levels.
- Use any photographs produced for and owned by the North Dundas or any photos taken utilizing Municipal equipment or sent through Municipal email accounts for any Election-related purposes;
- Use Municipal property or staff in any campaign photos or images unless all Candidates are afforded the same opportunity. Photos/images of external Municipal facilities are permitted. Photos/images of internal Municipal facilities are not permitted;
- Use any Corporate facility/property for any election-related purpose unless the rental fee, as established by the Township of North Dundas, and the rental of such is available to all Candidates and third parties. Notwithstanding the foregoing, no facility/property shall be rented or used for any Municipal Election-related purpose by Members of Council, Candidates, third parties, or the public during any day that voting is taking place on the property, including set-up, hosting, or take-down activities;
- Benefit from the use of any Corporate pricing established under the Township's purchasing Policy;

The Clauses above shall also apply to registered Candidates, third parties and the public.

Staff Involvement:

Staff, are discouraged from assisting with or any involvement in Municipal Election campaigns, including posting Election signs on their property, phone and e-mail solicitations, signing nomination papers, distribution of brochures and wearing Candidate buttons; due to a perceived conflict of interest.

Staff, including full time, part time, contract, temporary and students employees shall:

- a) Behave in a manner that is impartial, fair and unbiased toward all registered Candidates and third parties;
- b) Consult with their direct Supervisor prior to agreeing to perform any task requested by a Member of Council, registered Candidate, or third party that exceeds their normal duties or could be construed as contributing to an Election campaign;
- c) Not rent any corporate facility/property for any Municipal Election-related purpose to Members of Council, Candidates, third parties, or the public during any day that voting is taking place anywhere on the property, including set-up, hosting, or take-down activities;
- d) Take care to separate personal activities from their official positions and shall not canvas or actively work in support of a Candidate or third party during normal working hours unless on a leave of absence without pay, lieu time, float day or vacation leave;
- e) Request and obtain a leave of absence without pay should they wish to run for Federal, Provincial or Municipal office and abide by the respective legislation governing such Elections.

Staff may be involved in Provincial and Federal campaigns if this involvement does not affect the objectivity with which they must discharge their duties as a representative of the Township.

POLICY MANAGEMENT

Staff are authorized and directed to take the necessary action to give effect to this Policy.

Nothing in this Policy shall preclude a Member of Council from performing their duties as a Councillor, nor inhibit them from representing their constituents.

The Clerk is delegated the authority to make administrative changes to this Policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Policy during an Election period.

Reference:

Municipal Elections Act, 1996 SDG Clerks

Approved by Council on March 13, 2018 resolution# 23

Updated by the Director of Corporate Services/Clerk – April 28, 2022

Revised by the Director of Corporate Services/Clerk – May 3, 2022

APPENDIX "E"



Election Accessibility Plan

2022 Municipal Election

This Plan is for use in the 2022 Municipal Election in conjunction with the Municipality's current Accessibility Plan and IASR Standards.

Nancy Johnston
Director of Corporate Services/Clerk May 31, 2022

Table of Contents

Introduction	3
Staff Training and Election Assistance	3
Provision of Election Information.....	3
Notice of Temporary Service Disruption	4
Staff Assistance	4
Assistance to Electors	4
Accessible Voting area.....	4
Parking	5
Entrance.....	5
Interior	5
Accessible Voting Booth	5
Voting Assistance.....	5
Accessible Voting Technologies.....	5
Internet Voting.....	6
Telephone Voting.....	6
Assistance to Candidates.....	6
Service Animals/Support Persons.....	6
Campaign Expenses	7
Feedback Process	7

INTRODUCTION

The *Municipal Election Act*, (MEA), Section 12.1 (1) places responsibility on the Clerk to have regard to the needs of the Electors and candidates with disabilities.

The municipal election will be conducted in a manner that shall ensure that Candidates and Electors with disabilities have full and equal access to all election information and services including the voting area at the municipal office. The election shall be conducted in a manner that ensures that persons with disabilities are able to vote independently and privately with access to voting assistance if required.

Section 12.1 (2) of the MEA requires the Clerk to 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. Additionally, within ninety (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 and shall make the report available to the public.

STAFF TRAINING AND ELECTION ASSISTANCE

All staff carrying out election duties have completed Accessible Customer Services in compliance with the Municipality's Accessibility Plan and will complete specific Election Training to recognize and ensure that persons with disabilities are served in a way that accommodates their individual needs. Training will include:

- How to interact/communicate with persons with various types of disability;
- How to interact with persons with disabilities who use assistive devices, require the assistance of a support person or a service animal;
- How to clearly explain internet and telephone voting;
- What to do if a person is having difficulty accessing election information or services; and,
- How to provide voter assistance if requested.

Provision of Election Information

Election information will be provided to Electors and candidates with disabilities in an alternative format agreed upon between the requester and the Clerk.

Page 3

Notice of Temporary Service Disruption

The Clerk shall provide public notice on the municipal website and in the local media if there is a temporary disruption in the delivery of election information or services. The Notice shall include the reason for the disruption, the expected duration and an explanation of alternative methods of delivering the information or service. Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

Staff Assistance

Contact information for assistance:

Telephone: 1-800-795-0437 or 613-774-2105

Email: njohnston@northdundas.com

In Person: Clerk's Office

636 St. Lawrence St. Winchester, ON

Mail: Township of North Dundas

P.O. Box 489

636 St. Lawrence Street, Winchester, ON K0C 2K0

ASSISTANCE TO ELECTORS

The 2022 Election will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2022 Municipal and School Board Procedures Manual, available on the municipal website or from the Clerk's office and can be provided in an alternative format upon request.

Please contact us at 613-774-2105 or njohnston@northdundas.com if you require your Voter Information Package in an accessible format. Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Accessible Voting Area

Section 45(2) of the MEA requires that the Clerk shall ensure that each voting place is accessible to Electors with disabilities. An accessible voting area located at the Municipal Office, 636 St. Lawrence Street, Winchester will be available to voters throughout the voting period during regular office hours and on Election Day until 8 p.m.

Parking

The municipal office parking lot has designated parking for individuals with disabilities that are clearly posted and located close to the entrance to the voting area.

Entrance

The entrance to the municipal office voting area is level leading to the entrance door. Doors to the municipal office have automatic door opening devices or will be propped open in a safe manner. They are wide enough to accommodate a wheelchair or other mobility devices.

Interior

Access to the interior voting area is level. Carpeting and doormats are level with the floor to prevent potential tripping hazards. The voting area is well lit and seating shall be made available.

Accessible Voting Booth

The voting area will be low in height and have a wide area to allow individuals using mobility aids to vote independently and secretively.

Voting Assistance

Persons with disabilities may be accompanied by a support person within the voting area or staff can assist the voter in casting their vote. Voting area staff shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance.

Accessible Voting Technologies

Voting areas will have a computer for internet voting that will assist voters with disabilities in casting their votes with independence and privacy. Staff will be available to assist voters upon request. Support persons and service animals will be accommodated.

INTERNET VOTING

Internet voting allows voters to vote through secured internet services. This method provides for easy voting for persons with a variety of disabilities. This format allows individuals to cast their vote with independence and privacy as voters have the option of using the assistive tools they have on their own computer.

This method of voting is designed to encourage voter participation as voters don't have to attend a physical location to cast their ballot and accessibility and privacy for persons with disabilities is maximized.

TELEPHONE VOTING

Telephone voting allows voters to vote through secured telephone services which provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy. Land lines or cell phone can be used to vote, the method is compatible with assistive devices. Voters can register their vote selection with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

ASSISTANCE TO CANDIDATES

The 2022 Election will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2022 Municipal and School Board Procedures Manual, available on the municipal website or from the Clerk's Office and can be made available in an alternative format upon request.

Please contact us at 613-774-2105 or njohnston@northdundas.com if you require your Candidate Package in an accessible format.

Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Service Animals/Support Persons

Candidates are permitted to be accompanied by a service animal and/or support person at all designated election locations.

Campaign Expenses

Expenses that are incurred by a candidate with a disability that are directly related to the disability and would not have been incurred but for the election to which the expenses relate are excluded from the permitted spending limit for the candidate.

FEEDBACK PROCESS

Feedback is encouraged and any received will be reviewed by the Clerk and appropriate action will be taken to remove barriers or provide accommodation if necessary.

The information received on the Accessible Customer Service Feedback Form will be summarized in the post-election Election Accessibility Report and will be used to improve accessibility measures in future municipal election.

Page 7