



**Township of Muskoka Lakes  
2022 Municipal Election  
Procedures**

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## **Welcome Candidates, Third Party Advertisers and Electors**

Municipal Elections are conducted in accordance with the *Municipal Elections Act, S.O. 1996*, as amended, hereinafter referred to as “the MEA”. The Township of Muskoka Lakes will be using alternative voting methods pursuant to s.42 of the MEA, being Internet/Telephone Voting (By-law No. 2021-062).

The procedures and forms contained in this document have been developed as required by the MEA, and will be revised as deemed necessary by the Clerk up to and including Voting Day.

The Clerk, if deemed necessary, at any time, up to and including Voting Day, may amend procedures, documents, etc. Notice of amendments to the procedures will be emailed to each Candidate and Third Party Advertiser to the address shown on filed Nomination Forms / Notice of Registration Forms and posted on the Township of Muskoka Lakes website ([www.muskokalakes.ca](http://www.muskokalakes.ca)).

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

The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Candidates, third party advertisers and electors must satisfy themselves through their own determination that they have complied with the MEA.

If the contents of this document or other municipal documents (by-laws, policies) do not provide for a matter, the process and procedures as set out in the MEA and prescribed regulations shall prevail.

Questions with respect to these procedures may be directed to:

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Director of Legislative Services/ Municipal Clerk  
Township of Muskoka Lakes  
#1 Bailey Street, P.O. Box 129  
Port Carling, Ontario, P0B 1J0  
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Cheryl Hollows  
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Township of Muskoka Lakes  
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## **A. INTRODUCTION**

### **Important Dates**

The 2022 Municipal Election will be held on **Monday October 24, 2022** ending at **8:00 pm**.

The Term of Office is four years, beginning on November 15, 2022, and ending November 14, 2026.

Unofficial results will be prepared and posted at the Township Municipal Office and on the Township's website at [www.muskokalakes.ca](http://www.muskokalakes.ca) (as soon as possible after 8:00 p.m.). There will not be an unofficial announcement event.

The nomination period for candidates is May 2, 2022 to August 19, 2022 at 2:00 pm.

Third Party Advertisers may register from May 2, 2022 to October 21, 2022 during office hours.

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

### **Principles Guiding Municipal Elections**

The following principles were considered during the development of the MEA, its amendments and the planning and delivery of the 2022 Municipal Election by Municipal agencies:

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

## **B. ELECTORS**

### **Qualification of Electors**

On Voting Day, a person is qualified to be an Elector if he or she:

- Resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant,
- Is a Canadian citizen,
- Is at least 18 years old, and
- Is not prohibited from voting because he or she:
  - Is serving a sentence of imprisonment in a penal or correctional institution.
  - Is a corporation.
  - Is acting as an executor or trustee or in any other representative capacity.
  - Was convicted of a corrupt practice described in Section 90(3) of the MEA.

**IT IS THE RESPONSIBILITY OF THE ELECTOR TO ENSURE THEY ARE QUALIFIED.**

Trailer owners in campgrounds are considered tenants and may therefore vote if they are entitled to use the land on Voting Day, or for at least six weeks in the year of the election. Fractional property owners are considered owners.

A tenant or owner of property under a fractional or time share contract are not entitled to vote unless the person(s) are entitled to use the land, on voting day or for a period of six weeks or more during the calendar year in which voting day of the election is held.

### **Students**

Students who reside away from home may vote in both places (in the municipality where they attend school and where their family resides) as long as the family residence is their permanent residence.

### **Homeless Persons**

Persons without a permanent residence may qualify to be added to the voters' list during the revision period provided that they can identify a place within the Township of Muskoka Lakes where they frequently return to eat and sleep during the five weeks preceding.

## **C. CANDIDATES**

### **Offices for Municipal Council and School Board Trustees**

The following offices are to be elected in the 2022 Municipal Elections:

<b>Municipal Council</b>	
<b>The following Municipal Council Nominations are to be filed with the Clerk from the Township of Muskoka Lakes.</b>	
<b>Mayor</b>	One (1) to be elected at large by all voters in the municipality
<b>District and Township Councillor – Ward A / Ward 1</b>	One (1) to be elected by all voters in Ward A / Ward 1
<b>Township Councillor – Ward A / Ward 1</b>	Two (2) to be elected by all voters in Ward A / Ward 1
<b>District and Township Councillor – Ward B / Ward 2</b>	One (1) to be elected by all voters in Ward B / Ward 2
<b>Township Councillor – Ward B / Ward 2</b>	Two (2) to be elected by all voters in Ward B / Ward 2
<b>District and Township Councillor – Ward C / Ward 3</b>	One (1) to be elected by all voters in Ward C / Ward 3
<b>Township Councillor – Ward C / Ward 3</b>	Two (2) to be elected by all voters in Ward C / Ward 3



NOTE: That for the purposes of the 2022 Municipal Election, the Township of Muskoka Lakes is divided into the following three electoral wards; Ward A / Ward 1, Ward B / Ward 2, and Ward C / Ward 3. The foregoing complies with the legislative designations under the former District of Muskoka Act, now the Municipal Act, and the corresponding Ward designations assigned by the Municipal Property Assessment Corporation for computer tracking and tallying purposes.

<b>School Board Trustees</b>		
<p><b>Trillium Lakelands District School Board</b>  <b>English - Public</b>            One (1) to be elected to represent the <u>Town of Gravenhurst, Townships of Georgian Bay and Muskoka Lakes</u></p>		
<p>Nominations are to be filed with the Clerk, Town of Gravenhurst.</p>		
<p><b>Simcoe Muskoka Catholic District School Board (Area 5)</b>  <b>English - Separate</b>            One (1) to be elected to represent the <u>District of Muskoka and Parry Sound Area</u>, specifically:</p>		
<p>Town of Bracebridge            Town of Huntsville            Township of Carling            Township of Lake of Bays</p>	<p>Township of McKellar            Township of Seguin            Town of Gravenhurst            Town of Parry Sound</p>	<p>Township of Georgian Bay            Municipality of McDougall            Township of Muskoka Lakes</p>
<p>Nominations are to be filed with the Clerk, Town of Bracebridge.</p>		
<p><b>Conseil scolaire public du Nord-Est de l'Ontario (Sector A)</b>  <b>French - Public</b>            One (1) to be elected to represent:</p>		
<p>Town of Bracebridge            Town of Huntsville            Municipality of Whitestone            Township of Carling            Township of Lake of Bays            Township of McKellar            Township of Seguin            Municipality of East Ferris            Nipissing Combined School Boards            Township of McMurrich/Monteith            Township of Perry</p>	<p>Town of Gravenhurst            Town of Parry Sound            Township of The Archipelago            Township of Georgian Bay            Municipality of McDougall            Township of Muskoka Lakes            West Parry Sound School Board            Municipality of Magnetawan            Township of Strong            Township of Machar            South River Village            Town of Kearny            Township of Armour</p>	<p>Township of Nipissing            East Parry Sound School Board            Township of Papineau-Cameron            Municipality of Mattawan            Town of Mattawa            Municipality of Calvin            Township of Bonfield            Township of Chisholm            Township of Joly            Township of Ryerson            Municipality of Powassan            Municipality of Callander            Village of Sundridge            Village of Burks Falls</p>

Nominations are to be filed with the Clerk, Municipality of East Ferris. <u>Each</u> municipality located greater than 100 kilometres from the Municipality of East Ferris will receive nominations from individuals residing in their municipality.		
<b>Conseil scolaire catholique MonAvenir (Region of Simcoe-Muskoka)</b> <b>French - Separate</b> One (1) to be elected to represent:		
City of Barrie Town of Bracebridge Town of Collingwood Town of Huntsville Town of Midland Town of Parry Sound Town of Wasaga Beach Township of Carling Township of Essa Township of Essa – Essa CFB - Part	Township of Lake of Bays Township of McKellar Township of Oro-Medonte Township of Seguin Township of Springwater Township of Tiny City of Orillia Town of Bradford West Gwillimbury Town of Gravenhurst Town of Innisfil Town of New Tecumseth	Town of Penetanguishene Township of Adjala-Tosorontio Township of Adjala-Tosorontio – Tosorontio – CFB - Part Township of Clearview Township of Georgian Bay Township of McDougall Township of Muskoka Lakes Township of Ramara Township of Severn Township of Tay
Nominations are to be filed with the Clerk, City of Barrie.		

### Qualification of Candidates

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

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

- A Canadian citizen
- At least 18 years of age
- A resident in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant
- Not legally prohibited from voting
- Not disqualified by any legislation from holding municipal office
- Obtain at least 25 signatures from individuals eligible to vote in an election for an office within the municipality on the day they signed the endorsement (Not required for School Board Trustee Candidates.)

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

To run for **School Board Trustee**, the person must be:

- A Canadian citizen
- At least 18 years of age
- A resident in the area of jurisdiction of the board
- Eligible to be an Elector for the school board in which the person is a candidate
- Not legally prohibited from voting
- Not disqualified by any legislation from holding office

To be a candidate in an **English-Language Public District School Board**, a candidate must:

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

To be a candidate in an **English-Language Separate District School Board**, a candidate must be Roman Catholic who must:

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

To be a candidate in a **French-Language Public District School Board**, the candidate must be a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

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

To be a candidate in a **French-Language Separate District School Board**, a candidate must be Roman Catholic and a French-language rights holder (see the Charter for criteria) who must:

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

## **Nominations**

A person can only become a candidate during the Nomination Period. The Nomination Period starts on **Monday May 2, 2022** and ends on **Friday August 19, at 2:00 p.m.** The time for close of Nominations will be confirmed using the National Research Council Official time signal at (613) 745-1576. Nomination papers will not be accepted after the deadline.

A nomination must be signed by the candidate and may be filed in person or by an agent (no fax or email - appointment required) during regular business hours (8:15 a.m. to 4:00 p.m., weekends and Statutory Holidays excluded) between Monday May 2, 2022 through to **2:00 p.m.** on Friday August 19, 2022 (Nomination Day). On Nomination Day, Candidates must make their presence known to the Clerk prior to 2:00 p.m.

Potential candidates are required to make an appointment with the municipality to ensure availability of staff to receive their nomination. Appointments will be provided in accordance with the current public health guidelines and Township's access to municipal facilities procedures.

Nominations may be made by completing and filing in the office of the Clerk, nominations on the prescribed Nomination Paper - Form 1 and accompanied by the Declaration of Qualification for Municipal Council, the prescribed Endorsement of Nomination Form 2 (25 or more endorsements), acceptable identification (showing proof of name and qualifying address - reference Voter Identification Form), and the prescribed nomination filing fee of \$200 for the Head of Council and \$100 for all other offices. The filing fee is payable by cash, certified cheque, money order or debit.

All nomination documentation **MUST** contain original signatures.

Nomination Paper - Form 1

Declaration of Qualification - Municipal Council Candidates

Notice to Candidates – Endorsement of Nomination – Form 2

Endorsement of Nomination - Form 2 (25 or more endorsements required)

Freedom of Information Release - Municipal Council Candidate

Acknowledgement and Undertaking - Use of Municipal Resources Policy

Candidate's Declaration Proper Use of Voters' List

Notice to Candidates of Penalties and Requirements for Refund of Nomination Filing Fee

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

A candidate, or agent for the candidate, may withdraw their nomination by completing a physical Withdrawal of Nomination form and filing it in person with the Clerk's Office before 2:00 p.m., August 19, 2022. A candidate must present identification with the proper form to the election official. The time for Withdrawal of Nominations will be confirmed using the National Research Council Official time signal at (613) 745-1576. Withdrawal of Nomination papers will not be accepted after the deadline. If a Withdrawal of Nomination form is received by an agent, the Clerk will contact the candidate to confirm receipt of withdrawal.

#### Form- Withdrawal of Nomination

A candidate is entitled to receive a refund of the nomination fee if they file their financial statements by 2:00 p.m. on March 31, 2023. If a candidate withdraws their nomination, they are still required to submit financial statements showing all contributions and expenses, including the nomination fee, from the day they filed the nomination paper until the day they withdrew from the office. For more information regarding financial statements, see **Section J. Post-Election**.

## Candidate's Names

The following rules shall apply regarding candidate's names:

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

## Nomination Papers Filed

A list of nomination papers filed (non-certified) will be amended and posted on the Township of Muskoka Lakes website as soon as possible after filing.

**Form - Nomination Papers Filed (non-certified)**

## Certify or Reject Nominations

It is the responsibility of the candidate to ensure they meet all of the qualifications and file proper nomination papers, prior to 2:00 p.m. on August 19, 2022.

Under the MEA, the Clerk is required to reject or certify nominations of candidates on or prior to 4:00 p.m. on August 22, 2022, the Clerk will examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the MEA, the Clerk will certify the nomination paper. The Clerk may consider the following criteria in their decision to reject or certify individual nominations:

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk.
- The candidate does not satisfy the requirements of the MEA, as amended (the candidate is not qualified to hold office or is otherwise prohibited by law from being nominated).
- The nomination form is not complete in its entirety or the prescribed filing fee has not been paid.
- The candidate's name does not appear on the Voters' List.
- The necessary financial statement was not filed for any office in the previous regular election or any new election in which the individual may have been a candidate.

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

If not satisfied, the Clerk will reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and to all other candidates for that office. The Clerk's decision to certify or reject a nomination is final.

Once the nomination is certified, the candidate's name will be placed on the ballot unless the name is removed by a Court Order.

A list of certified Candidates will be posted on [www.muskokalakes.ca](http://www.muskokalakes.ca) as soon as possible after certification.

**Form - List of Certified Candidates**

### **Acclamations**

Candidates will be declared as acclaimed on August 22, 2022, after 4:00 p.m., if the number of certified candidates for an office is the same or less than the number to be elected.

**Form - Declaration of Acclamation to Office**

### **Death or Ineligibility of a Candidate**

If a certified Candidate dies or becomes ineligible before the close of voting:

- Resulting in an acclamation for an office, the election to such office is void and a by-election for the office will be held; or
- Resulting in one fewer Candidate but no acclamation, the Candidate's name will be removed from the ballot if the voting period has not commenced. If the voting period has commenced, the Clerk shall cause notice of the Candidate's death or ineligibility on [www.muskokalakes.ca](http://www.muskokalakes.ca).

**Form - Notice of Death – Ineligibility of Candidate**

### **Candidates - Maximum Campaign Expenses - Contributions**

Upon filing of Nomination Papers, candidates will be provided with an estimate of campaign spending limits using the number of Electors on September 15 for each respective office from the previous election. Maximum campaign expenses for the various offices are based on the voters' list and calculations outlined within the MEA and associated Regulations.

**Form - Certificate of Estimated Maximum Campaign Expenses/Contributions – Candidate**

No later than September 26, 2022, the Clerk shall provide each candidate, via email, with a certificate of maximum campaign expense and contribution limits based on the number of electors from the voters' list from the current election (2022 Municipal Election) as it existed on September 15, 2022.

**Form - Certificate of Maximum Campaign Expenses/Contributions – Candidate**

**Form – Certificate of Maximum Campaign Spending Limits - Registered Third Party**

Calculations are as follows:

### Maximum Campaign Expenses

Mayor	\$7,500 plus 85 cents for each Elector entitled to vote for the office
District or Township Councillor	\$5,000 plus 85 cents for each Elector entitled to vote for the office
School Board Trustee	\$5,000 plus 85 cents for each Elector entitled to vote for the office

Candidates - Estimated Calculations - Maximum Campaign Expenses  
Candidates - Final Calculations - Maximum Campaign Expenses

### Maximum amount for parties, etc., after voting day – Candidates

10% of the above calculated amounts

Candidates - Final Calculations - Maximum Campaign Expenses - Expressions of Appreciation

### Contributions to Candidate's Own Campaign

Mayor	\$7,500 plus 20 cents for each Elector entitled to vote for the office – to a maximum of \$25,000 per candidate
District or Township Councillor	\$5,000 plus 20 cents for each Elector entitled to vote for the office – to a maximum of \$25,000 per candidate
School Board Trustee	\$5,000 plus 20 cents for each Elector entitled to vote for the office – to a maximum of \$25,000 per candidate

Candidates Own Campaign - Estimated Calculations - Maximum Campaign Contributions  
Candidates Own Campaign – Final Calculation - Maximum Campaign Contributions

The Township of Muskoka Lakes does not issue contribution rebates.

### Campaigning

#### Prohibition of Canvassing / Advertising at Voting Locations

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

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

#### Right of Entry for Campaigners

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

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

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

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

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

### **Questions Regarding Campaign Processes**

Questions asked by candidates will be answered via an upload to a shared FAQ database located on the municipal website.

### **Use of Municipal Resources**

The use of municipal resources for election campaign purposes is strictly prohibited. Municipal resources include: items, services, supplies or resources which are the property of The Corporation of The Township of Muskoka Lakes, including but not limited to: materials, equipment, vehicles, facilities (including community centres, arenas, libraries, fire stations, public works yards, municipal office, health hub and other facilities, excluding public highways, roadways, sidewalk, and shoulders not prohibited under the Township’s current Election Sign By-law), land, technology, Township developed computer programs or technological innovations, databases, intellectual property, Township owned images, logos, coat of arms, chain of office, corporate crest, photos, videos, municipal uniforms, graphics, and any other item of Township intellectual property. These items are prohibited from use for any election related purposes or campaign promotional materials including, but not limited to signs, printed and electronic publications, flyers, brochures, e-mail, website, social media, business cards, postcards, letterheads, leaflets, posters, magnets and any other promotional items.

For more information, please refer to the Township’s Use of Municipal Resources Policy C-LS-13.



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

### **National Do Not Call List**

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

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

### **Candidates' Election Campaign Advertisements**

All candidate election campaign advertisements must be in compliance with the MEA at all times. The MEA does not contain restrictions on when a candidate may or may not advertise, however, a candidate must have filed their nomination paper before spending any money and the amount they may spend on their campaign is regulated.

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

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

### **Notice to Candidates, Registered Third Parties, Broadcasters and Publishers – Advertisements**

#### **Mandatory Information in Advertisement**

An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate.

#### **Mandatory Information for Broadcaster, etc.**

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

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

#### **Prohibition, Broadcaster or Publisher**

No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraph above (Mandatory information for broadcaster, etc.) have not been provided.

## Records

The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

- The information provided under the paragraph above (Mandatory information for broadcaster, etc.)
- A copy of the advertisement, or the means of reproducing it for inspection.
- A statement of the charge made for its appearance.

## Bank Account

- 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.
- If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.
- You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.
- All contributions – including contributions you make to yourself – must be deposited into the campaign bank account. All expenses must be paid for from the campaign account.
- The nomination fee is considered to be a personal expense, not a campaign expense.

### Municipal Election Campaign Bank Account - Candidates

## Scrutineers

A candidate may appoint scrutineers to represent him/her during the election process including attendance in the Election Help Centre on Election Day. The appointment shall be made using the Appointment of Scrutineer by Candidate form as signed by the candidate. When entering the Election Help Centre (within the municipal office or other designated vote counting location) the scrutineer will be asked to provide identification and their signed Appointment of Scrutineer by Candidate form. The scrutineer will be issued an identification badge which must be returned to the Election Official before leaving the Election Help Centre.

Not more than one candidate or one scrutineer representing each candidate may be in the vote counting location area in the Election Help Centre at any time.

All candidate representatives must take an Oral Oath of Secrecy at the vote counting location of the Election Help Centre.

Each scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form including but not limited to:

- Interact with Electors or interfere directly or indirectly with the voting process.
- Attempt to campaign or persuade an Elector to vote for a particular candidate.

- Obtain or attempt to obtain, in an Election Help Centre, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at an Election Help Centre about how an elector intends to vote or has voted.
- Situate themselves in the Election Help Centre outside of the designated area.
- Impede the operations in the Election Help Centre.
- Use a camera, cellular phone or other mobile device in the Election Help Centre.
- Compromise the secrecy of voting.
- Attempt to interfere with election staff in the discharge of their duties.

Campaigning or displaying campaign material or literature of any nature whatsoever within the Election Help Centre. The boundaries of the Election Help Centre are the boundaries of the entire property and include the parking lot. Candidates, supporters and scrutineers are NOT permitted to wear campaign material, hand out campaign material, or park a vehicle displaying campaign material in the parking lot of the Election Help Centre. Anyone breaking these rules will be required to remove the campaign material immediately and vacate the premises.

Any candidate, scrutineer, third party advertiser, agent or voter who by their actions creates a disturbance or interferes in any way with the proper conduct at the Election Help Centre or vote counting location, may be expelled from the location for such actions. An agent, candidate or scrutineer who is dissatisfied with the actions of election staff is invited to contact the Clerk to discuss the matter.

Scrutineers and / or candidates wishing to observe the final count must be at the vote counting centre prior to 8:00 pm on election night. No one will be admitted into the area after 8:00 pm.

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

**Appointment of Scrutineer by Candidate**  
**Oral Oath of Secrecy by Candidate or Scrutineer**

## **Election Finances**

Information regarding election finances and campaign contributions, including financial responsibilities of candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs' 2022 Candidates' Guide for Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry of Municipal Affairs and Housing website "<http://www.mah.gov.on.ca>".

The below information is provided for convenience:

- **Corporations** and **trade unions** are prohibited from contributing to an individual campaign. A corporation or trade union that contravenes the campaign financing provisions of the MEA, is liable to fines up to \$50,000. These types of organizations may contribute to third party advertisers' campaigns (see section D. Third party Advertisers, below).
- Candidates will be required to inform contributors of the contribution limits. A contributor is limited to a total of \$1,200 to any one candidate in an election and \$5,000 to two or more candidates for office on the same council or local board.

- An individual, including the candidate, who contravenes the provisions of the MEA, is liable to fines of up to \$25,000.
- 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. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.
- You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

All candidates are required to file a financial statement using the prescribed form. **Electronic submissions will not be accepted.** The received financial statements will be publically disclosed through the municipal website. For more information regarding financial statements, see **Section K. Post-Election.**

**Form - Financial Statement - Auditor's Report Candidate - Form 4**

**Form - Notice to Candidate of Filing Requirements**

**Form - Notice of Candidate and Third Party Information Session – Campaign Finances**

## **Candidates Module**

Candidates will receive a login ID and password permitting access to the Candidates Module after September 1, 2022. This program serves as access to the list of electors applicable to the candidate's electoral race. The Candidates Module permits authorized users to connect into the voters' list database to review elector list information (search, view, download) and to discern which electors have participated in the election. The program does not maintain information on how an elector has voted.

Candidates may continue to use the Candidates Module any time after the start of the voting period. A separate hard copy voter strike-off list will not be provided.

Candidates will be required to execute a declaration confirming that the list will be used only for the purpose of the 2022 Municipal Election. Upon the completion of the election event, access to the Candidate Module will be disabled.

**Form - Candidate's Declaration Proper Use of Voters' List**

## **D. THIRD PARTY ADVERTISERS**

Individuals, corporations and unions can register as third party advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise.

Third Party Advertisers may register with the municipality starting on Monday, May 2, 2022, and until Friday, October 21, 2022, during office hours. Third Party Advertiser registrations will not be accepted after the deadline.

No individual, corporation or trade union shall incur expenses for a third party advertisement unless the individual, corporation or trade union is registered with the municipality when the

expenses are incurred and advertisement appears. The expenses incurred in relation to third party advertisements cannot exceed the total expenses limits for the registered third party.

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

All Third Party Advertisers are required to file financial statements using the prescribed Ministry of Municipal Affairs form. Electronic submissions will not be accepted. The received financial statements will be publicly disclosed through the municipal website.

All notice of registration documentation **MUST** contain original signatures.

[Notice of Registration for Third Party Advertisers](#)

[Notice of Registration - Third Party - Form 7](#)

[Freedom of Information Release - Registered Third Party](#)

[Acknowledgement and Undertaking - Use of Municipal Resources Policy](#)

[Notice to Registered Third Parties of Penalties](#)

### **Third Party Registrations (Certified)**

A list of certified Third Party Registrations will be posted on [www.muskokalakes.ca](http://www.muskokalakes.ca) as soon as possible after filing. The list will be updated as new registrations are received.

[Registered Third Party Notices Filed \(certified\)](#)

### **Third Party Advertisements**

All registered third party advertisements must be in compliance with the MEA at all times. A third party advertiser must have filed their notice of registration before accepting contributions or incurring campaign expenses.

[Notice to Candidates, Registered Third Parties, Broadcasters and Publishers – Advertisements](#)

### **Restricted Period**

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (May 2, 2022) as a registered Third Party Advertiser in relation to the election and ends at the close of voting on voting day.

### **Mandatory Information in Third Party Advertisements**

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

The name of the registered third party.

- The municipality where the registered third party is registered.

- A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

### **Mandatory Information for Broadcaster, etc.**

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

- The name of the registered third party.
- The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party.
- The municipality where the registered third party is registered.

### **Prohibition, Broadcaster or Publisher**

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in the paragraph above (Mandatory information for broadcaster, etc.) have not been provided.

### **Records**

The broadcaster or publisher of a third party advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

- The information provided under the paragraph above (Mandatory information for broadcaster, etc.).
- A copy of the advertisement, or the means of reproducing it for inspection.
- A statement of the charge made for its appearance.

### **Bank Account**

- Every third party must open a bank account exclusively for the advertising campaign.
- An individual cannot use an existing personal bank account for campaign finances, even if they are planning a very small advertising campaign. A corporation or trade union may not use an existing account.
- All contributions – including contributions that the third party makes to itself – must be deposited into the third party advertising campaign bank account. All expenses must be paid for from the campaign account.
- There is no registration fee for third party advertisers.

### **Municipal Election Campaign Bank Account - Registered Third Parties**

### **Registered Third Parties - Maximum Campaign Expenses - Contributions**

Upon filing of Notice of Registration, third party advertisers will be provided with an estimate of campaign expense limits based on the number of electors from the voters' list from the previous election (2018 Municipal Election) as it existed on September 15.

### **Certificate of Estimated Maximum Campaign Expenses – Registered Third Party**

No later than September 23, 2022, the Clerk shall provide each third party advertiser, via email, with a certificate of maximum campaign expense limits based on the number of electors from the voters' list from the current election (2022 Municipal Election).

### Certificate of Maximum Campaign Expenses - Registered Third Party

Calculations are as follows:

#### Maximum Campaign Expenses

Registered Third Party    \$5,000.00 + \$0.05 per elector entitled to vote in the municipality  
to a maximum of \$25,000

Registered Third Party - Estimated Calculations - Maximum Campaign Expenses

Registered Third Party - Final Calculations - Maximum Campaign Expenses - Expressions of  
Appreciation

#### Maximum Campaign Expenses for Parties, etc., After Voting Day

10% of the above calculated amounts to a maximum of \$2,500

Registered Third Party - Final Calculations - Maximum Campaign Expenses - Expressions of  
Appreciation

#### Financial Statements

Financial statements of the Third Party Advertisers are required to be submitted to the Clerk of each municipality registered in by March 31, 2023 at 2pm. For more information regarding financial statements, see **Section K. Post-Election**.

Financial Statement - Auditor's Report Third Party - Form 8

Notice to Registered Third Party of Filing Requirements

Notice of Candidate and Third Party Information Session – Campaign Finances

Information regarding election finances and campaign contributions, including financial responsibilities of third party advertisers, is available in the Ministry of Municipal Affairs' 2022 Guide for Third Party Advertisers - Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry of Municipal Affairs and Housing website ([www.mah.gov.on.ca](http://www.mah.gov.on.ca)).

## **E. ELECTION SIGNS AND OTHER ADVERTISEMENTS**

### **Township of Muskoka Lakes**

Municipal election signage is regulated by Township By-law 2018-039, a by-law of the Township of Muskoka Lakes to regulate election signs in Municipal, Provincial and Federal Elections. Candidates, Third Party Advertisers and Electors should review the By-law to ensure compliance.

No candidate, registered third party or their agent or any other person shall affix, install or otherwise display an election sign except as specifically permitted in By-law 2018-039 or under prescribed legislation.



For full details, please reference Township Election Sign By-law 2018-039.

Those installing signs are encouraged to confirm compliance with the property owners in advance of positing the sign.

### **Ministry of Transportation**

For convenience, below is information regarding placing election campaign signs on Provincial properties, including laneways. Candidates are responsible for the authorized placement of their signs.

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

### **Rental Housing and Condominium Corporations**

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

### **Municipal Authority to Remove Advertisements**

Pursuant to Section 88.7 of the MEA, if a municipality is satisfied that there has been a contravention of section 88.3, 88.4 or 88.5 of the MEA, the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

This section of the MEA tasks the “municipality” with the responsibility. As the “municipality” is not a person, and as Council members may be candidates in the municipal election, By-law 2018-059 was passed to delegate authority with respect to Section 88.7 of the MEA to the Clerk who will manage contraventions based on receiving complaints.



## **F. INTERNET AND TELEPHONE VOTING**

By-law No. 2021-062 authorizes the Township of Muskoka Lakes to use internet and telephone voting for the 2022 Municipal Election. Internet voting allows an elector to cast an electronic ballot from their personal computer, tablet or smartphone from anywhere there is an internet connection (Wi-Fi or cellular). Alternatively, votes can also be cast with a telephone.

During the voting period, the Township Municipal Office (1 Bailey Street, Port Carling) will be designated as the Election Help Centre and will host access to the internet through voting stations with applicable voting equipment. The Election Help Centre will provide electors with the option of voting in a specified location, with the assistance of Election Officials, if assistance is deemed to be required by the elector. Other locations may be established as Election Help Centres.

Other municipal locations are available to provide internet access for individuals that do not have access to a computer device and/or internet service.

### **Overview of Internet/Telephone Voting Process**

*To ensure a secure election, access to the Online Voting portal will only be allowed from devices and browsers that meet modern encryption standards. Devices that do not meet the minimum requirements, will receive an error message that a connection could not be established, and as a result, Voters will need to use a device that meets the requirements or use alternative voting options such as telephone voting or in person at the Election Help Centre.*

Voting will commence on October 17, 2022, at 10:00 a.m. through to October 24, 2022, at 8:00 p.m.

Electors who have started the voting process prior to 8:00 p.m. on Monday October 24, 2022, but have not concluded will be permitted to proceed provided that the final vote is cast by 8:05 p.m.

If electors have opted to vote at the election help centre, they will be able to vote provided they are within the facility prior to 8:00 p.m. on Monday, October 24, 2022.

Below is an overview of the Internet / Telephone voting process:

1. Eligible electors, as identified on the Voters' List, will receive, through the mail, a sealed and personalized Voters Information Letter (VIL). This letter will direct electors to a designated website or telephone number, based on the desired method of voting.
2. At the designated website or through the identified telephone number, electors will enter their voter identification number, PIN as well as a validation criterion and then review the Oath. If all correct data is provided, electors will then be entered into the voting system.
3. Based on the eligible options for the elector (ward, school board), the voting system will offer the options for the various election races for the elector to cast their vote. The voting system permits electors to skip a category, under vote (select less than the permitted number of votes) or cast a blank ballot if that is their intent.

4. Following the elector's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming.
5. Once confirmed by the elector, the elector submits (casts) their vote. The voting process is complete. The elector will be struck off the voters' list and identified as having participated in the election process.

Once the voter PIN has been used to complete "all" races associated with the election, it cannot be used again and further access shall not be granted.

### **System Integrity**

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

1. Ensuring that every eligible elector on the Voters' List, as amended, receives a sealed VIL containing the voter's unique PIN;
2. Ensuring that no one except the Clerk, or designate, can access PINs that match each voter's name and address;
3. Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day.

### **Voter Information Letters (VILs)**

Voter Information Letters (VILs) will be printed and delivered through Canada Post to the mailing address of all eligible electors contained on the voters' list in advance of the voting period. In the case of an emergency, or at the discretion of the Clerk, alternative delivery methods may be utilized.

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

1. The elector's PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote;
2. Instructions on how to vote;
3. Dates and hours of voting;
4. The location and telephone number of the Election Help Centre;
5. Voter eligibility criteria; and
6. Information on illegal and corrupt practices under the MEA.

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

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

## Replacement PINs

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

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

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

[Application for Replacement Voter Information Letter \(VIL\)](#)  
[Application to Amend Voters' List - Form EL15](#)  
[Application for Removal of Deceased Person's Name from Voters' List](#)  
[Voter Identification](#)  
[Notice of Statutory Provisions Regulating Voting Procedures](#)

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

Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an [Application for Replacement Voter Information Letter \(VIL\) including the Declaration of Applicant](#) shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.

[Application for Replacement Voter Information Letter \(VIL\) – Declaration of Applicant \(Declaration of Applicant - For use only if Replacement VIL issued as a result of Use by Imposter.\)](#)

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

## Assistance for Electors

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

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

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

**Candidates or their scrutineers are not permitted to interpret for or assist any electors with the participation in the voting process.**

Oral Oath at Election Help Centre - Friend, Interpreter, Assistance

## **G. VOTERS' LIST**

The Preliminary List of Electors (PLE, framework for the voters' list) is provided to the Township of Muskoka Lakes from the Municipal Property Assessment Corporation (MPAC). Electors are encouraged to regularly contact MPAC to ensure their proper information, including birth date and mailing address, are correct for all applicable properties via MPAC's online VoterLookup.ca tool or call 1-866-296-6722.

By the date agreed upon by the Clerk and MPAC, which must be earlier than September 1, 2022 (or on July 31, 2022 if no date is agreed upon), MPAC will provide the Township with the PLE. The Clerk is required to correct and amend the database using information held by the municipality. The result is the Voters' List.

Certificate of Voters' List

### **Revisions to the Voters' List**

After the PLE has been distributed and corrected / amended by the Clerk, electors are encouraged to ensure they are on the voters' list with the correct information by contacting the Election Help Centre or using the internet voter look-up module at [www.muskokalakes.ca](http://www.muskokalakes.ca).

Electors may make application to be added to or amend the Voters' List up to and including Voting Day. Eligible voters who are not on the Voters' List will be able to be added to the list by filling out an Application to Amend Voters' List and providing proof of identity and residence. An electronic procedure to facilitate these requests may be established at a later date. Their name will be added to the Voters' List and they will be provided a VIL containing a PIN. For individuals who cannot provide the required identification, a Declaration of Identity (Form 9) may be completed.

Notice of this revision period shall be advertised a minimum of one time in the newspaper and on the Township of Muskoka Lakes website during this period.

The Clerk has the authority to remove a person's name from the Voters' List if the Clerk is satisfied that the person has died (without an application to change the Voters' List). The Clerk is also able to remove a deceased person's name from the Voters' List without a hearing, when an application has been filed.

Application to Amend Voters' List - Form EL15

Application for Removal of Deceased Person's Name from Voters' List

Voter Identification

Declaration of Identity - Form 9

Notice of Revision Period - Voters' List

## **VoterView Module**

By-law No. 2021-063 authorizes the Township of Muskoka Lakes to use voter list management services for the 2022 Municipal Election. The Township utilizes the Municipal VoterView module to manage and update the Voters' List on an ongoing basis. Only those Election Officials delegated authority to access the PLE and Voters' List will be provided access to the application.

An internet voter lookup interface of the module will be available to electors to determine whether they are on the Voters' List. Based on a query from a voter a "yes" or "no" confirmation will be provided.

## **Copies of Voters' List**

Upon written request to the Clerk, a copy of the Voters' List (through access to the Candidates Portal) shall be provided to:

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

## **H. ELECTION ADMINISTRATION**

### **Clerk's Authority**

The Clerk is responsible for facilitating the 2022 Municipal Election through the establishment of rules and procedures. The Clerk may appoint, in writing, Deputy Returning Officers and Election Officials to assist in the administration of the election process with duties including but not limited to:

- Revising the Voters' List;
- Receiving Nomination Papers;
- Administering Oaths;
- Assisting electors with internet/telephone voting at the Municipal Office and other locations as required;
- Assisting in the conduct, supervision and management of the Internet and Telephone Voting procedures; and,
- Assisting the Clerk and other Election Officials as required.

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

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

[Appointment and Oath of Deputy Returning Officer](#)  
[Appointment and Oath of Election Official](#)  
[Oath of Clerk](#)

Oath of Secrecy - Other  
Final Oath of Clerk, Deputy Returning Officer or Election Official

## **Secrecy**

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

## **Public Notice**

Any notice or other information that the MEA 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.

Notice of Nominations will be posted a minimum of one time prior to Nomination Day in the newspaper and on the municipal website. The Notice of Nomination for Office for School Board Trustees shall also be available in French. In the event of the need for an additional notice after the close of nominations, this public notice will be published electronically.

The Clerk shall give notice of the election (if one is required) as soon after Nomination Day as possible which will include a list of those candidates with certified nominations for each office. The notice shall be advertised a minimum of one time in the newspaper and on the municipal website.

The Clerk shall also provide notice that describes the method and timelines for the internet and telephone voting process. The notice shall be advertised a minimum of one time in the newspaper and on the municipal website.

- Notice of Nomination for Office - Municipal Council
- Notice of Nomination for Office - School Board Trustees (English Version)
- Notice of Nomination for Office - School Board Trustees (French Version)
- Notice of Additional Nominations
- Notice of Election
- Notice of Internet and Telephone Voting
- Notice to Electors

## **I. ACCESSIBILITY**

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

The Clerk shall ensure that the election help centre is accessible to electors with disabilities. At the discretion of the Clerk, special requests will be considered for an election official to travel

to a location with a mobile voting kiosk (i.e. laptop, table) to assist electors who require accommodations.

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

## **J. ELECTION DAY**

Prior to the activation of the system on October 17, 2022 at 10:00 a.m., the Clerk and those candidates/scrutineers in attendance shall confirm that content on the Zero Report (all applicable candidates listed, zero votes recorded). Candidates or their scrutineer in attendance will be asked to sign the Activation of the Voting System that attests to this fact.

### **Results of Election**

The Clerk, at 8:00 p.m. on October 24, 2022 shall arrange for the close and deactivation of the voting system. The Clerk shall then produce the results report. The Clerk, and the Deputy Returning Officer shall sign the report indicating the unofficial results and votes cast.

Unofficial results will be prepared and posted at the Township Municipal Office and on the Township's website at [www.muskokalakes.ca](http://www.muskokalakes.ca) (as soon as possible after 8:00 p.m.).

#### **Unofficial Election Results**

As soon as possible after Voting Day, the Clerk shall declare the candidates elected as a result of the election, and certify the results of the election.

#### **Declaration of Elected Candidates**

#### **Certificate of Election Results**

#### **Certificate of Election of Members to Muskoka District Council**

### **Recount**

In accordance with the MEA a recount shall be conducted in the same manner as the original count. Only a judge may provide that a recount be held in a different manner than the original count.

A recount will be permitted under the following circumstances, as included within the MEA:

- Where the counting of ballots resulted in a tie vote and one candidate will not be elected
- Where a municipality, local board or Minister of Municipal Affairs and Housing has passed a resolution to order a recount; or
- Where an electors' request have been granted by the Superior Court of Justice.

#### **Notice of Recount**

#### **Recount Results**

#### **Declaration of Recount Results**

## Emergency Situations

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election pursuant to Section 53 of the MEA.

- a. Power Failure: In the event of a power failure, the Township Office is equipped with a generator that will enable the continuation of the operation.
- b. Loss of Internet Access: In the event of a power failure or other issue which results in the loss of internet access, a Mobile Wireless Connection will be available on site at the municipal office to enable the continuation of access to the internet for the operation.
- c. Information and Technology: In accordance with the agreements entered into with both DataFix, for purposes of Voter List Management, and Simply Voting, for purposes of Internet and Telephone Voting, support, either on site or off site will be available. IT representation will also be available, either on site or off site, through the Township's agreement with Near North Business Machines for IT support.
- d. Mail Delivery: In the event of a postal strike, the Clerk shall determine how the VILs will be distributed.

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

### Declaration of Emergency

## K. POST ELECTION

### Financial Statements

Candidates and Third Party Advertisers are required to submit completed financial statements of campaign expenses using the prescribed forms to the Clerk. Completed statements are required to be submitted to the Clerk by March 31, 2023.

There are penalty provisions in the MEA that are applicable to candidates who fail to meet the disclosure and reporting requirements. If a candidate fails to pay over a surplus to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for or to be appointed to any office in Ontario until the next regular election. A candidate will be permitted to resubmit financial statements to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a candidate does not file their financial statement on time and is willing to pay a \$500 late filing fee, the candidate will be provided an additional 30 day grace period to file the financial statement. A candidate exercising this option will not be refunded their nomination filing fee.

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



The financial statements shall be available for viewing by the public on [www.muskokalakes.ca](http://www.muskokalakes.ca).

Financial Statement - Auditor's Report Candidate - Form 4

Financial Statement - Auditor's Report Third Party - Form 8

Financial Statement - Subsequent Expenses - Form 5

Notice of Extension of Campaign Period - Form 6

Notice to Candidate of Filing Requirements

Notice to Registered Third Party of Filing Requirements

Notice of Default - Candidate

Notice of Default - Registered Third Party

Notice to Candidates of Penalties and Requirements for Refund of Nomination Filing Fee

Notice to Registered Third Parties of Penalties

### **Clerk's Responsibility to Review Financial Statements**

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

### **Clerk's Report on Financial Statements**

As soon as possible after May 1, 2023, the Clerk will be required to provide a report and make it available on the Township's website, setting out all candidates in an election and indicating whether each candidate complied with financial reporting requirements.

### **Disposition of Records**

After one-hundred and twenty (120) days from declaring the results of the election (subject to a Judge's order or recount proceedings), the Clerk shall authorize the destruction of the applicable election records and be provided with written confirmation. The Clerk may also destroy all other documents and materials related to the election except those specified under the Act (e.g. financial statements filed by candidates).

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

Witness Declarations of Destruction of Records

**L. FORMS AND RESOURCES**

**Appendix A: Comprehensive Review of 2022 Municipal Election Timelines**

Note: MEA refers to the Municipal Elections Act

<b>DATE(S)</b>	<b>ACTION ITEM</b>
February 15, 2022	<b>MPAC TO PROVIDE POPULATION OF THE ELECTORAL GROUPS (PEG) REPORT NO LATER THAN FEBRUARY 15, 2018</b>
March to July 2022	<b>ENUMERATION</b> Conducted by the Municipal Property Assessment Corporation via web application (voterlookup.ca) or telephone 1-866-296-6722.
March 31, 2022	<b>BY-ELECTION</b> No By-Election shall be held to fill an office that becomes vacant after this date.
April, 2022	<b>PUBLISH NOTICE OF NOMINATION PERIOD (s.32)</b>
April 1, 2022	<b>CLERK TO PREPARE INFORMATION PACKAGES FOR CANDIDATES</b> Calculate preliminary maximum campaign expense limit based on the number of electors on the list of nomination date in the 2022 election.
April 4, 2022	<b>SCHOOL BOARD DETERMINATION AND DISTRIBUTION OF TRUSTEES</b> Deadline for school boards to provide Clerk with a copy of the report on determination and distribution of trustees (O.Reg 412/00).
April 5, 2022	<b>CANDIDATE INFORMATION SESSION</b> 6:30 p.m., Zoom Webinar, hosted in partnership with the Ministry of Municipal Affairs and Housing
April 30, 2022	<b>USE OF MUNICIPAL RESOURCES POLICY</b> Last day for municipalities and Local Boards to establish rules and procedures regarding use of municipal resources
May 2, 2022 to August 19, 2022 at 2:00 p.m.	<b>NOMINATION PERIOD</b> Nomination Papers for candidates for the 2022 Municipal Election may be filed during regular business hours. To book an appointment, call 705-765-3156 or email <a href="mailto:vote@muskokalak.es.ca">vote@muskokalak.es.ca</a>

DATE(S)	ACTION ITEM
June 1, 2022	<p><b>PROCEDURES</b> Clerk to establish procedures and forms for use of vote-counting equipment or alternative voting method, s.42 (3) &amp; (4).</p>
May 2, 2022	<p><b>CLERK TO ADVISE OF PRELIMINARY SPENDING LIMIT ESTIMATE S. 33.01</b></p> <p><b>CLERK TO PROVIDE CANDIDATE NOTICE OF PENALTIES RELATED TO CAMPAIGN FINANCES, S. 33.1</b></p> <p><b>REGISTRATIONS FOR THIRD PARTY ADVERTISERS COMMENCES</b></p>
July/August 2022	<p><b>PRELIMINARY LIST OF ELECTORS (PLE)</b> MPAC to provide Township with PLE. Clerk then corrects for errors and prepares Voters List.</p>
July 31, 2022	<p><b>DEFAULT DATE FOR MPAC TO DELIVER PRELIMINARY LIST OF ELECTORS (PLE)</b></p>
August 19, 2022	<p><b>NOMINATION DAY</b> Nomination Papers for candidates for the 2022 Municipal Election may be filed no later than 2:00 p.m.</p> <p><b>WITHDRAWAL OF CANDIDATE</b> Candidates wishing to withdraw nomination must do so no later than 2:00 p.m.</p> <p><b>LAST DAY TO WITHDRAW A QUESTION ON THE BALLOT</b></p>
August 22, 2022	<p><b>CERTIFICATION OF NOMINATION PAPERS</b> Clerk to Certify or Reject nominations no later than 4:00 p.m.</p> <p><b>DECLARE ELECTION / ACCLAMATIONS</b> Clerk to post list of Candidates and Acclamations.</p>
August 24, 2022	<p><b>ADDITIONAL NOMINATIONS (IF NECESSARY)</b> If necessary, additional nominations will be received between 9:00 a.m. and 2:00 p.m.</p>
August 25, 2022	<p><b>ADDITIONAL NOMINATIONS - CERTIFICATION OF NOMINATION PAPERS BEFORE 4:00 PM, S.35(1)2 - ACCLAMATION(S) AFTER 4:00 P.M.</b></p>
	<p><b>CANDIDATE AND THIRD PARTY ADVERTISER INFORMATION SESSION – FINANCIAL STATEMENTS</b> 6:30 p.m., Zoom Webinar</p>

DATE(S)	ACTION ITEM
August 31, 2022	<p><b>ALTERNATIVE LAST DAY FOR MPAC TO DELIVER PLE (if agreed to by MPAC and Clerk)</b></p> <p><b>COMPLETE CORRECTIONS TO PLE AND REPRODUCE IT AS THE VOTERS' LIST, S. 23(2)</b></p>
September 1, 2022 To October 24, 2022	<p><b>AMEND VOTERS' LIST</b> Applications (including acceptable identification) may be made to the Clerk to make additions, corrections or deletions of own information to the Voters list.</p>
September 4, 2022	<p><b>VOTERS' LIST</b> Last day for Clerk to reproduce Voters' list and provide to Candidates.</p>
September 1	<p><b>VOTER REGISTRATION PORTAL AVAILABLE ON TOWNSHIP WEBSITE</b> Online module to allow individuals to determine whether they are on the Voters List.</p>
September	<p><b>LAST DATE FOR CHANGES TO VOTERS' LIST FOR INITIAL VOTER INFORMATION LETTER</b> For every Elector who qualified to be on the Voters' List by 12:00 p.m., a VIL will be mailed to the Elector's mailing address as shown on the Voters' List at that time.</p>
September 9 & 13	<p><b>TESTING OF INTERNET/TELEPHONE VOTING SYSTEM</b> Logic and Accuracy testing.</p>
September	<p><b>INTERNET/TELEPHONE BALLOT PROOF</b> Clerk to sign off on ballot proof.</p>
September	<p><b>CLERK TO SIGN OFF ON VOTER INFORMATION LETTER</b></p>
September	<p><b>VOTER INFORMATION LETTERS PRINTED AND MAILED TO ELECTORS</b></p>
September to October 24, 2022 at 8:00 p.m.	<p><b>REPLACEMENT VOTER INFORMATION LETTERS</b> Replacement VILs available for eligible electors who did not receive a kit, misplaced or required amendments.</p>
September 26, 2022	<p><b>ISSUE CERTIFICATE OF MAXIMUM CAMPAIGN SPENDING LIMITS</b> Clerk to provide Candidates with Certificate of Maximum Campaign Spending Limits.</p>
September 26, 2022	<p><b>ISSUE INTERIM LIST OF VOTERS' LIST CHANGES TO ELECTORS</b> As per Section 27(1) of the MEA, provide notice of Voters' List changes from September 15, 2022 to September 25, 2022.</p>

DATE(S)	ACTION ITEM
September 30, 2022	<p><b>DEADLINE TO ESTABLISH COMPLIANCE AUDIT COMMITTEE</b> Council must establish a Compliance Audit Committee to process compliance audit applications prior to October 1 in an election year. Term of appointment for committee is the same as the term of office for Council.</p>
October 17, 2022	<p><b>ZERO REPORT</b> Printing of Zero Report. Candidates and / or scrutineers in audience request to sign off on Report.</p>
October 17, 2022 at 10:00 a.m.	<p><b>VOTING PERIOD COMMENCES</b></p>
October 21, 2022	<p><b>LAST DAY FOR THIRD PARTY ADVERTISERS TO REGISTER</b></p>
<b>October 24, 2022</b>	<p><b>VOTING DAY</b> Final day that qualified Electors may cast their vote up to 8:00 p.m.  <b>Unofficial election results will be released after 8:00 p.m.</b></p>
October 25, 2022	<p><b>ELECTION RESULTS</b> The Clerk will declare the official election results as soon as possible after Election Day.</p> <p><b>RECOUNT</b> In the event of a tied vote a recount must be held within 15 days of the declaration of the results by the Clerk (MEA, Section 56)</p> <p>A recount on request from Council / Board / Minister received within 30 days of the declaration of results must be held within 15 days of the receipt of the request (MEA Section 57, 58)</p>
November 15, 2022	<p><b>2022 – 2026 TERM OF OFFICE COMMENCES</b></p>
November 22, 2022	<p><b>CLERK TO PROVIDE MPAC WITH THE FINAL LIST OF CHANGES TO THE VOTERS LIST (MEA Section 27(2))</b></p>
November 22, 2022	<p><b>INAUGURAL COUNCIL MEETING</b></p>
November, 2022	<p><b>NEW COUNCIL ORIENTATION</b></p>
December 31, 2022	<p><b>CAMPAIGN PERIOD ENDS</b> Deadline for Candidates to provide Clerk with written notification of deficit and continuation of campaign period. This also applies to Third Party Advertisers</p>

DATE(S)	ACTION ITEM
January 2023	<p><b>NOTICE TO CANDIDATES OF FILING REQUIREMENTS</b> The Clerk shall provide notice of all of the filing requirements and of the penalties under subsections 88.23 (2) and 92(1), to every candidate at least 30 days before the filing date. Last day for Notice of the filing requirements for the financial statements covering the reporting period ending December 31, 2018, is February 27, 2019.</p>
January 21, 2023	<p><b>FINAL DAY FOR THE CLERK TO <u>POST</u> A REPORT ON THE IDENTIFICATION, REMOVAL AND PREVENTION OF BARRIERS THAT AFFECT ELECTORS AND CANDIDATES WITH DISABILITIES (MEA Section 12.1 (3))</b></p> <p><b>FINAL DAY FOR AN ELECTOR TO COMMENCE AN APPLICATION FOR CONTROVERTED ELECTION (MEA Section 83)</b> A copy of the application must be provided to the Clerk within 5 days</p>
January 25, 2023	<p><b>LAST DAY FOR APPLICANT TO SERVE A COPY OF “APPLICATION FOR CONTROVERTED ELECTION” TO THE CLERK. (MEA Section 83)</b></p>
February 21, 2023	<p><b>EARLIEST DATE FOR THE DISPOSITION OF ELECTION RECORDS (if result declared October 23 are unchallenged) s. 88 (1). Ballots shall be destroyed.</b></p>
February 27, 2023	<p><b>LAST DAY FOR NOTICE OF THE FILING REQUIREMENTS FOR THE FINANCIAL STATEMENTS COVERING THE REPORTING PERIOD ENDING DECEMBER 31, 2018, s. 88.25(9), 34, 88.23(2), and 92.1.</b></p>
March 29, 2023	<p><b>DEADLINE FOR FILING FINANCIAL STATEMENTS</b> Financial Statements must be filed no later than 2:00 p.m. Documents will be available for public viewing on the Township website as soon as possible after the documents are filed.</p>
April 29, 2023	<p><b>LAST DAY FOR CANDIDATE WHO VIOLATED THE DEADLINE FOR FILING THEIR FINANCIAL STATEMENTS, TO FILE ALONG WITH A \$500 FEE TO AVOID PENALTIES.</b></p> <p><b>LAST DAY FOR CLERK TO REVIEW FINANCIAL STATEMENTS AND REPORT ON ANY THAT EXCEEDED THE LIMITS, S.88.34</b></p>
April 30, 2023	<p><b>FIRST DAY THE CLERK SHALL PUBLISH REPORT OF WHICH CANDIDATES COMPLIED WITH s.88.25</b></p>

DATE(S)	ACTION ITEM
July 2, 2023	<p><b>LAST POSSIBLE DATE OF SUPPLEMENTARY REPORTING PERIOD, S.88.24(4I). NOTE: COULD BE EARLIER IF DEFICIT IS ELIMINATED.</b></p> <p><b>LAST DAY FOR COMPLIANCE AUDIT REQUEST FOR DECEMBER 31, 2018 SUPPLEMENTARY REPORTING PERIOD.</b></p> <p>The Clerk must forward the application to the compliance audit committee within 10 days of receiving the application. Within 30 days, the committee must consider the application and decide whether it should be granted or rejected</p>

## Appendix B: Definitions

In this procedure:

“**campaign period**” means the date a candidate files their nomination through to Voting Day in a municipal election year or in the event of a by-election.

“**candidate**” means a person who has been nominated under section 33 of the MEA.

“**certified candidate**” means a candidate whose nomination has been certified under section 35 of the MEA.

“**Clerk**” means the Clerk of The Corporation of The Township of Muskoka Lakes.

“**Deputy Returning Officer**” means a person designated by the Clerk to perform certain election functions.

“**District**” means The District Municipality of Muskoka.

“**election**” means any municipal election including by-elections.

“**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.

“**Election Help Centre**” means the place where revisions to the voters’ list are made, replacement VIL’s are issued and where the vote counting centre is located as designated by the Clerk.

“**Election Official**” means a person designated by the Clerk to perform certain election functions.

“**fundraising function**” means an event or activity,

- (a) held by a candidate or under a candidate’s direction for the purpose of raising funds for his or her election campaign, or

(b) held by a registered third party or under its direction for the purpose of raising funds in relation to third party advertisements.

**“local board”** means a local board as defined in the *Municipal Affairs Act*, including a police village.

**“MA”** means the *Municipal Act, 2001*.

**“MEA”** means the *Municipal Elections Act, 1996*, S.O., 1996, as amended.

**“MPAC”** means the Municipal Property Assessment Corporation.

**“municipal resources”** means items, services, supplies or resources which are the property of the The Corporation of The Township of Muskoka Lakes, including but not limited to: materials, equipment, vehicles, facilities (including community centres, arenas, libraries, fire stations, public works yards, municipal office, health hub and other facilities, excluding public highways, roadways, sidewalk, and shoulders not prohibited under the Township’s current Election Sign By-law), land, technology, Township developed computer programs or technological innovations, databases, intellectual property, Township owned images, logos, coat of arms, chain of office, corporate crest, photos, videos, municipal uniforms, graphics, and any other item of Township intellectual property.

**“office”** means an office to which election is governed by the MEA.

**“owner or tenant”**, in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the *Assessment Act* and a non-residential tenant of land assessed under the *Assessment Act*, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,

(a) on voting day, or

(b) for a period of six weeks or more during the calendar year in which voting day of the election is held.

**“qualifying address”** means the address that qualifies an elector under section 17 of the MEA.

**“registered third party”** means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under section 88.6 of the MEA.

**“restricted period for third party advertisements”** means the period described in subsection 88.4 (2) of the MEA.

**“scrutineer”** means a person appointed by a candidate to represent them during voting and at the counting of votes, including a recount. A candidate may also act as a scrutineer at a voting place.

**“tenant”** includes an occupant and a person in possession other than the owner.

**“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 MEA,

but does not include an advertisement by or under the direction of a candidate or an advertisement described in subsection (2) or (2.1) of the MEA.

“**time share contract**” means a contract by which a person acquires the right to use a property for residential purposes,

(a) for a period of time each year, or other interval, and

(b) as part of a plan that provides for the use of the property to circulate among persons participating in the plan.

“**Township**” means The Corporation of The Township of Muskoka Lakes or The Township of Muskoka Lakes.

“**trade union**” means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

“**VIL**” means Voter Information Letter.

“**VoterView**” means an on-line “real time” electronic program used to administer the Voters’ List.

“**voting day**” means Monday, October 24, 2022

## Appendix C: Forms

The following is a list of potential forms and notices to be used throughout the 2022 Municipal Election. The forms and notices that are not prescribed by legislation, if used, will generally be in the form as drafted, however, may require amendment, as determined by the Clerk or designate, without notice. Amended forms and notices will be used and posted online only at [www.muskokalakes.ca](http://www.muskokalakes.ca) without notice. Further, if additional forms and notices are required, they will be used and posted online only at [www.muskokalakes.ca](http://www.muskokalakes.ca) without notice.

- Acknowledgement and Undertaking - Use of Municipal Resources Policy
- Application for Removal of Deceased Person's Name from Voters' List
- Application for Replacement Voter Information Letter (VIL)
- Application to Amend Voters' List - Form EL15
- Appointment and Oath of Deputy Returning Officer
- Appointment and Oath of Election Official
- Appointment of Scrutineer by Candidate
- Candidates - Estimated Calculations - Maximum Campaign Expenses
- Candidates - Final Calculations - Maximum Campaign Expenses
- Candidates - Final Calculations - Maximum Campaign Expenses - Expressions of Appreciation
- Candidate's Declaration Proper Use of Voters' List
- Candidates Own Campaign - Estimated Calculations - Maximum Campaign Contributions
- Candidates Own Campaign – Final Calculation - Maximum Campaign Contributions
- Certificate of Election of Members to Muskoka District Council
- Certificate of Election Results
- Certificate of Estimated Maximum Campaign Expenses/Contributions - Candidate
- Certificate of Estimated Maximum Campaign Expenses – Registered Third Party
- Certificate of Maximum Campaign Expenses/Contributions - Candidate
- Certificate of Maximum Campaign Expenses - Registered Third Party
- Certificate of Voters' List
- Declaration of Acclamation to Office
- Declaration of Elected Candidates
- Declaration of Emergency
- Declaration of Identity - Form 9
- Declaration of Office
- Declaration of Qualification - Municipal Council Candidates
- Declaration of Recount Results
- Disclaimer to Right of Office
- Endorsement of Nomination - Form 2
- Election Sign By-law 2018-039
- Final Oath of Clerk, Deputy Returning Officer or Election Official
- Financial Statement - Auditor's Report Candidate - Form 4
- Financial Statement - Auditor's Report Third Party - Form 8
- Financial Statement - Subsequent Expenses - Form 5
- Freedom of Information Release - Municipal Council Candidate
- Freedom of Information Release - Registered Third Party
- List of Certified Candidates

- MTO – General Guidelines for Election Signs
- Municipal Election Campaign Bank Account - Candidates
- Municipal Election Campaign Bank Account - Registered Third Parties
- Nomination Paper - Form 1
- Nomination Papers Filed (non-certified)
- Notice of Additional Nominations
- Notice of Candidate and Third Party Information Session – Campaign Finances
- Notice of Candidate Information Session
- Notice of Death – Ineligibility of Candidate
- Notice of Default - Candidate
- Notice of Default - Registered Third Party
- Notice of Election
- Notice of Extension of Campaign Period - Form 6
- Notice of Internet and Telephone Voting
- Notice of Nomination for Office - Municipal Council
- Notice of Nomination for Office - School Board Trustees (English Version)
- Notice of Nomination for Office - School Board Trustees (French Version)
- Notice of Offences, Penalties and Corrupt Practices
- Notice of Recount
- Notice of Registration for Third Party Advertisers
- Notice of Registration - Third Party - Form 7
- Notice of Revision Period - Voters' List
- Notice of Statutory Provisions Regulating Voting Procedures
- Notice to Candidate of Filing Requirements
- Notice to Candidates – Endorsement of Nomination – Form 2
- Notice to Candidates of Penalties and Requirements for Refund of Nomination Filing Fee
- Notice to Candidates, Registered Third Parties, Broadcasters and Publishers - Advertisements
- Notice to Electors
- Notice to Registered Third Parties of Penalties
- Notice to Registered Third Party of Filing Requirements
- Oath of Clerk
- Oath of Secrecy - Other
- Oral Oath at Election Help Centre - Friend, Interpreter, Assistance
- Oral Oath of Secrecy by Candidate or Scrutineer
- Qualification of Electors
- Receipt of Documents Provided to Candidate Upon Filing Nomination
- Receipt of Documents Provided to Third Party Advertiser Upon Filing Registration
- Recount Results
- Registered Third Party - Estimated Calculations - Maximum Campaign Expenses
- Registered Third Party - Final Calculations - Maximum Campaign Expenses - Expressions of Appreciation
- Registered Third Party Notices Filed (certified)
- Unofficial Election Results
- Voter Identification
- Withdrawal of Nomination

- Witness Declarations of Destruction of Records