INTERNET AND TELEPHONE VOTING
ELECTION PROCEDURES
APPENDIX # 1- FORMS
FOR THE
2018 MUNICIPAL ELECTION

Approved by the Clerk of the
Municipality of Morris-Turnberry

As Clerk of the Municipality of Morris-Turnberry for the municipal elections, I do hereby certify that the following procedures for conducting the 2018 municipal elections and also certify the forms attached (or similar versions, either paper or electronic) as being those permitted to be used during the election process.

This policy will be amended as required, for the purposes of the 2018 municipal election, and any amendments will be underlined and will state the date of the amendment.

December 20th, 2017
Date

Clerk Nancy Michie
## Appendix 1

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NOTICE OF NOMINATION FOR OFFICE
Municipal Elections Act, 1996 (s. 32)

ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?

2018 MUNICIPAL ELECTIONS
NOTICE TO MUNICIPAL ELECTORS OF THE MUNICIPALITY OF MORRIS-TURNBERRY

NOMINATIONS
Nominations for the positions listed below must be made on the prescribed form available at your municipal Clerk’s Office. Nomination forms must be filed, with the prescribed declaration by at least 25 persons, either in person or by your agent, with the Returning Officer of the appropriate municipality during that office’s normal office hours between the first business day of May in 2018 to Thursday, July 26, 2018, and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018 (Nomination Day).

The required filing fee for the Head of Council is $200.00 and all other offices are $100.00 (cash, debit, certified cheque or money order made payable to the appropriate municipality or by an electronic method of payment that the Clerk specifies) must accompany the signed form. Full details on the procedures to be followed may be obtained from the appropriate Municipal Clerk.

MUNICIPAL OFFICES FOR WHICH PERSONS MAY BE NOMINATED:

<table>
<thead>
<tr>
<th>MUNICIPALITY OF MORRIS-TURNBERRY</th>
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<tbody>
<tr>
<td>MAYOR (1)</td>
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<tr>
<td>COUNCILLORS (4)</td>
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</tbody>
</table>

Returning Officer – Nancy Michie
Municipality of Morris–Turnberry
41342 Morris Road, P.O. Box 310
BRUSSELS, ON N0G 1H0
(519) 887–6137 Ext. 21
www.morristurnberry.ca
SCHOOL BOARD OFFICES FOR WHICH PERSONS MAY BE NOMINATED

AVON MAITALND DISTRICT SCHOOL BOARD
(English Public School Electors)

<table>
<thead>
<tr>
<th>TRUSTEE</th>
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<td>representing</td>
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Returning Officer – Nancy Michie
Municipality of Morris–Turnberry
41342 Morris Road, P.O. Box 310
BRUSSELS, ON N0G 1H0
(519) 887–6137 Ext. 21
www.morristurnberry.ca

Huron – Perth Separate SCHOOL BOARD
(English Separate School Electors)

<table>
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<tr>
<th>TRUSTEE</th>
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<td>representing</td>
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Returning Officer – Nancy Michie
Municipality of Morris–Turnberry
41342 Morris Road, P.O. Box 310
BRUSSELS, ON N0G 1H0
(519) 887–6137 Ext. 21
www.morristurnberry.ca

French Public SCHOOL BOARD
(French Public School Electors)

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<tr>
<th>TRUSTEE</th>
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<td>representing</td>
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In the event there is an insufficient number of certified candidates to fill the positions available in each municipality, nominations will be reopened by the appropriate Returning Officer, for the vacant positions only. Additional nomination papers would then be accepted between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018.

For further information contact the appropriate Returning Officer.

*This is a notice published by the Clerk of the Municipality the Morris-Turnberry. Nomination forms must be filed with the appropriate Returning Officer noted above.*

**Note:** This section will be updated when the Municipalities and Returning officers are named for School Board elections.
CONSENT TO RELEASE PERSONAL INFORMATION
(Municipal Freedom of Information and Protection of Privacy Act)

Personal information on the Nomination Paper is collected under the authority of the Municipal Elections Act and will be used to assist the Clerk in the administration of the 2018 Municipal Election. Questions regarding this collection should be forwarded to the Clerk, 41342 Morris Road, BRUSSELS, ON N0G 1H0 (519) 887-6137 ext 21.

Name of Candidate: ____________________________________________

Candidate for the office of:

- Mayor / Reeve
- Councillor
- Trustee English Public
- Trustee English Separate
- Trustee French Public
- Trustee French Separate

I acknowledge that the Nomination Form filed by me contains personal information and I am aware that the Clerk will disclose all or part of it to the general public.

Candidate Signature: __________________________________________

Municipal Clerk Or Designate: ___________________________________

Dated at ______________________, this ________ day of ________________, 2018.
<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>OFFICE</th>
<th>QUALIFYING ADDRESS</th>
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As of _________________, 2018

__________________________
Municipal Clerk
MUNICIPALITY OF MORRIS-TURNBERRY

NOTICE OF REJECTION OF NOMINATION

Municipal Elections Act, 1996 [s. 35 (3), (4), (5)]

TO:

_______________________________ / ________________________________
(Name of Candidate) (Office)

________________________
(Address) (Postal Code)

TAKE NOTICE that the nomination you filed has been examined and has been rejected for the following reasons:

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

OR

☐ I am not “satisfied” that your “nomination complies with” the requirements of the Municipal Elections Act, 1996.

________________________
(Date) (Signature of Municipal Clerk or designate)

NOTE: The Clerk’s decision to reject a nomination is final and where rejected, the Clerk shall give notice of such rejection to the person who sought to be nominated and to all candidates for that same office [Section. 35 (4),(5)]. The Clerk may choose to expand on the above options to include specific reasons for the rejection of the nomination.
MUNICIPALITY OF MORRIS-TURNBERRY

OFFICIAL LIST OF CERTIFIED CANDIDATES

Municipal Elections Act, 1996 [Section 33 (5) to 37]

NOTICE is hereby given to the Municipal Electors that during the period commencing May 1st, 2018 and completed on Nomination Day, July 27th, 2018, the following persons filed all necessary papers, endorsement of nominations, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nomination satisfies the requirements of the Municipal Elections Act, 1996. I have, therefore, certified such candidates for the office which follows their respective name:

<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>OFFICE</th>
<th>QUALIFYING ADDRESS</th>
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Dated this _______ day of July, 2018. (after 4 p.m. on July 30 to August 3)

Municipal Clerk
MUNICIPALITY OF MORRIS-TURNBERRY

NOTICE OF ADDITIONAL NOMINATIONS

Municipal Elections Act, 1996 [s. 33(5)]

TAKE NOTICE that the number of candidates for the office of __________________________ was not sufficient to fill the number of vacancies to which candidates may be elected.

AND FURTHER TAKE NOTICE that the Clerk may receive and certify additional nominations for the remaining vacancies in the office of __________________________ between the hours of 9:00 a.m. and 2:00 p.m. on August 1, 2018 subject to the provisions of subsection 33(5) of the Municipal Elections Act.

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

___________________________________, _____________ to be elected

(Office) (Number)

AND FURTHER TAKE NOTICE that the manner in which nominations shall be filed is set forth in Section 33 of the Municipal Elections Act. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this ______ day of July, 2018.

______________________________________

Municipal Clerk
MUNICIPALITY OF MORRIS-TURNBERRY

DECLARATION OF ACCLAMATION TO OFFICE
ADDITIONAL NOMINATIONS
Municipal Elections Act, 1996 [s. 37 (2)]

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the Municipal Elections Act, 1996:

<table>
<thead>
<tr>
<th>NAME OF CERTIFIED CANDIDATE</th>
<th>OFFICE</th>
<th>QUALIFYING ADDRESS</th>
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DATED THIS 2\textsuperscript{nd} DAY OF August, 2018.

________________________
Municipal Clerk
This Voters’ List was prepared in accordance with Section 23 of the Municipal Elections Act, 1996, S.O. 1996, C.32, as amended. In accordance with Section 88 (11), the Voters’ List shall not be posted in a public place or made available to the public in any other manner.

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

A person may make an application to the Clerk requesting that their name be added to or removed from the Voters’ List or that information on the Voters’ List relating to them be amended by completing and filing the prescribed form available at the Office of the Clerk during regular office hours between September 3 to October 21, 2018 and to the close of voting on October 22, 2018. The application shall be in writing and shall be filed in person, or by mail, email or fax by the applicant or his/her agent. Proof of identity and residence as prescribed in O. Reg. 304/13 will be required of the applicant. If the applicant does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

NO PERSON SHALL USE ANY INFORMATION OBTAINED FROM THE VOTERS’ LIST EXCEPT FOR ELECTION PURPOSES

Nancy Michie
Returning Officer
MUNICIPALITY OF MORRIS-TURNBERRY
NOTICE IS HEREBY GIVEN that, the list of all persons entitled to be electors for municipal elections in this municipality has been prepared by the Clerk’s office.

As of September 1, 2018 all electors should ensure that their names and relevant information are correct on the Voters’ List.

A person may make an application to the Clerk requesting that their name be added to or removed from the Voters’ List or that information on the Voters’ List relating to them be amended by completing and filing the prescribed form available at:

The Office of the Clerk
Municipality of Morris-Turnberry
41342 Morris Road, PO Box 310,
BRUSSELS, ON N0G 1H0

during regular office hours between September 3, 2018 to October 21, 2018 and to the close of voting on October 22, 2018. The application shall be in writing and shall be filed in person, or by mail, email or fax by the applicant or his/her agent. Proof of identity and residence as prescribed in O. Reg. 304/13 will be required of the applicant. If the applicant does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

QUALIFICATIONS OF ELECTORS

A person is entitled to vote in a municipal election if he or she on voting day,
- resides in the local municipality, or is the owner or tenant of land in the municipality, or the spouse of such owner or tenant; and
- is a Canadian citizen, and
- is at least 18 years old, and
- is not prohibited from voting by law.

DATED AT THE MUNICIPALITY OF MORRIS-TURNBERRY

THIS ___ DAY OF AUGUST, 2018.

______________________________
CLERK
KEY INFORMATION TO MUNICIPAL ELECTORS IN THE MUNICIPALITY OF MORRIS-TURNBERRY REGARDING THE 2018 MUNICIPAL ELECTIONS

Who Can Vote?
A person is entitled to vote in a municipal election if he or she on voting day,
• resides in the local municipality, or is the owner or tenant of land in the municipality, or the spouse of such owner or tenant; and
• is a Canadian citizen, and
• is at least 18 years old, and
• is not prohibited from voting under the Municipal Elections Act, 1996 or otherwise prohibited by law

Who Cannot Vote?
The following cannot vote:
• a person who is serving a sentence of imprisonment in penal or correctional institution;
• a corporation;
• a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in a traditional election;
• a person who was convicted of the corrupt practice described in subsection 90 (3), if voting in the current election is less than five years after voting day in the election in respect of which her or she was convicted.

Are You on the Voters’ List?
The List of eligible voters for the upcoming municipal election has been prepared by the Returning Officer/Clerk of your municipality.

As of September 3, 2018 all Voters should ensure that their names and relevant information are correct on the Voters’ List. To be added, deleted or to make any other corrections to your information, contact or visit the municipal office where you are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 3 up to and including the close of voting on October 22 at 8 p.m.

INTERNET/TELEPHONE VOTING
Electors in the Municipality of Morris-Turnberry will be voting by internet and/or telephone, in the 2018 municipal election. There will be no paper ballot, A paper ballot will be provided during Advanced Voting only.

A Voter Information Letter will be mailed to you directly, in the month of October, providing you with a Personal Identification Number (PIN) which will allow you to vote 24 hours a day for 7 days (Oct. 15-22), from any telephone or device connected to the internet. If access to a telephone or internet connection is unavailable to you, a Voter Help Centre will be provided by your municipality with telephone and internet access during the voting period. Contact your municipality for Voter Help Centre locations and dates and times of operation. Proof of identity and residence is required in the following instances:

• when adding or deleting your name from the Voters’ List
• when correcting your information on the Voters’ List
• when re-issuing, activating or deactivating a PIN
• when swearing an oath

MUNICIPALITY OF MORRIS-TURNBERRY
(Electronic Voting)
Returning Officer ~ Nancy Michie
41342 Morris Road, PO Box 310,
BRUSSELS, ON N0G 1H0
519-887-6137 Ext. 21
www.morristurnberry.ca
DECLARATION OF PROPER USE OF THE VOTERS' LIST

Municipal Elections Act, 1996 [s. 23 (3), (4) and (5)]

I, ______________________________________________________, being a:

☐ Candidate for the office of ____________________________________

OR

☐ a person entitled to a copy of the Voters’ List pursuant to section 23 (3) of the Municipal Elections Act, namely ___________________________________________

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

☐ a copy of the Voters’ List;

☐ a copy of the Revisions made to the Voters’ List after the preparation of the Interim List of Changes between September 15 to 25, 2018.

Internet/Telephone:

☐ the Candidates module to view the list of electors as of September 28, 2018;

☐ a copy of the daily lists showing the name of each person who has voted.

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

_________________________________________  __________________________
Signature                                        Date

2018 MORRIS-TURNBERRY MUNICIPAL ELECTIONS MANUAL  Page 16
MUNICIPALITY OF MORRIS-TURNBERRY
POLICY FOR USE OF THE VOTERS’ LIST

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

Eligible persons who request a copy of the Voters’ List must sign a declaration as per the attached form prior to receiving a copy of all or any part of the Voters’ List.

Where the Voters’ List can be provided electronically to an eligible person, who has signed a declaration provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

Eligible persons who obtain additional copies of the Voters’ List or any part thereof shall pay to the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies. [Section 88 (8)]

Copies for local boards – municipalities - Minister
On written request, the Clerk shall provide a copy of the Voters’ List to, [Section 23 (3)]

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

Copies – for candidates
On the written request of a certified candidate for an office, the Clerk shall provide him or her with the part of the Voters’ List that contains the names of the electors who are entitled to vote for that office.

The Candidate or their campaign worker cannot confirm or deny if a person is on the Voters’ List. The person must contact or visit the municipal office where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 3 up to and including the close of voting on October 22 at 8 p.m.

Use of online, electronic and paper versions of the Voters’ List, Interim and Final List of Changes to the List and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2018 Municipal Election. All Voter information obtained by the Candidate during the 2018 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from Candidate computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.
INTERIM LIST OF CHANGES
Municipal Elections Act, 1996 [s. 27(1)a]

Municipality of Morris-Turnberry

<table>
<thead>
<tr>
<th>Ward No. (if any)</th>
<th>Voting Subdivision (one or more)</th>
</tr>
</thead>
</table>

I hereby certify that the following revisions, as attached, were made to the Voters’ List for this Municipality.

DATED THIS ___ DAY OF SEPTEMBER, 2018.

Municipal Clerk

NOTE:
This form is the cover sheet for the Interim List of Changes. Information should be the same as appears on the Voters’ List with the addition of a column indicating D = Deletion, A = Addition, C = Correction.
MUNICIPALITY OF MORRIS-TURNBERRY

NOTICE OF ELECTION INFORMATION
Municipal Elections Act, 1996 (s. 40)

Municipal Elections for the offices of:

**Mayor/Reeve – 1 to be elected**
(List candidates alphabetically)

**Councillors**

**School Board Trustee – English Public – 1 to be elected**
(List candidates alphabetically)

**School Board Trustee – English Separate – 1 to be elected**
(List candidates alphabetically)

**School Board Trustee – French Public – 1 to be elected**
(List candidates alphabetically)

**School Board Trustee – French Separate – 1 to be elected**
(List candidates alphabetically)

- Location of Revision and Help Centre: 80 Gore St. E., Perth
- Voting Period: beginning October 15 at 8:30 a.m. through to October 22 at 8:00 p.m.
- Additional information as appropriate to the circumstance.

_________________________  __________________________
Date                                Municipal Clerk or designate
MUNICIPALITY OF MORRIS-TURNBERRY

FINAL LIST OF CHANGES
Municipal Elections Act, 1996 [s. 27(2)]

<table>
<thead>
<tr>
<th>Municipality of Morris-Turnberry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward No. (if any)</td>
</tr>
</tbody>
</table>

I hereby certify that the following additions were made to the Voters' List for this Municipality.

<table>
<thead>
<tr>
<th>ELECTOR</th>
<th>ELECTOR STATUS</th>
<th>QUALIFYING ADDRESS</th>
<th>MAILING ADDRESS</th>
</tr>
</thead>
</table>

Dated this ___ day of _______ 2018.

____________________________________________
Municipal Clerk

NOTE:
Be sure to include all additions made by the Deputy Returning Officers at the voting place on voting day (provided the Clerk has delegated this function to the DRO's). This list is to be prepared by the date fixed by the Minister of Finance under the Assessment Act.
MUNICIPALITY OF MORRIS-TURNBERRY

CERTIFICATE OF THE VOTERS’ LIST
Municipal Elections Act, 1996 [s. 28(1)]

I hereby certify that the attached Voters’ List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 22, 2018, for the voting subdivision(s) set out below:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Ward No (if applicable)</th>
<th>Voting Subdivision No(s) (if applicable)</th>
</tr>
</thead>
</table>

DATED THIS ___ DAY OF _________ 2018.

________________________________________
Municipal Clerk

NOTE: The Voters' List for use in the Voting Subdivision should be prepared as late as possible so that as many revisions made to the list can be included. Clerks may choose to create this list from a computer data base.
I, the undersigned, appointed in the capacity of Returning Officer, for the Municipality of Morris-Turnberry swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not attempt to:

- interfere with an elector when he/she is marking his/her ballot,
- obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to show his/her marked ballot to any person, or
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the 
_________________ of ____________________
in the County of Huron
this _____ day of _________________, 2018.

__________________________
Commissioner of Oaths, etc.  ________________
Signature of Returning Officer
MUNICIPALITY OF MORRIS-TURNBERRY
APPOINTMENT AND PRELIMINARY OATH
OR AFFIRMATION FOR ELECTION OFFICIALS

Check Applicable Box Below

☐ DEPUTY RETURNING OFFICER
☐ ASSISTANT RETURNING OFFICER
☐ POLL CLERK
☐ ELECTION ASSISTANT

Ward and Voting Subdivision No.

Municipality:

Name of Person Appointed:

I, the undersigned, appointed in the capacity of __________________ do hereby swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not attempt to:

• interfere with an elector when he/she is marking his/her ballot,
• obtain or communicate any information as to how an elector is about to vote or has voted, or
• directly or indirectly induce an elector to show his/her marked ballot to any person.
• directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

________________ of ____________________
in the County of Huron

this _____ day of ____________________, 2018.

__________________________________________
Name, Clerk  _______________________________ Signature of person appointed
MUNICIPALITY OF MORRIS-TURNBERRY

ORAL OATHS AT VOTING PLACE

ORAL OATH TO VOTE WITH ASSISTANCE

I, ______________________________ being an elector entitled to vote in this municipality of ____________ swear or solemnly affirm I require assistance to mark my ballot.

________________________________________________________________________

ORAL OATH OF FRIEND OF ELECTOR

I, ______________________________ a friend of ______________________________ an elector who requires assistance to vote and who is entitled to vote in this municipality of ______________________________ swear and solemnly affirm:

That I will mark the ballot as directed by the elector, and that I will keep secret the manner in which this elector voted.

________________________________________________________________________

ORAL OATH OF INTERPRETER

I, ______________________________ acting as interpreter for ______________________________, an elector entitled to vote in this municipality of ______________________________ swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this voting place.
I, Name of Clerk, Clerk, of the above-noted municipality, in the exercise of the authority under the Municipal Elections Act, 1996, hereby delegate the powers and duties as set out below to the following persons below:

<table>
<thead>
<tr>
<th>DELEGATED POWER OR DUTY</th>
<th>STATUTORY AUTHORITY FOR POWER OR DUTY</th>
<th>NAME OF PERSON DELEGATED AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Require a person, to provide proof that is satisfactory to the election official, of the person’s identity or qualifications or of any other matter</td>
<td>Section 12 (3)</td>
<td></td>
</tr>
<tr>
<td>Use forms and oaths as supplied by the Clerk</td>
<td>Section 12 (2)</td>
<td></td>
</tr>
<tr>
<td>Authority to approve changes to the Voters’ List</td>
<td>Section 24, 25</td>
<td></td>
</tr>
<tr>
<td>Authority to issue and approve voting proxy certificates</td>
<td>Section 44</td>
<td></td>
</tr>
<tr>
<td>Conduct of election in accordance with DRO handbook and election policies and procedures</td>
<td>Municipal Elections Act</td>
<td></td>
</tr>
<tr>
<td>To maintain peace and order, may remove any person from the Voting Place/Revision Centre/Help Centre/Ballot Return Station that is causing a disturbance</td>
<td>Section 11 (2) (c)</td>
<td></td>
</tr>
</tbody>
</table>

Where deemed appropriate in the conduct of this election, I may, in accordance with subsection 15 (3) of the Act, continue to exercise the delegated power and duties despite the delegation of responsibility hereby made.

March ____, 2018

Signature of Clerk
Form MT20

MUNICIPALITY OF MORRIS-TURNBERRY
APPOINTMENT AND OATH OF A CONSTABLE
Municipal Elections Act, 1996, Section 11 (2)(c)

Ward ________________________________  Voting Subdivision No. __________

Municipality ______________________________________________________________

Name of Person Appointed as Constable ______________________________________

The person named above is hereby appointed Constable is hereby delegated the following
duties and responsibilities pursuant to the Municipal Elections Act, 1996, as per "Delegation
of Powers and Duties of Clerk" [Form MT19] and procedures set out and/or approved by the
Returning Officer.

__________________________________
Signature of Clerk

I, ________________________________ swear solemnly that I will:

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

SWORN or affirmed before me at the

_________________ of ____________________

in the County of Huron

this ______ day of ______________________, 2018.

__________________________________  _____________________________
Commissioner, etc.                  Signature of Constable
TAKE NOTICE that I, ________________
(Name of Candidate)

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

hereby appoint _______________________ to represent me and attend:

☐ the activation of the Simply Accounting System (“0” count audit)
☐ at the receipt of the voting results
☐ at a recount (if such becomes necessary)

for the following Ward No.(s) ____________ in the Town of Perth in respect of the
Municipal Election to be held on Monday, October 22, 2018 under the Municipal Elections
Act, 1996.

________________________________________________________________________
Date                                                  Signature of Candidate

CONDUCT OF SCRUTINEERS
1) ANYONE who is creating a disturbance at the Help Centre or receipt of voting results will be removed
as directed by the Clerk.
2) Before being admitted to the Help Centre or receipt of voting results, a person appointed as scrutineer
shall produce and show his/her Form MT22 to the Clerk for the Help Centre or receipt of voting
results and take the “Oral Oath of Secrecy” Form MT25 from the Clerk before being permitted to
remain in the Help Centre or receipt of voting results. The Clerk shall require proof of identity and
residence of the scrutineer, as prescribed in O. Reg. 304/13.
3) Cell phones SHALL be turned off upon entering the Help Centre or receipt of voting results and their
use is prohibited while in the Help Centre or receipt of voting results.
4) The Clerk is responsible for conduct in the Help Centre or receipt of voting results and no candidate or
scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
5) Scrutineers are prohibited from sitting at the table which is provided exclusively for the Election Officials.
6) Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Help Centre prior to 8:00 p.m. No one will be admitted to the Help Centre after 8:00 p.m. Once admitted to the Help Centre, no one shall be permitted to leave until the voting results have been received and the Vote Count Summary Report (supplied by the provider) has been signed by all in attendance.

7) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

8) The total of votes cast for each candidate as tabulated by the system is final. At this point, the Clerk is not required to do a recount/second count.

Rights of Scrutineers (includes Candidates, except Candidates elected by acclamation)

- to be present to verify and ensure that all totals of votes cast are at “0” and shall be required to sign the “Activation of Simply Accounting System” Form MT44 that attests to this fact.
- to observe the receipt of the voting results at the Help Centre, but shall not interfere with the process to sign the Vote Count Summary Report (supplied by the provider)
- in the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights

Scrutineers and Candidates are prohibited from the following:

- from attempting, directly or indirectly, to influence or interfere with how an elector votes
- attempting to campaign or persuade an elector to vote for a particular candidate
- displaying a candidate’s election campaign material or literature in the Help Centre or on Municipal Property
- compromising the secrecy of the voting
- interfering or attempting to interfere with an elector who voting
- obtaining or attempting to obtain, any information about how an elector intends to vote or has voted
- communicating any information obtained about how an elector intends to vote or has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Help Centre or receipt of the voting results.
TO:

_________________________________  /  ________________________________
(Name of Candidate)  (Office)

______________________________________________  ___________________________
(Address)  (Postal Code)

I hereby certify that the estimated maximum campaign expenses that a candidate is permitted to incur for the office of ____________________ in the Municipal Election to be held October 22, 2018, is ________________________.

__________________________________________
Date  Municipal Clerk or designate

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2014 election. (Section 33.0.1(1))

On or before September 25, 2018; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4), the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day (Section 88.20 (11))

* Formula for calculation provided in Ontario Regulation 101/97.
MUNICIPALITY OF MORRIS-TURNBERRY
ORAL OATHS AT HELP CENTRE

ORAL OATH TO VOTE WITH ASSISTANCE

I, _______________________________ being an elector entitled to vote in the Municipality of Morris-Turnberry swear or solemnly affirm I require assistance to vote by telephone/internet.

ORAL OATH OF FRIEND OF ELECTOR

I, _______________________________ a friend of _______________________________ an elector who requires assistance to vote and who is entitled to vote in the Municipality of Morris-Turnberry swear and solemnly affirm:
That I will vote by telephone/internet as directed by the elector, and
that I will keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, _______________________________ acting as interpreter for _______________________________, an elector entitled to vote in the Municipality of Morris-Turnberry swear or solemnly affirm:
That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this Help Centre.
MUNICIPALITY OF MORRIS-TURNBERRY

ORAL OATH OF SECRECY

I, ___(state name)______________________, do solemnly swear (or affirm):

- I will maintain and aid in maintaining the secrecy of the voting; and

- I will not interfere or attempt to interfere with an elector who is marking the ballot or voting;

- I will not obtain or attempt to obtain, at a voting place or Help Centre or counting location or Ballot Counting Centre, information about how an elector intends to vote or has voted; or

- I will not communicate any information obtained at a Voting Place or Help Centre or counting location or Ballot Counting Centre about how an elector intends to vote or has voted.

TO BE DECLARED BY ANY SCRUTINEER, CANDIDATE, OR ELECTOR (IN THE CASE OF A RECOUNT) WISHING TO REMAIN AT THE VOTING PLACE OR HELP CENTRE OR COUNTING LOCATION OR BALLOT COUNTING CENTRE

<table>
<thead>
<tr>
<th>NAME OF SCRUTINEER</th>
<th>SIGNATURE</th>
<th>NAME OF CANDIDATE</th>
<th>WARD/POLL</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
MUNICIPALITY OF MORRIS-TURNBERRY

DECLARATION OF ELECTION RESULTS
Municipal Elections Act, 1996 (s. 55(4(a))

I, ____________________________, Clerk of the Corporation of ____________________________ in the County of Huron declare the following candidate or candidates elected as a result of the Municipal Election held October 22th, 2018.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
<td></td>
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<td>6.</td>
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<tr>
<td>7.</td>
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</tr>
</tbody>
</table>

Date ______________________  
Clerk’s Signature ________________________

CLERK OF THE CORPORATION OF THE Municipality of Morris-Turnberry IN THE COUNTY OF Huron
MUNICIPALITY OF MORRIS-TURNBERRY

NOTICE OF RECOUNT

Municipal Elections Act, 1996 (Sections 56-58) and O. Reg. 101/97

I, _________________________________, Clerk of the Corporation of
(name of Clerk)
__________________________________ in the County of Huron hereby declare that a
recount of the votes cast in the Municipal Election held October 22nd, 2018 for

___________________________________
(state office or by-law/question)

shall be held commencing at ____________ on ________________________
(time) (date)
at _____________________________________.
(location)

THE RECOUNT IS BEING CONDUCTED PURSUANT TO SECTION ______ OF
THE MUNICIPAL ELECTIONS ACT, 1996.

_________________________  _______________________________
Date  Clerk's Signature
I, ______________________________, Clerk (or designated official) of the Corporation of ______________________________ in the County of Huron declare that:

(1) On the _____ day of ____________________, 2018, I conducted a recount of the ballots cast in the Municipal Election held October 22nd, 2018 for:
   □ the office(s) of: __________________________________________________________
   □ the following question or by-law: __________________________________________

(2) No application has been made for a judicial recount under Section 63.

(3) The successful candidate(s) elected is/are: _________________________________

(4) The result of the vote upon the question or by-law is: ________________________

________________________________________
(Name of Clerk)

CLERK OF THE CORPORATION OF

_______________________________________

IN THE COUNTY OF Huron
NAME OF MUNICIPALITY

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS
Municipal Elections Act, 1996 [Section 88 (2)]

FIRST WITNESS
I ___________________________ state that I was present upon _______________ and did witness
(Name of Witness) (date)
_______________________________ of the above stated municipality destroy all ballots used in the
(Name of Clerk)
municipal election held on October 22nd, 2018 for the election of persons to the offices listed below.

_______________________________________
(Signature of Witness)

SECOND WITNESS
I _______________________________ state that I was present upon _______________ and did witness
(Name of Witness) (date)
_______________________________ of the above stated municipality destroy all ballots used in the
(Name of Clerk)
municipal election held on October 22nd, 2018 for the election of persons to the offices listed below.

_______________________________________
(Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:
 ____________________________________________   ____________________________________________
 ____________________________________________   ____________________________________________
 ____________________________________________   ____________________________________________
 ____________________________________________   ____________________________________________

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Destruction of Records
After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in
the presence of two witnesses. The Clerk may also destroy any other documents and materials related to the
election except those listed below under the Retention of Records section of the manual.

Retention of Records
The ballots and any other documents or materials shall not be destroyed if:
• a court orders that they be retained; or
• a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates’ financial statements, etc.), 88.29 (financial
statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the
members of the council or local board elected at the next regular election have taken office.
MUNICIPALITY OF MORRIS-TURNBERRY
NOTICE OF PENALTIES
Municipal Elections Act, 1996 (s. 33.1)

TO:

______________________________________  /  ____________________________________
(Name of Candidate)                                                                  (Office)

_______________________________  
(Address)                                                                  (Postal Code)

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be subject to the penalties listed below, in addition to any other penalty that may be imposed under the Municipal Elections Act, 1996:

a) if he or she fails to file documents with the Municipal Clerk as required under section 88.25 or 88.32 by the relevant date;

b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the Municipal Clerk by the relevant date;

c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or

d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the Municipal Elections Act, 1996:

a) incurs expenses that exceed what is permitted under section 88.20; or

b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.
PENALTIES [88.23 (2)]

In the case of a default described above:

(a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and

(b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the Municipal Elections Act applies.

____________________________

REFUND (34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor’s report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

___________________________  ______________________________

Date  Municipal Clerk or designate

The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.
MUNICIPALITY OF MORRIS-TURNBERRY
DUTIES AND RESPONSIBILITIES OF
CONSTABLE

IDENTIFYING INFORMATION
Position: Constable
Reports To: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

“Constable” shall be defined as a police officer or a person appointed by the Clerk to maintain peace and order at an election.

GOALS AND OBJECTIVES:

To maintain the integrity of the election process.

RESPONSIBILITIES:

The duties and responsibilities of the “Constable” shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Clerk.

PRE VOTING DAY:

- attend the training session/sign “Appointment and Preliminary Oath or Affirmation For Election Officials” [Form MT18]
- familiarize themselves with the duties and responsibilities of the election officials
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Revision Centre/Help Center/Ballot Return Station

VOTING DAY

1. Before the opening of the Voting Place/Revision Centre/Help Center/Ballot Return Station

   Responsibilities may include:
   - arrive at the Voting Place/Revision Centre/Help Center/Ballot Return Station one-half hour prior to the opening of voting
   - assist in setting up the Voting Place/Revision Centre/Help Center/Ballot Return Station
   - ensure that no campaign material is allowed in the Revision Centre/Help Center/Ballot Return Station
   - ensure that only qualified persons are allowed at the Revision Centre/Help Center/Ballot Return Station

2. During Voting Hours
Responsibilities may include:

- ensure the conduct and integrity of the voting process
- maintain the orderly conduct and flow of electors through the Revision Centre/Help Center/Ballot Return Station
- maintain peace and order in the Revision Centre/Help Center/Ballot Return Station
- ensure that only authorized persons are allowed to remain in the Revision Centre/Help Center/Ballot Return Station
- procure additional supplies if required by the Returning Officer
- act as courier should concerns, questions or messages need to be transmitted

3. After the Close of the Revision Centre/Help Center/Ballot Return Station

Responsibilities may include:

- assist in dismantling the Revision Centre/Help Center/Ballot Return Station
- if directed by the Deputy Returning Officer or Assistant Returning Officer, deliver ballot boxes and other election material to the Clerk
- assist the Returning Officer as required
IDENTIFYING INFORMATION

Position: Election Assistant
Reports To: Clerk

Delegation of Powers and Duties:

The Municipal Elections Act, 1996 authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"Election Assistant" shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2018 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to carry out the election process.

Responsibilities:

All duties/responsibilities of the Election Assistant will be assigned by the Clerk.

Pre Voting Day

- attend the training session/sign Appointment and Preliminary Oath or Affirmation For Election Officials [Form MT18]
- familiarize themselves with the Municipal Elections Act
- complete any other duties as assigned by the Clerk

Voting Day

Before the Opening of the Revision Centre/Help Center/Ballot Return Station
Responsibilities as assigned by the Clerk

During Voting Hours
Responsibilities as assigned by the Clerk

After the Close of the Revision Centre/Help Center/Ballot Return Station
- responsibilities as assigned by the Clerk
- take required oaths
MUNICIPALITY OF MORRIS-TURNBERRY
DRO OR ASSISTANT RO APPOINTMENT – CONFIRMATION LETTER

Date:

Re: 2018 Municipal Election

DEPUTY RETURNING OFFICER OR ASSISTANT RETURNING OFFICER

Name

POLL CLERK/ELECTION ASSISTANTS

Identify Name of Polling Clerk/Election Assistants

VOTING PLACE/REVISION CENTRE/HELP CENTER/BALLOT RETURN STATION

Identify exact location

This will confirm your appointment as Deputy Returning Officer or Assistant Returning Officer at the above Voting Place/Revision Centre/Help Center/Ballot Return Station in the municipality for the Municipal Election on **Monday, October 22, 2018 and the Advanced Vote on Saturday, xxxx, 2018 and Wednesday, xxxx, 2018**. The Advanced Voting Place will be open at 11:00 a.m. and close at 7:00 p.m. SHARP. On Voting Day the Voting Place/Revision Centre/Help Center/Ballot Return Station will be open at 10:00 a.m. and close at 8:00 p.m. SHARP. Arrive at the Voting Place/Revision Centre/Help Center/Ballot Return Station before 10:30 a.m. on the advanced voting date and 9:30 a.m. on Voting Day to plan and prepare for the day.

The Poll Clerk/Election Assistant noted above has been notified of his/her appointment.

You are required to attend a training session at 10:00 a.m. on __________________. On this date, you will be required to take your oath of office.

Please study the contents of the training booklet prior to the training session. The booklet has a checklist which arranges the Deputy Returning Officers’ or Assistant Returning Officers’ duties in the order that they should be completed. If there are any questions, please contact my office immediately at:

Insert Clerk and municipal contact information here.

___________________________________

Clerk
MUNICIPALITY OF MORRIS-TURNBERRY
POLLING CLERK AND/OR ELECTION ASSISTANT APPOINTMENT –
CONFIRMATION LETTER

Date:

Re: 2018 Municipal Election

POLL CLERK/ELECTION ASSISTANT

Name

DEPUTY RETURNING OFFICER/ASSISTANT RETURNING OFFICER

Identify Name of DRO/ARO

VOTING PLACE/REVISION CENTRE/HELP CENTRE/BALLOT RETURN STATION

Identify exact location

This will confirm your appointment as Poll Clerk or Election Assistant at the above Voting Place/Revision Centre/Help Center/Ballot Return Station in the municipality for the Municipal Election on Monday, October 22, 2018 and the Advanced Vote on Saturday, xxxx, 2018 and Wednesday, xxxx, 2018. The Advanced Voting Place will be open at 11:00 a.m. and close at 7:00 p.m. SHARP. On Voting Day the Voting Place/Revision Centre/Help Center/Ballot Return Station will be open at 10:00 a.m. and close at 8:00 p.m. SHARP. Arrive at the Voting Place/Revision Centre/Help Center/Ballot Return Station before 10:30 a.m. on the advanced voting date and 9:30 a.m. on Voting Day to plan and prepare for the day.

You are required to attend a training session at 10:00 a.m. on __________________. On this date, you will be required to take your oath of office.

If there are any questions, please contact my office immediately at:

Insert Clerk and municipal contact information here.

___________________________________

Clerk
In accordance with the Municipal Elections Act, 1996 and Ontario Regulation 304/13

Proof of identity and residence is required in the following instances:

- When adding or deleting one’s name from the Voter’s List
- **When deactivating and re-issuing a PIN**
- When issuing an oath

One of the following is required:

1. An Ontario driver’s licence.
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.

23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.

24. A hospital card or record.

25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.

26. A document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home.

27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.

28. A cheque stub, T4 statement or pay receipt issued by an employer.

29. A transcript or report card from a post-secondary school
MUNICIPALITY OF MORRIS-TURNBERRY
SAMPLE VOTER INFORMATION LETTER

JOHN SAMPLE
150 BRUNSWICK ST.
ONTARIOVILLE, ON M9K 2Z1

Ward: 12
Poll: 1201-1
Qualifying Address:
130 Brunswick St.

VOTER INSTRUCTIONS
HOW CAN I VOTE?

VOTE USING THE INTERNET OR PHONE
• Using your PIN (see box below), vote anytime from Monday, October 15 starting at 8:30am until Monday, October 25 ending at 8:00 pm.
• To vote online, go to www.ontarioville.invote.com and follow the instructions.
• To vote by phone, call the voting phone number at 1-800-123-4567 and follow the instructions.
• Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.

ADDITIONAL INFORMATION
• If you do not have access to a computer or telephone please contact us at 1-800-123-4567 and follow the instructions.
• Please remember to take your PIN with you as it is required to vote.

IMPORTANT INFORMATION

You qualify to vote if:
• You are at least 18 years old on Election Day, October 25, 2010
• You are a Canadian citizen
• You or your spouse, parents, children, or a property in the municipality
• You are not otherwise prohibited by law from voting.

Please note it is AGAINST THE LAW to vote more than once for any elected office within the same municipality or school board jurisdiction.
By casting a ballot or by entering the electronic voting system and entering your assigned PIN number, you are declaring that you are eligible to vote in this election.
This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

Your PIN
8765 4321
## QUESTIONS & ASSISTANCE

If you require assistance please contact the Voter Help Centre or visit the Town Hall at 100 Main Street:

Phone: 490-1234 or toll free at 1-888-123-4567.

Hours of operation are:
8:30am to 4:30pm on weekdays from October 18 to October 22.
8:30am to 8:00pm Election Day Monday, October 25.

Email: election@ontarioville.ca

Website: www.ontarioville.ca/elections

---

## CANDIDATE INFORMATION

You can vote for the following candidates based on your qualifying address. If the information listed below is incorrect for the ward in which you are eligible to vote then please call the Voter Help Centre for assistance.

<table>
<thead>
<tr>
<th>MAYOR</th>
<th>DEPUTY MAYOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vote 1 of the following:</td>
<td>Vote 1 of the following:</td>
</tr>
<tr>
<td>Gary DENNISON</td>
<td>Gary DENNISON</td>
</tr>
<tr>
<td>George HENDERSON</td>
<td>George HENDERSON</td>
</tr>
<tr>
<td>Betty JOHNSON</td>
<td>Betty JOHNSON</td>
</tr>
<tr>
<td>Jan WYSEMAN</td>
<td>Jan WYSEMAN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNCILLOR</th>
<th>TRUSTEE English Public School Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vote 4 of the following:</td>
<td>Vote 1 of the following:</td>
</tr>
<tr>
<td>Susan FERGUSON</td>
<td>Michael CHURCH</td>
</tr>
<tr>
<td>Marc LEDUC</td>
<td>Alice CRANSTON</td>
</tr>
<tr>
<td>Yvonne ST. CROIX</td>
<td>Linda WEBSTER</td>
</tr>
<tr>
<td>James WARNER</td>
<td></td>
</tr>
<tr>
<td>Doris WEAVER</td>
<td></td>
</tr>
<tr>
<td>Cameron YOUNG</td>
<td></td>
</tr>
</tbody>
</table>

See other side
Form MT42

MUNICIPALITY OF MORRIS-TURNBERRY

APPLICATION FOR RE-ISSUE OF A VOTER INFORMATION LETTER (LOST AND UNUSED)

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Given Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifying Address (Street No &amp; Name):</td>
<td>City:</td>
</tr>
<tr>
<td>Mailing Address (if different):</td>
<td></td>
</tr>
</tbody>
</table>

| Tel Number: | Roll Number: |

I, _________________________, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:

1. That I am an eligible elector for the municipality and that I am on the Voter’s List or have made an application to be included on the Voter’s List;

2. ☐ That I have not received by mail a Voter Information Letter from the municipality,

   OR (check appropriate)

   ☐ That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.

3. That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes.

I, _________________________, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act dated this ________ of ________________________, 2018. I further understand that making a false statement is an offence under the Municipal Elections Act, 1996 and that I will be subject to prosecution.

_____________________________  ______________________________
Signature of Applicant                  Signature of Election Official
<table>
<thead>
<tr>
<th>FOR USE BY ELECTION OFFICIAL ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCEDURAL POLICY FOR RE-ISSUANCE</td>
</tr>
</tbody>
</table>

Verification of **de-activation** of Voter Personal Identification Number ________________________________ (signature of Election Official)

Activation of **new** Voter Personal Identification Number (PIN) ________________________________ (signature of Election Official)

**SIGNATURE OF ACKNOWLEDGEMENT**

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
</table>

I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

<table>
<thead>
<tr>
<th>Signature of Election Official</th>
<th>Date</th>
</tr>
</thead>
</table>
Form MT43

MUNICIPALITY OF MORRIS-TURNBERRY
APPLICATION FOR RE-ISSUE OF A VOTER’S INFORMATION LETTER
(USED BY AN IMPERSONATOR)

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Given Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifying Address (Street No. &amp; Name):</td>
<td>City:</td>
</tr>
</tbody>
</table>

Mailing Address (if different)

| Tel. Number: | Roll Number: |

I, _________________________, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:

1. That I am an eligible elector for the municipality and that I am on the Voters’ List or have made an application to be included on the Voter’s List, and;
   - That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.
   - OR (check applicable box)
   - That I have lost or misplaced the Voter Information Letter provided by the municipality and unable to locate the said Voter Information Letter for the purpose of voting by telephone and that an imposter has voted.
   - OR (check applicable box)
   - That I have received the Voter Information Letter provided by the municipality and that an imposter has voted.

2. That I have not voted or have not personally used the Voter Information Letter to vote, nor have I provided and given my Voter Information Letter to another person for the purpose of voting.

3. □ That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.
   - OR (check applicable box)
   □ I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.
4. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.

5. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Help Centre in the municipality.

6. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

I, ______________________, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act dated this ______ day of _______________, 2018 and do hereby accept the terms and conditions of this application.

I, ______________________, further acknowledge that any false statement made is an offence either under the Municipal Elections Act and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

____________________________
(Witness as to the Signature of the Applicant)

PROCEDURES OF ELECTION OFFICIAL

1. Verification that the Voter Personal Identification Number (PIN) has been used.

2. Issuance of Voter Information Letter and NEW Personal Identification Number (PIN).

3. Activation of Personal Identification Number (PIN).

____________________________
(signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official and agree that I will vote immediately at the Help Centre and further understand that should I leave the Help Centre WITHOUT VOTING that the Voter Information Letter received will be deactivated and that I will not be further entitled to vote.
<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
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<tbody>
<tr>
<td>I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.</td>
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<tr>
<td>Signature of Election Official</td>
<td>Date</td>
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FOR USE BY THE ELECTION OFFICIAL
VOTER LEAVES THE HELP CENTRE

1. Voter has left the Help Centre after voting:

   Verify if Personal Identification Number (PIN) has been used to confirm that the elector has voted. If the PIN has not been used, the following must be completed:

   Deactivate Voter Personal Identification Number immediately

SIGNATURE OF ELECTION OFFICIAL CONFIRMING THAT VOTER HAS LEFT THE HELP CENTRE WITHOUT VOTING.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date / Time</th>
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MUNICIPALITY OF MORRIS-TURNBERRY

ACTIVATION OF SIMPLY VOTING SYSTEM

DIRECTIONS: To be administered by an Election Official to any of the persons authorized to be in attendance at the Help Centre or any other location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.

I, one of the undersigned, swear or solemnly affirm:

THAT at 8:59 a.m., October 22, 2018, I verified that all totals of votes cast for all candidates were at “0” prior to the voting system being activated.

SWORN or affirmed before me at the
________________ of ____________________
in the County of Huron
this _____ day of ____________________, 2018.

<table>
<thead>
<tr>
<th>Name and capacity in which such person is attending. (if scrutineer, name candidate)</th>
<th>Signature of person taking above oath</th>
<th>Signature of person administering above oath</th>
</tr>
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MUNICIPALITY OF MORRIS-TURNBERRY
APPOINTMENT OF SCRUTINEER BY ELECTOR
Municipal Elections Act, 1996

TAKE NOTICE that I, __________________________
(Name of Elector)

An elector in the ______________________________________
(Municipality of Morris-Turnberry)

hereby appoint _______________________ to represent me and attend at the recount for the following:

Voting Subdivision No.(s) (polling station) ___________ Ward No.(s) ___________

in the Municipality of ___________________________ in respect of the Municipal Elections held on Monday, October 22, 2018 under the Municipal Elections Act, 1996.

_______________________                              _____________________
Date                                  Signature of Elector

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at the Recount will be removed as directed by the Clerk.

2) Before being admitted to the Recount, a person appointed as scrutineer shall produce and show his/her Form MT45 to the Clerk for the Recount and take the “Oral Oath of Secrecy” Form MT25 from the Clerk before being permitted to remain at the Recount. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.

3) Cell phones SHALL be turned off upon entering the Recount and their use is prohibited during the Recount.

4) The Clerk is responsible for the conduct of the Recount and no elector or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.

5) Electors or Scrutineers are prohibited from sitting at the table which is provided exclusively for the Election Officials.

6) Scrutineers/electors wishing to observe the recount MUST be at the Recount prior to the time designated by the Clerk. No one will be admitted to the Recount after the time designated. Once admitted to the Recount, no one shall be permitted to leave until the Recount has been completed and signed off by the Clerk.

7) The elector or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

8) The total of votes cast for each candidate as counted by the Clerk and Election Official is final. They are
not required to do an additional recount.

Rights of Scrutineers (includes Electors)
• to attend the Recount 15 minutes before the designated time
• to examine each ballot as votes are counted, but shall not interfere with the counting process and shall not touch the ballot
• to object to a ballot or the counting of votes in a ballot
• to sign the statement of the results prepared by the Clerk
• to place a seal on the ballot box after the counting of the votes when the Clerk seals the box that the ballots cannot be deposited or withdrawn without breaking the seal
• a scrutineer may object to a ballot, or to the counting of some or all votes in a ballot, on the grounds that the ballot or votes do not comply with the prescribed rules. The Clerk alone shall decide all objections.

Scrutineers and Electors are prohibited from the following:
• displaying a candidate’s election campaign material or literature at the Recount
• obtaining or attempting to obtain, any information about how an elector has voted
• communicating any information obtained about how an elector has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Recount.
MUNICIPALITY OF MORRIS-TURNBERRY
APPOINTMENT OF SCRUTINEER BY MUNICIPALITY

Re: By-Laws or Questions
Municipal Election Act, 1996

Moved by__________________ Resolution No.____________
Seconded by________________

The Municipal Council (or local board, etc.) of the Corporation of the (Municipality of Morris-Turnberry, local board, etc.) hereby appoints _________________________ to act as a scrutineer to represent the Corporation (or local board, etc.) with respect to (insert specific question or by-law) for the following:

Voting Subdivision No.(s) (polling station) __________, Ward No.(s) ___________ in respect of the Municipal Election held on Monday, October 22, 2018 under the Municipal Elections Act, 1996.

ADOPTED

I hereby certify the above to be a true copy of a resolution of the Council (or local board, etc.) of the (name of Municipality, local board, etc.) passed on the ____of_________, 2018.

____________________________________
Municipal Clerk (or Secretary), or designate
_________________________________
(Municipality of Morris-Turnberry, local board, etc.)

This form shall be signed by the Clerk of the Municipality (or Secretary of a local board, etc.) and shall be required to be shown to an Election Official at the Voting Place and at the counting of votes, including a recount.

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at a Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre will be removed as directed by the Returning Officer (RO).

2) Before being admitted to a Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre, a person appointed as scrutineer shall produce and show his/her [Form MT22] to the Election Official for the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre and take the “Oral Oath of Secrecy” [Form MT25] from the Election Official before being permitted to remain in the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
Once scrutineer enters the Counting Location or receipt of votes or Ballot Counting Centre they shall remain until the count is complete and the Election Official authorizes them to leave the Counting Location or receipt of votes or Ballot Counting Centre.

3) The scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

4) **Cell phones SHALL be turned off** upon entering the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre and their use is prohibited while in the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre.

5) The Election Official is responsible for the conduct of the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre and no scrutineer has the right to interfere with the Election Official in the discharge of his/her duties.

6) Scrutineers are prohibited from sitting at the table which is provided exclusively for the Election Officials.

7) Scrutineers wishing to observe the count MUST be at the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre prior to 8:00 p.m. No one will be admitted to the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre after 8:00 p.m.

8) The total of votes cast for each by-law or question as counted is final. At this point, Election Officials are not required to do a recount/second count.

**Rights of Scrutineers**

- to be present when materials and documents related to the election are delivered to the Clerk
- to enter the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre 15 minutes before it opens and to inspect the ballot boxes and the ballots and all other election documents but not so as to delay the timely opening of the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre
- to place a seal on a ballot box before the opening of the voting place or Ballot Counting Centre so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal.
- to place a seal on a ballot box at the conclusion of voting on each day of advance voting so that the ballots cannot be deposited or withdrawn without breaking the seal
- to examine each ballot as votes are counted (but not to touch the ballot)
- object to a ballot, or to the counting of some or all votes in a ballot for a by-law or question, on the grounds that the ballot or votes do not comply with the prescribed rules. The Returning Officer (Internet/Telephone/Vote by Mail) or DRO (Traditional) alone shall decide all objections.
- to sign the statement of the results prepared by the Election Official
- to place a seal on the ballot box after the counting of the votes when the Returning Officer (Vote by Mail) or DRO (Traditional) seals the box that the ballots cannot be deposited or withdrawn without breaking the seal.
- in the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights respecting the examination and dispute of ballots

**Scrutineers are prohibited from the following:**

- from attempting, directly or indirectly, to influence or interfere with how an elector votes
- attempting to campaign or persuade an elector to vote for a particular by-law or question
- displaying election campaign material or literature in a Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre
- compromising the secrecy of the voting
- interfering or attempting to interfere with an elector who is marking a ballot or voting
- obtaining or attempting to obtain any information about how an elector intends to vote or has voted
- communicating any information about how an elector intends to vote or has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre.
**Form MT47**

**MUNICIPALITY OF MORRIS-TURNBERRY**
**ELECTION OFFICIAL APPLICATION**

For those persons interested in working as a Polling Clerk/Election Assistant in the 2018 Municipal Election

### Part 1 (print clearly in space provided)

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/Town:</th>
<th>Postal Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>Cell Phone:</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Part 2 (check yes or no)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Are you at least 18 years of age?**

**Are you or do you anticipate being a candidate or the spouse of a candidate running in the 2018 Municipal Election in the Municipality?**

**Are you or do you anticipate being actively involved in a campaign of a candidate running in the 2018 Municipal Election in the Municipality?**

**Have you worked on a federal, provincial or municipal election before?**

**Briefly describe your election experience.**

### Part 3

**I declare that the information provided by me in this application is to the best of my knowledge, an accurate statement of facts.**

---

**Signature** ____________________________ **Date** ________________
Note(s):

i) Application forms are to be returned to Name, Returning Officer by August 15th, 2018, to the address below.

ii) Attendance at any election training session will be mandatory for all election personnel.

The collection of information is made under the authority of the Municipal Elections Act, 1996, as amended, and will be used to appoint and administer election personnel.
MUNICIPALITY OF MORRIS-TURNBERRY

2018 MUNICIPAL ELECTION
Voters’ List – Are You on the List?

Procedure

- The list is **NOT** available for public viewing at any time.
- Eligible electors can start asking if they are on the list as of September 4th (legislative)
- An elector can only ask about themselves, they cannot enquire about anyone else on the list, not even their spouse, **DO NOT** ever provide it
- Only the Clerk (Returning Officer), Corporate Assistant (Deputy Returning Officer), and Planning Assistant (Election Assistant) have access to the Voters’ List via VoterView
- When verifying information, always ask the potential eligible elector to give you their birth date, mailing address, etc., **DO NOT** ever provide it to them

**In Person**
If a potential eligible elector comes in to the Municipal Office:
- ask them for proof of identity and residence (see ID Requirements page)
- hold on to that piece of identity as you look up the potential eligible elector
- do not show them the screen at any time
- if you cannot find them in the system by searching their name, next search their qualifying address
- if they show up in the system, verify the following information in VoterView:
  - birth date
  - citizenship
  - mailing address
  - school support (only a permanent resident can vote)
- refer them to the Clerk or Corporate Assistant:
  - if they do not show up in the system at all
  - if they show up in the system more than once
  - if they show up in the system and information is missing or incorrect (ex. birth date, etc.)

**Over the Phone**
If a potential eligible elector calls in to the Municipal Office:
- ask them who they are
- look them up in the system
- if you cannot find them in the system by searching their name, next search their qualifying address
- ask them to provide their qualifying address, mailing address and birth date (if any of this information is missing or incorrect, ask them to come into the Municipal Office with ID)
- if they have provided this information correctly, verify their citizenship and school support
- ask them to come in to the Municipal Office with ID:
  - if they do not show up in the system at all
Email and Fax
Elector cannot enquire via email or fax. Ask them to come in or to phone.

Municipal Elections Act, 1996
S.O. 1996, CHAPTER 32
SCHEDULE

17 (1) Repealed: 2002, c. 17, Sched. D, s. 5 (1).

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

Persons prohibited from voting
(3) The following are prohibited from voting:
1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
3. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
4. A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Status as tenant
(4) Despite the definitions of “owner or tenant” and “tenant” in subsection 1 (1), a regulation may specify circumstances in which a person is, and is not, considered to be a tenant for the purposes of clause (2) (a).
FORM MT52

MUNICIPALITY OF MORRIS-TURNBERRY
DECLARATION OF QUALIFICATIONS
THIRD PARTY ADVERTISER
Municipal Elections Act, 1996 (Section 88.6)

I, _________________________________________, am:
(individual or corporation or trade union name)

☐ An individual who is normally resident in Ontario
☐ A corporation that carries on business in Ontario
☐ A trade union that holds bargaining rights for employees in Ontario

I, _________________________________________, am:
(person or agents name)

☐ A person
☐ An agent

Do Solemnly Declare That:

1. I am qualified pursuant to the Municipal Elections Act, 1996 to file a notice of registration to be a registered third party advertiser for the election.

2. I am not:
   - A Candidate whose nomination has been filed.
   - A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
   - A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.

3. I am not under the direction of a Candidate whose nomination has been filed.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.
Declared before me at the Municipality of Morris-Turnberry

This ______ day of ___________________, 2018

___________________________________________________________
(Signature of individual or representative of the corporation or trade union)

___________________________________
(Signature of Municipal Clerk or designate)

Note: Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996 and will be used for the registration of third party advertisers for the municipal election and will be available for public inspection in the office of the Clerk, Municipality of Morris-Turnberry until the next municipal election. Questions about this collection of personal information should be directed to Municipality of Morris-Turnberry, 41342 Morris Road, PO Box 310, Brussels, ON N0G 1H0.
MUNICIPALITY OF MORRIS-TURNBERRY
CONTRIBUTIONS TO REGISTERED THIRD PARTIES
Municipal Elections Act, 1996 (Sections 88.12, 88.13, 88.14)

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the campaign period.

Contributions shall only be made by the following:
- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds $25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor’s name and account with the payment or by money order signed by the contributor.
MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:
- $750 to a registered third party that appear during an election in a municipality;
- $5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14 AND 88.28)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

*NOTE: Please note the third party advertiser is solely responsible for complying with the legislation in the Municipal Elections Act relating to third party advertising.
NOTICE is hereby given that during the period commencing May 1st, 2018 and ending on October 19th, 2018, the following third parties have filed all the necessary papers and declarations and as Clerk, I am satisfied that such third parties are qualified and that their Notice complies with the requirements of the Municipal Elections Act, 1996. I have, therefore, certified the following third parties:

<table>
<thead>
<tr>
<th>NAME OF THIRD PARTY</th>
<th>CONTACT PERSON</th>
<th>EMAIL ADDRESS</th>
<th>PHONE NUMBER</th>
<th>HYPERLINK</th>
</tr>
</thead>
<tbody>
<tr>
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Dated this ________ day of ________, 2018. (May 1 to October 19, 2018)

_____________________________
Municipal Clerk
CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person’s direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate’s direction, shall only be made during the candidate’s election campaign period.

Contributions shall only be made by the following:
- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate’s election campaign.

The following shall not make a contribution:
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds $25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor’s name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate’s website by the municipality or local board does not constitute a contribution to a candidate.
MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- $1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor’s total contributions to that candidate in respect of all the offices shall not exceed $1,200;
- $5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.
Form MT58

MUNICIPALITY OF MORRIS-TURNBERRY

ESTIMATED MAXIMUM THIRD PARTY EXPENSES

Municipal Elections Act, 1996 [s. 88.21]

TO:

______________________________________  /  ____________________________________
(Name of Third Party)                                                   (Name of Representative)

_________________________________________________________________________
(Address)                                                                   (Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is

______________________________  *

_____________________________________
Date                                Municipal Clerk or designate

The Clerk shall give the individual filing a Notice of Registration for Third Party Advertising a Preliminary Calculation of the estimated maximum third party expenses at the time of filing, based upon the number of electors on the Voters' List as of Nomination Day for the 2014 election. [Section 88.21 (13)(a)]

On or before September 25, 2018; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters’ List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters’ List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

* Formula for calculation provided in Ontario Regulation 101/97.
MUNICIPALITY OF MORRIS-TURNBERRY

MAXIMUM THIRD PARTY EXPENSES

Municipal Elections Act, 1996 [s. 88.21]

TO:

<table>
<thead>
<tr>
<th>Name of Third Party</th>
<th>Name of Representative</th>
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<tbody>
<tr>
<td>____________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

(Address) (Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 22, 2018, is ____________________________ *.

Date ____________________________

Municipal Clerk or designate

On or before September 25, 2018; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters’ List from the previous regular election, as it existed on Nomination Day for the 2014 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters’ List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

* Formula for calculation provided in Ontario Regulation 101/97.
A candidate shall ensure that,

(a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;

(b) all contributions of money are deposited into the campaign accounts;

(c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

(d) all payments for expenses are made from the campaign accounts;

(e) contributions of goods or services are valued;

(f) receipts are issued for every contribution and obtained for every expense;

(g) records are kept of,
   (i) the receipts issued for every contribution,
   (ii) the value of every contribution,
   (iii) whether a contribution is in the form of money, goods or services, and
   (i) the contributor’s name and address;

(h) records are kept of every expense including the receipts obtained for each expense;

(i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;

(j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of $25 or less or by the sale of goods or services for $25 or less;

(k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);

(l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

(m) financial filings are made in accordance with sections 88.25 (Candidates’ Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
(n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

(o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;

(p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate’s nomination was filed;

(q) an anonymous contribution is paid to the clerk with whom the candidate’s nomination was filed; and

(r) each contributor is informed that a contributor shall not make contributions exceeding,
   (i) subject to subsection (2), a total of $1,200 to any one candidate in an election, and
   (ii) a total of $5,000 to two or more candidates for offices on the same council or local board.

Exclusion of certain expenses
Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk
Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.
DUTIES OF REGISTERED THIRD PARTIES

Municipal Elections Act, 1996 (Section 88.26)

A registered third party shall ensure that,
(a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;

(b) all contributions of money are deposited into the campaign accounts;

(c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

(d) all payments for expenses are made from the campaign accounts;

(e) contributions of goods or services are valued;

(f) receipts are issued for every contribution and obtained for every expense;

(g) records are kept of,
   (i) the receipts issued for every contribution,
   (ii) the value of every contribution,
   (iii) whether a contribution is in the form of money, goods or services, and
   (iv) the contributor's name and address;

(h) records are kept of every expense including the receipts obtained for each expense;

(i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;

(j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of $25 or less or by the sale of goods or services for $25 or less;

(k) records are kept of any loan and its terms under section 88.17 (Account Loans);

(l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

(m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
(n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;

(o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;

(p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;

(q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and

(r) each contributor is informed that a contributor shall not make contributions exceeding,
   (i) a total of $1,200 to any one registered third party in relation to third party advertisements, and
   (ii) a total of $5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

**Exclusion of certain expenses**
Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

**Contributions paid to clerk**
Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.
MUNICIPALITY OF MORRIS-TURNBERRY
NOTICE TO REGISTERED THIRD PARTY
OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (Section 88.29)

TO:
____________________________________________      /      ____________________________________
(Name of Individual, Corporation or Trade Union)                  (Name of Individual Who Filed Registration)
_______________________________________________________________________________________
(Address)                                                                                            (Postal Code)

FROM:
The Clerk or designated election official of
_____________________________________________________________________________
(Name of Municipality)

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the “Financial Statement – Auditor’s Report”
[PR FORM 4] on or before 2:00 pm on March 29, 2019, with the Clerk, a financial statement and auditor’s report
in accordance with section 88.29 of the Municipal Elections Act, 1996 reflecting the Registered Third Party’s
campaign finances in relation to third party advertisements as of December 31 in the year of the election.

(1) On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in
which he, she or it registered a financial statement and auditor’s report, each in the prescribed form,
reflecting the registered third party’s campaign finances in relation to third party advertisements,
(a) in the case of a regular election, as of December 31 in the year of the election; and
(b) in the case of a by-election, as of the 45th day after voting day.

Note: The earliest the “Financial Statement – Auditor’s Report” [PR FORM 4] can be filed is the first day the
Municipal Office is open in January 2019.

(2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement
and, at the same time, file a corrected financial statement and auditor’s report on or before the applicable
filing date under section 88.30.

(3) If the campaign period for the registered third party in relation to an election in the municipality continues
during all or part of the supplementary reporting period, the registered third party shall, before 2 p.m. on the
supplementary filing date, file a supplementary financial statement and auditor’s report for the
supplementary reporting period.

(4) A supplementary financial statement or auditor’s report shall include all the information contained in the
initial statement or report filed under subsection (1), updated to reflect the changes to the registered third
party’s campaign finances during the supplementary reporting period.

(5) An auditor’s report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.

(6) No auditor’s report is required if the total contributions received and total expenses incurred in the registered
third party’s campaign in relation to third party advertisements during an election in the municipality up to the
end of the relevant period are each equal to or less than $10,000.
(10) If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

[Signature]

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every registered third party that registered in the municipality, notice of the filing requirements of section 88.29.

Also Note: If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and conditions or limitations associated with it, if any.
MUNICIPALITY OF MORRIS-TURNBERRY
NOTICE OF DEFAULT – REGISTERED THIRD PARTY

Municipal Elections Act, 1996 [Section 88.27 (1) & (2), 88.29, 92 (4)]

TO:

________________________________________ / __________________________
(Name of Individual, Corporation or Trade Union)            (Name of Individual Who Registered)
________________________________________________________________________
(Address)                                                                                                   (Postal Code)

FROM:

The Clerk, or designated election official of
________________________________________________________________________
(Name of Municipality)

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because: (circle all that apply)

A. You failed to file a document (a financial statement and if applicable, an auditor’s report) with the Municipal Clerk as required by Section 88.29 (Financial Statements, etc. of Registered Third Parties) or 88.32 (Return of Surplus for Subsequent Expenses) of the Municipal Elections Act 1996 on or before the relevant date, or

B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor’s report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (4) (Treatment of Surplus and Deficit) of the Municipal Elections Act, 1996, or

C. A document (a financial statement and if applicable, an auditor’s report) filed under Section 88.29 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 (Registered Third Parties’ Expenses) of that Act.

D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor’s report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the Municipal Elections Act 1996.

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the Municipal Elections Act, 1996 the following provisions and penalties apply:

(i) until the next regular election has taken place, you are ineligible to be a registered third party in the municipality to which the Municipal Elections Act, 1996 applies.
NOTICE OF PENALTIES

Offences by registered third party
(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),
(a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
(b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception, action in good faith
(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply.

Additional penalty, registered third parties
(6) If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

__________________________________________
Date

__________________________________________
Municipal Clerk or designate
MUNICIPALITY OF MORRIS-TURNBERRY
NOTICE OF PENALTIES

Municipal Elections Act, 1996 [Section 88.29 (7)]

TO:

____________________________________ / _____________________________
(Name of Individual, Corporation or Trade Union) (Name of Individual Who Registered)

________________________________________________________________________
(Address) (Postal Code)

EFFECT OF DEFAULT BY REGISTERED THIRD PARTY [88.27 (1)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL, subject to subsection 88.27 (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

(a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
(b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
(c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
(d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date.

OFFENCES [92 (4)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL be guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

(a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
(b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

______________________________ ______________________________
Date Municipal Clerk or designate

The Clerk shall, at least 30 days before the filing date, give to each third party that registered in the municipality notice of the penalties under subsections 88.27 (1) and 92 (4) related to third party advertisements.
SAMPLE BY-LAW
USE OF OTHER LANGUAGES

By-Law XX-2017
of The Corporation of the XXXXXX

WHEREAS, Section 9(2) of the Municipal Elections Act, 1996, as amended provides that the council of a municipality may pass a by-law allowing the use of languages other than English on information provided to voters;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the XXX
ENACTS AS FOLLOWS:

1. That voter information related to the October 22, 2018 municipal election be provided in alternate languages at the discretion of the City Clerk.

2. This by-law shall come into force and take effect on the date it is passed.

By-law passed this 20 day of March, 2017.

__________________________  ___________________________
Mayor  City Clerk

2018 MORRIS-TURNBERRY MUNICIPAL ELECTIONS MANUAL  Page 79
**Application to Amend Voters’ List**  
*Municipal Elections Act, 1996*  (s.17, s.24)  
*Form EL15*

**Check only one**  
- □ **add** applicant’s name to list  
- □ **correct** applicant’s information on list  
- □ **delete** applicant’s name from list  
  - (□ moved □ other)

<table>
<thead>
<tr>
<th>Name of applicant</th>
<th>date of birth</th>
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**Qualifying address on voting day**  
- □ commercial property

<table>
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<tr>
<th>street number &amp; name</th>
<th>apt. #</th>
<th>roll number</th>
<th>ward number</th>
<th>voting subdiv.</th>
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- □ owner since _____
- □ tenant since _____
- □ other since _____
- □ spouse _____

- □ unqualified(delete name only)

**Previous qualifying address** (if applicable)

<table>
<thead>
<tr>
<th>street number &amp; name</th>
<th>apt. #</th>
<th>roll number</th>
<th>ward number</th>
<th>voting subdiv.</th>
</tr>
</thead>
<tbody>
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</table>

- □ owner
- □ tenant
- □ other
- □ spouse

**Current mailing address of applicant** (if different than Qualifying address above)

<table>
<thead>
<tr>
<th>street number &amp; name</th>
<th>apt. /unit #</th>
<th>city</th>
<th>postal code</th>
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- □ owner
- □ tenant
- □ other
- □ spouse

**School Support**

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

**Applicant wishes to be an elector for the following school board**

- □ English-Public  
  (anyone can support English-public)
- □ English-Separate  
  (must be Roman Catholic)
- □ French-Public  
  (must have French Language Education Rights)
- □ French-Separate  
  (must be roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name corrected on the Voters’ List in accordance with such facts...
This information is collected under authority of s.17, s.24 and s.25 of the *Municipal elections Act* and s.15 and s.16 of the *Assessment Act* and will be used to determine voter eligibility.

**Certificate of Approval** (to be completed by Clerk or designate)

- [ ] Approved

I hereby certify that the Voter’s List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.

<table>
<thead>
<tr>
<th>Signature of clerk or delegate</th>
<th>Date</th>
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</table>

- [ ] Refused (state reason)

<table>
<thead>
<tr>
<th>Reason</th>
<th>Reason</th>
<th>Reason</th>
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Signature of Applicant  
Date
INSTRUCTIONS TO COMPLETE
Application to Amend Voters’ List – Form EL15

Please check only ONE box to indicate the purpose of the form:

ADD applicant’s name to list,
CORRECT applicant’s name on list, or
DELETE applicant’s name from list (moved, other)

Ensure the Applicant Completes the Following Information:

✓ Full name (last, first, middle)
✓ Date of birth (year, month, day)
✓ Indicate if it is a commercial property (check box if yes)
✓ Qualifying address on voting day (including apt # if applicable)
  o this is the property address where the person wants to be added on the voters’ list
✓ Previous qualifying address (if the person has moved in the past 4 years)
  o ensures their name was removed from their previous property
✓ Indicate if applicant is occupying only a portion of a house (i.e.: basement apartment, 2nd floor, rear apartment etc.)
  o these properties tend to have multiple units / households
✓ Current mailing address of applicant (if different from the qualifying address)
✓ Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
✓ Ward number, voting subdivision (i.e.: polling station)
✓ School support & school board
✓ Sign & date the form

School Support:
A person must be Roman Catholic to support the Separate School Board
  o Includes Greek and Ukrainian Catholics

A person must have French Language Education Rights to support a French School Board
If a person does not indicate they are Roman Catholic or have French Language Education rights the only school board they can support is English-Public.

Important Reminders:
All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property.
All forms must be signed and dated by the applicant.

Items to be Completed by Municipal Staff:
Roll Number:
The roll number **must** be included on every EL15 form submitted to MPAC. A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like 1234-567-890-1234-0000.
- the first 4 digits are the municipality;
- the next 10 digits describe the location of the property and;
- the last 4 digits indicate the unit on the property (i.e. an apartment unit will be something other than ‘0000’).

THE FINAL STEP PRIOR TO SUBMITTING FORM TO MPAC:
Please ensure all forms are signed and dated by the applicant.
CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)
Please check APPROVED or REFUSED
Sign and date the form.
APPLICATION FOR REMOVAL OF ANOTHER’S NAME FROM VOTERS’ LIST

Municipal Elections Act, 1996 [s. 25 (2), (3), (4)]

<table>
<thead>
<tr>
<th>Municipality</th>
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<table>
<thead>
<tr>
<th>Surname of Applicant</th>
<th>Given Names</th>
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<thead>
<tr>
<th>Full Address of Residence</th>
<th>Apt #</th>
<th>Postal Code</th>
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IN RESPECT OF

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<th>Name as Entered in Voters’ List</th>
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<table>
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<tr>
<th>Full Address of Residence</th>
<th>Apt #</th>
<th>Postal Code</th>
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ENTERED ON LIST FOR

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<thead>
<tr>
<th>Ward No. (if any)</th>
<th>Voting Subdivision No. (if any)</th>
<th>Assessment Roll Number (to be completed by Clerk or designated election official)</th>
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I, the undersigned, hereby solemnly affirm and declare that the contents of this form as completed by me are true.

Signature of Applicant __________________________ Date Signed ____________________
MUNICIPALITY OF MORRIS-TURNBERRY
DECLARATION OF QUALIFICATIONS
MUNICIPAL CANDIDATES
Municipal Elections Act, 1996

I, ________________________________________, a nominated candidate for the office of:

☐ Mayor / Reeve

☐ Councillor

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected to and to hold the office of:

☐ Mayor / Reeve

☐ Councillor

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of the Municipality of Morris-Turnberry or the owner or tenant of land in the Municipality of Morris-Turnberry or the spouse of such owner or tenant.

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

4. Without limiting the generality of paragraph 3,
   - I am not an employee of the Municipality of Morris-Turnberry, or if I am an employee of the Municipality of Morris-Turnberry, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
   - I am not a person who is not an employee of the Municipality of Morris-Turnberry but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of the Municipality of Morris-Turnberry, or a person who is not an employee of the Municipality of Morris-Turnberry but who holds an administrative position of the Municipality of Morris-Turnberry.
   - I am not a judge of any court.
- I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Municipality of Morris-Turnberry prior to 2:00 p.m. on Nomination Day, July 27, 2018. I understand that the Clerk of the Municipality of Morris-Turnberry will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a public servant within the meaning of the Public Service of Ontario Act, 2006, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such Act.

- I am not a Federal employee within the meaning of the Public Service Employment Act, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such Act.

5. I am not prohibited from voting at the municipal election under section 17 (3) of the Municipal Elections Act, 1996.
   - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
   - I am not a corporation.
   - I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
   - I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted

6. I am not a person who was convicted of a corrupt practice under the Municipal Elections Act, 1996 or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).

7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the Municipal Elections Act, 1996. (Section 88.23)

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

Declared before me at the Municipality of Morris-Turnberry

This ______ day of __________________, 2018  ________________________________________  
(Signature of Candidate)

___________________________________  
(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996 and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Municipality of Morris-Turnberry until the next municipal election. Questions about this collection of personal information should be directed to Nancy Michie, Clerk of the Municipality of Morris-Turnberry, 41342 Morris Road, PO Box 310, BRUSSELS, ON N0G 1H0 Tel: 519-887-6137 Ext. 21 or email at nmicie@morristurnberry.ca
Form EL19

MUNICIPALITY OF MORRIS-TURNBERRY

WITHDRAWAL OF NOMINATION

Municipal Elections Act, 1996 (s. 36)

I, ________________________________, hereby withdraw my name as a candidate
(Name of Candidate)
for the office of______________________________.
(Name of Elected Office)

_________________________  __________________________
Date                          Signature of Candidate

This withdrawal delivered to me at ________ this ____ day of _______________, 2018.
(time)

Municipal Clerk or designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk’s office by 2:00 p.m. on Nomination Day (July 27, 2018) if the nomination was filed under section 33 (4) and by 2:00 p.m. on August 1, 2018, if the nomination was filed under section 33(5).
MUNICIPALITY OF MORRIS-TURNBERRY

DECLARATION OF ACCLAMATION TO OFFICE

Municipal Elections Act, 1996 [s. 37(1)]

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the Municipal Elections Act, 1996:

<table>
<thead>
<tr>
<th>NAME OF CERTIFIED CANDIDATE</th>
<th>OFFICE</th>
<th>QUALIFYING ADDRESS</th>
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Dated this 30th day of July, 2018

Municipal Clerk or designate
Form EL26
Municipality of Morris-Turnberry
OATH OF QUALIFICATION
Municipal Elections Act, 1996 (s.52 (1) 3)

I am the person named or intended to be named on the Voters’ List or document shown to me; and I have not before voted at the election now being held in the **Name of Municipality**. I am a Canadian citizen, at least 18 years of age and a resident of the **Name of Municipality** or a non-resident owner or tenant of land in the **Name of Municipality**, or the spouse of such owner or tenant.

<table>
<thead>
<tr>
<th>NAME (please print)</th>
<th>SIGNATURE</th>
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MUNICIPALITY OF MORRIS-TURNBERRY

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES
Municipal Elections Act, 1996 [88.20 (13)]

TO:

_________________________ / ______________________________
(Name of Candidate) (Office)

_________________________
(Address) (Postal Code)

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur
for the office of ________________________________ in the Municipal Election to be
held October 22, 2018, is ________________________.

______________________________________________
Date Municipal Clerk or designate

On or before September 25, 2018, the Clerk shall give a final certificate of the applicable maximum campaign expenses to each candidate. In the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:
• The number determined from the Voters’ List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
• The number determined from the Voters’ List from the current election, as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day [Section 88.20 (11)].
MUNICIPALITY OF MORRIS-TURNBERRY
NOTICE TO CANDIDATE OF FILING REQUIREMENTS
Municipal Elections Act, 1996 (Section 88.25)

TO:

____________________________________________      /      ___________________________
(Name of Candidate)                                                                           (Office)

____________________________________________________________________________
(Address)                                                                                            (Postal Code)

FROM:
The Clerk or designated election official of

_____________________________________________________________________________
(Name of Municipality)

TAKE NOTICE EVERY CANDIDATE SHALL FILE the “Financial Statement – Auditor’s Report” PR FORM 4 on or before 2:00 pm on March 29, 2019, with the Clerk with whom their nomination was filed a financial statement and auditor’s report in accordance with section 88.25 of the Municipal Elections Act, 1996 reflecting the Candidate’s election campaign finances as of December 31 in the year of the election.

(1) On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor’s report, each in the prescribed form, reflecting the candidate’s election campaign finances,
   (a) in the case of a regular election, as of December 31 in the year of the election; and
   (b) in the case of a by-election, as of the 45th day after voting day.

Note: The earliest the “Financial Statement – Auditor’s Report” PR FORM 4 can be filed is the first day the Municipal Office is open in January 2019.

(2) If a candidate’s election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor’s report must reflect the candidate’s election campaign finances as of the day the election campaign period ended.

(1) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor’s report on or before the applicable filing date under section 88.30.

(4) If the candidate’s election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the supplementary reporting period.

(5) If a candidate’s election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the period commencing on the day the candidate’s election campaign period ends and including the six-month period following the year of the election.
(6) A supplementary financial statement or auditor’s report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate’s campaign finances during the supplementary reporting period.

(7) An auditor’s report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.

(8) No auditor’s report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than $10,000. 2016, c. 15, s. 60.

(12) If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

____________________  _________________________
Date                                Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every candidate whose nomination was filed with him or her, notice of the filing requirements of section 88.25.

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and conditions or limitations associated with it, if any.
MUNICIPALITY OF MORRIS-TURNBERRY
NOTICE OF DEFAULT

Municipal Elections Act, 1996 [Section 88.23, 88.25, 88.31, 92 (1)]

TO:

________________________________________    /      ____________________________
(Name of Candidate)                                                                     (Office)
______________________________________________________________________
(Address)                                                                                                   (Postal Code)

FROM:

The Clerk, or designated election official of
_________________________________________________________________
(Name of Municipality)

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because: (circle all that apply)

A. You failed to file a document (a financial statement and if applicable, an auditor’s report) with the Municipal Clerk as required by Section 78 88.25 (Candidates’ Financial Statements, etc.) or 88.32 (Return of Surplus for Subsequent Expenses) of the Municipal Elections Act 1996 on or before the relevant date, or

B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor’s report) which were filed with the Municipal Clerk by the relevant date as required by Section 79 88.31 (Treatment of Surplus and Deficit) of the Municipal Elections Act, 1996, or

C. A document (a financial statement and if applicable, an auditor’s report) filed under Section 78 88.25 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 76 88.20 (Candidates’ Expenses) of that Act.

D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor’s report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the Municipal Elections Act 1996.

(Insert Appropriate Wording or Use the Following Suggestions)

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

If this notice indicates that you have failed to file a document required by Section 78 or 79.1 88.25 or 88.32 of the Municipal Elections Act, 1996 the following provisions and penalties apply:
TO A SUCCESSFUL CANDIDATE
(i) you forfeit any office to which you were elected and the office shall be deemed to be vacant

(ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

(i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

NOTICE OF PENALTIES

Corrupt practice and ineligibility for office
91. (1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,
(a) any office to which the person was elected is forfeited and becomes vacant; and
(b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

Exception
(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1) (b) does not apply.

Offences re campaign finances
Offences by candidate
92. (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),
(a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
(b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception, action in good faith
(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply.
Additional penalty, candidates

(3) If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

____________________  ______________________________
Date                  Municipal Clerk or designate