



**Township of Georgian Bay
2022 Municipal Elections Procedures**

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1. Administration

1.1 Introduction

The Township of Georgian Bay is conducting the 2022 Municipal Elections in accordance with the [Municipal Elections Act](#), 1996, as amended, herein after referred to as the MEA, and is only using Internet/Telephone Voting to conduct the Election ([By-law 2021-067](#)).

The purpose of this document is to establish procedures for the use of Internet/Telephone voting, which are consistent with the principles of the MEA.

The Clerk may amend procedures, documents, etc. if deemed necessary, any time up to and including Voting Day (**Monday, October 24, 2022**). With respect to the matters of policy and procedures for alternative voting methods and all other municipal election matters, the decision of the Clerk is final.

Notifications of amendments to the procedures will be provided to candidates and Third party advertisers using the email address provided on filed Nomination Forms and posted on the Township of Georgian Bay website at gbtownship.ca/election.

The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the pertinent sections of the MEA and that they are in fact by law permitted to seek elected office.

1.2 Guiding Principles

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

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

1.3 Clerk's Authority

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

- Receive nomination papers;
- Administer oaths;
- Issue Voter Information Letters;
- Approve or deny applications for revision to the Voters' List;
- Assist in the revision of the Voters' List to add an elector, remove an elector's own name and/or correct erroneous information;
- Require a person to furnish proof of identity, qualifications or any other matter;
- Assist in the conduct, supervision and management of the Internet and Telephone Voting Procedures;
- Maintain peace and order at the Voter Help Centre by removing anyone who is causing a disturbance; and
- Assist the Clerk and other Election Officials as required.

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

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

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

Questions with respect to these procedures may be directed to:

Karen Way, Clerk
Township of Georgian Bay
99 Lone Pine Road
Port Severn, ON L0K 1S0

Telephone: (705) 538-2337 x 227

Email: kway@gbtownship.ca or elections@gbtownship.ca

Website: www.gbtownship.ca/election

1.4 Public Notices

The official election webpage is gbtownship.ca/election and will be the main location for election information and updates for the media, candidates, third party advertisers, voters and the public. A subscription is available to receive notices of change.

[Notice of Municipal and School Board Elections Nominations](#) will be provided prior to Nomination Day. In the event of the need for additional notice after the close of nominations, the public notice will be published on gbtownship.ca/election only, or such other method deemed appropriate by the Clerk.

The Clerk shall give notice of the election, if one is required, as soon after Nomination Day as possible which will include a list of those candidates with certified nominations for each office.

The Clerk shall also provide notice that describes the method and timelines for the internet and telephone voting process.

1.5 Notice of Nominations

The Township of Georgian Bay Council consists of seven (7) members, three (3) of which also serve as councillors at the District of Muskoka Council. The municipal nominations are for the following positions:

- Mayor / District Councillor
- District Councillor Wards 1 & 3
- District Councillor Wards 2 & 4
- Councillor Ward 1
- Councillor Ward 2
- Councillor Ward 3
- Councillor Ward 4

Ward 1 consists of the community of MacTier and inland lakes; Ward 2 consists of coastal Georgian Bay and the community of Cognashene; Ward 3 consists of the communities of Six Mile Lake and Port Severn; Ward 4 consists of the community of Honey Harbour and the Beausoleil Islands.

There are five (5) school boards that receive students from Georgian Bay, each of these School Board Trustee nominations are filed at the lead municipality which is outside of our Township. The school boards are as follows:

- Trillium Lakelands District School Board
- Near North District School Board
- Simcoe Muskoka Catholic District School Board

- Conseil scolaire Catholique MonAvenir
- Conseil scolaire du public du Nord-Est de l'Ontario

1.6 Secrecy

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

1.7 Language

Procedures will be provided in English only.

1.8 Important Dates

The 2022 Municipal Election will be held on **Monday, October 24, 2022**, ending at **8:00 PM** The Term of Office is four (4) years, beginning on Tuesday, November 15, 2022 and ending on Saturday, November 14, 2026.

Unofficial results will be posted on the Township's website at gbtownship.ca/election as soon as possible after 8:00 PM There will also be an announcement with unofficial results at the Municipal Office.

The nomination period for candidates is Monday, May 2, 2022, to Friday, August 19, 2022, at 2:00 PM

Third party advertisers may register from Monday, May 2, 2022, to Friday, October 21, 2022, during office hours.

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

2. Electors

2.1 Qualification of Electors

A person is entitled to be an elector at an election held in a local municipality (unless prohibited by the MEA or any other Act) if, on Voting Day:

- Is a Canadian citizen;
- Is at least 18 years old; and
- Resides in the Township of Georgian Bay or is the owner or tenant of land in Georgian Bay, or the spouse of such person.

A person is prohibited from voting if they are:

- Serving a sentence of imprisonment;
- A corporation;
- Are acting as an Executor or Trustee or in any other representative capacity;
or
- Was convicted of a corrupt practice described in Section 90(3) of the MEA, if Voting Day in the current election is less than five (5) years after Voting Day in the election in respect of which they were convicted.

It is the Responsibility of the Elector to Ensure They are Qualified

2.2 Fractional or Time Share Ownership / Trailer Owners in Campgrounds

A tenant or owner of property under a fractional or time share contract are not entitled to vote unless the person(s) are entitled to use the land on Voting Day, or for a period of six (6) weeks or more during the calendar year in which Voting Day of the election is held.

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

2.3 Family Cottages

Family cottages may be owned by one (1) or more family member or be owned by other means such as a corporation, in which multiple family members may or may not be recognized as a legal owner on title or as listed as an owner by the Municipal Property Assessment Corporation.

Occupants of family cottages must meet the requirements of an eligible voter under Sections 2.1 and 2.2 of these procedures to the satisfaction of the Clerk in order to be added to the Voters' List.

2.4 Students

A student may vote in the municipality where they are temporarily residing while attending school as well as at their permanent home in a different municipality, provided that they do not intend to change their permanent home.

2.5 Homeless Persons

If a person has no permanent residence, then the following rules determine residence:

- The place in which the person most frequently returned to sleep or eat during the five (5) weeks preceding the determination.
- If the person returns with equal frequency to one place to sleep and another to eat, the place in which they sleep.
- Multiple returns to the same place during a single day, to eat or sleep, are considered to be one return.

A person's affidavit regarding the places to which they returned to eat or sleep during a given time period is conclusive in the absence of evidence to the contrary.

2.6 Qualification of Electors for School Board Election

A person is entitled to be an elector in an election held in a local municipality, or in a territory without municipal organization within the area of jurisdiction of the district school board if, on Voting Day:

- Is a Canadian citizen;
- Is at least eighteen (18) years of age;
- Has not already voted in the election for school trustees elsewhere in the school board's area of jurisdiction; and
- Resides in the local municipality or territory or is the owner or tenant of a residential property, or a spouse of such owner or tenant.

A person is prohibited from voting if they are:

- Serving a sentence of imprisonment in a penal or correctional institution;
- A corporation;
- Acting as an executor or trustee or in any other representative capacity; or
- Was convicted of a corrupt practice described in Section 90(3) of the MEA, if Voting Day in the current election is less than five (5) years after Voting Day in the election in respect of which they were convicted.

To vote in an English-Language Public District School Board, an elector, in addition to the above, must:

- Be a supporter (or be the spouse of a supporter) of the English-Language Public District School Board; or
- Not be a support of any School Board, nor have qualified themselves as an elector for a Separate or French-Language School Board in the election.

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

- Qualifies as an elector for the English-Language Separate District School Board; or

- Is a supporter (or the spouse of a supporter) of the English-Language Separate District School Board.

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

- Qualifies as an elector for the French-Language Public District School Board; or
- Is a supporter (or spouse of a supporter) of the French-Language Public District School Board.

To vote in the French-Language Separate District School Board, an elector must be a Roman Catholic and a French-Language rights holder (see ss.23(1)(2) of the [Canadian Charter of Rights and Freedoms](#) for criteria) who:

- Qualifies as an elector for the French-Language Separate District School Board; or
- Is a supporter (or the spouse of a support) of the French-Language Separate District School Board.

2.7 Elector Status for School Board

The electoral status for school purposes is shown on the Voters' List. A voter may make application to change their school support during the revision period beginning on Thursday, September 1, 2022, up to and including Voting Day. Qualifications for and definitions of the categories of school electors are found in the [Education Act](#), R.S.O. 1990.

3. Candidates

3.1 Council

To run for council (Mayor, District Councillor, Ward Councillor) the person must:

- Be a Canadian citizen;
- Be at least eighteen (18) years of age;
- Be a resident of the Township of Georgian Bay or own or lease property (or be the spouse of the owner or lessee) in Georgian Bay;
- Not be legally prohibited from voting;
- Not be disqualified by any legislation from holding municipal office; and
- Obtain signatures from at least twenty-five (25) individuals eligible to vote in the Township of Georgian Bay on the day they signed the endorsement.

An elected member of council must maintain their qualifications throughout the entire term of office, or their seat will become vacant.

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

| Municipal Council | |
|--|--|
| Mayor | One (1) to be elected at large by all voters in the municipality |
| District Councillor - Wards 1 and 3 | One (1) to be elected by all voters in Wards 1 and 3 |
| District Councillor - Wards 2 and 4 | One (1) to be elected by all voters in Wards 2 and 4 |
| Councillor Ward 1 | One (1) to be elected by all voters in Ward 1 |
| Councillor Ward 2 | One (1) to be elected by all voters in Ward 2 |
| Councillor Ward 3 | One (1) to be elected by all voters in Ward 3 |
| Councillor Ward 4 | One (1) to be elected by all voters in Ward 4 |

3.2 School Board

To run for School Board Trustee the person must:

- Be a Canadian citizen;
- Be at least eighteen (18) years of age;
- Be a resident in the area of jurisdiction of the board;
- Be eligible to be an Elector for the school board in which the person is a candidate;
- Not legally prohibited from voting; and
- Not disqualified by any legislation from holding office.

Endorsement signatures are **not** required for School Board Trustee Candidates.

To be a candidate in an English-Language Public District School Board, an elector, in addition to the above, must:

- Be a supporter (or be the spouse of a supporter) of the English-Language Public District School Board; or
- Not be a support of any School Board, nor have qualified themselves as an elector for a Separate or French-Language School Board in the election.

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

- Qualifies as an elector for the English-Language Separate District School Board; or
- Is a support (or the spouse of a supporter) of the English-Language Separate District School Board.

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

- Qualifies as an elector for the French-Language Public District School Board; or
- Is a supporter (or spouse of a supporter) of the French-Language Public District School Board.

To be a candidate in the French-Language Separate District School Board, an elector must be a Roman Catholic and a French-Language rights holder (see ss.23(1)(2) of the [Canadian Charter of Rights and Freedoms](#) for criteria) who:

- Qualifies as an elector for the French-Language Separate District School Board; or
- Is a supporter (or the spouse of a support) of the French-Language Separate District School Board.

An elected School Board Trustee must maintain their qualifications throughout the entire term of office, or their seat will become vacant.

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

(See pages 14-15)

| School Board Trustees | |
|--|--|
| <p>Trillium Lakelands District School Board</p> | <p>One (1) to be elected to represent: Town of Gravenhurst, Township of Muskoka Lakes, Township of Georgian Bay, Town of Parry Sound Nominations filed at the Town of Gravenhurst</p> |
| <p>Near North District School Board Zone 4</p> | <p>One (1) to be elected to represent: Town of Parry Sound, Township of The Archipelago S, Township of Seguin, Township of McMurrich, Township of McKellar, Former Township of Freeman now in the Township of Georgian Bay Nominations filed at the Town of Parry Sound</p> |
| <p>Simcoe Muskoka Catholic District School Board Area 5</p> | <p>One (1) to be elected to represent: Town of Huntsville, Township of Muskoka Lakes, Township of Lake of Bays, Town of Bracebridge, Town of Gravenhurst, Township of Georgian Bay Nominations filed at the Town of Bracebridge</p> |
| <p>Conseil Scolaire Catholique MonAvenir Simcoe-Muskoka</p> | <p>One (1) to be elected to represent: City of Barrie, Town of Bracebridge, Town of Collingwood, Town of Huntsville, Town of Midland, Town of Parry Sound, Town of Wasaga Beach, Township of Carling, Township of Lake of Bays, Township of McKellar, Township of Oro-Medonte, Township of Seguin, Township of Springwater, Township of Tiny, City of Orillia, Town of Bradford West Gwilliumbery, Town of Gravenhurst, Town of Innisfil, Town of Penetanguishene, Township of Adjala-Tosorontio, Township of Adjala-Tosorontio-Tosorontio-CFB-Part, Township of Clearview, Township of Georgian Bay, Township of McDougall, Township of Muskoka, Township of Ramara, Township of Severn, Township of Essa, Township of Essa-Essa CFB – Part, Town of New Tecumseth, Township of Tay Nominations filed at the City of Barrie</p> |

| School Board Trustees | |
|---|--|
| <p>Conseil scolaire du public du Nord-Est de l'Ontario Zone A</p> | <p>One (1) to be elected to represent: Town of Bracebridge, Town of Huntsville, Municipality of Whitestone, Township of Carling, Township of Lake of Bays, Township of McKellar, Township of Seguin, Municipality of East Ferris, Township of Nipissing Combined, Township of McMurrich/Monteith, Township of Perry, Town of Gravenhurst, Town of Parry Sound, Township of The Archipelago, Township of Georgian Bay, Township of McDougall, Township of Muskoka Lakes, West Parry Sound Board of Education, Municipality of Magnetawan, Township of Strong, Township of Machar South River Village, Town of Kearny, Township of Armour, Township of Nipissing, East Parry Sound Board of Education, Township of Papineau-Cameron, Township of Mattawan, Town of Mattawa, Township of Calvin, Township of Bonfield, Township of Chisholm, Township of Joly, Township of Ryerson, Municipality of Callander, Village of Burks Falls</p> <p>Nominations filed at the Municipality of East Ferris</p> <p>Note: Candidates from the Township of Georgian Bay may file with the local Clerk as the municipalities are greater than 100km in distance.</p> |

3.3 Nominations

A scheduled appointment with the Clerk or designate is required to file a nomination during regular business hours (weekdays 8:30 AM to 4:30 PM); this is to ensure availability of staff to receive the required paperwork, accept fees, and provide applicable resources as required by the Clerk.

Appointments will be provided in accordance with the current public health guidelines and Georgian Bay polices. As of June 2022, Georgian Bay municipal facilities are mask friendly.

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

Nomination papers must be signed by the candidate and filed in-person or by an agent, accompanied by at least twenty-five (25) signatures from eligible electors. All nomination documentation **must** contain original signatures.

Nominations must be filed at the Municipal Office during the period of:

- Monday, May 2, 2022 through to Thursday, August 18, 2022
 - During regular business hours of 8:30 AM to 4:30 PM on weekdays, and
 - Office is closed for holidays on Monday, May 23, Friday, July 1, and Monday, August 1, 2022.
- Friday, August 19, 2022 (Nomination Day)
 - 9:00 AM to 2:00 PM
 - Candidates must make their presence known to the Clerk prior to 2:00 PM, and
 - Appointments are encouraged but not required on Nomination Day.

Nomination Papers Cannot be Accepted After the Deadline

Nominees are required to bring the following with them to their filing appointment:

- Voter Identification per [O.Reg. 304/13](#) (this includes proof of qualifying address)
- Nomination filing fee
 - Two Hundred Dollars (\$200) for Mayor
 - One Hundred Dollars (\$100) for District Councillor or Ward Councillor
- Twenty-five (25) endorsement signatures
- Sign deposit fee of One Hundred Dollars (\$100) per [By-law 2018-012](#)

All other required documentation can be completed at the nomination appointment.

If, after having filed a nomination form, a candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The filing fee is deemed to have been paid with the latest filing if the two nominations are for the same Council/Board; any discrepancy in filing fee shall be paid/refunded accordingly.

If a greater number of candidates are certified than are required to fill the said office, there will be an election. If the number of nominations for an office is less than the number of candidates to be elected an additional Notice of Nomination will be advertised on gbtownship.ca/election only and additional nominations may be filed between 9:00 AM and 2:00 PM on the Wednesday following Nomination Day which is Wednesday, August 24, 2022.

3.4 Non-Certified Nomination Papers Filed

A list of non-certified nomination papers filed will be posted on gbtownship.ca/election as soon as possible after filing. The list will be updated as new nominations are received.

3.5 Certify or Reject Nominations

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

Under the MEA, the Clerk is required to reject or certify nominations of candidates. On or before 4:00 PM on Monday, August 22, 2022, the Clerk will examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the MEA, the Clerk shall certify the nomination form.

The Clerk may consider the following requirements in their decision to reject or certify individual nominations:

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk;
- The candidate is not qualified to hold office, or is otherwise prohibited by law from being nominated;
- The nomination form is not complete, or the prescribed filing fee has not been paid;
- The candidate's name does not appear on the Voters' List; and
- The mandatory financial statement from a previous election was not filed.

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

If not satisfied, the Clerk will reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and to all other candidates for that office. The Clerk's decision to certify or reject a nomination is final. Once the nomination is certified, the candidate's name will be placed on the ballot, unless the name is removed by a Court Order.

A list of certified candidates will be posted on gbtownship.ca/election as soon as possible after certification. Interested individuals should subscribe to the webpage to receive updates.

3.6 Withdrawal of Candidate

A candidate may withdraw their nomination by completing a Withdrawal of Nomination form and filing it with the Clerk on or before 2:00 PM on Friday, August 19, 2022. If the withdrawal is completed by an agent, a copy of the candidate's photo identification must accompany the written notice. The Clerk will contact the candidate for confirmation.

If withdrawing, the candidate is entitled to a refund of the nomination filing fee. The candidate is still required to submit a financial statement covering the financial transactions made up to the point at which withdrawal is submitted, prior to receiving the refund of the nomination filing fee.

3.7 Candidate's Names

The following rules shall apply regarding candidate's names:

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

3.8 Acclamations

If the number of candidates for the said office is the same or less than the number to be elected, the candidates will be declared as acclaimed on Tuesday, August 22, 2022 after 4:00 PM.

3.9 Death or Ineligibility of a Candidate

If a certified candidate dies or becomes ineligible before the close of voting resulting in:

- An acclamation for an office, the election to such office is void and a by-election for the office will be held; or
- One fewer candidate but no acclamation, the candidate's name will be removed from the ballot if the voting period has not commenced. If the voting period has commenced, the Clerk shall cause notice the candidate's death or ineligibility on gbtownship.ca/election.

3.10 Candidate Questions

Responses to questions asked by candidates will be posted on the FAQ section on gbtownship.ca/election to ensure that all candidates receive the same information.

3.11 Use of Corporate Resources for Election Purposes

The use of corporate resources for election campaign purposes is strictly prohibited.

The [Use of Municipal Resources in Municipal Elections](#) Policy AD-2018-01 provides that:

- No candidate shall use the facilities, equipment, supplies, services, staff, or other resources of the Township of Georgian Bay (including Councillor newsletters and Councillor budgets) for any election campaign or campaign related activities.
- No candidate shall undertake campaign-related activities on Township property.
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the Township.

3.12 National Do Not Call List

The Canadian Radio-television and Telecommunications Commission (CRTC) has established a National Do Not Call List (DNCL). The following is an excerpt of the [Canadian Radio-television and Telecommunications Commission Unsolicited Telecommunications Rules](#):

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

3.13 Candidate's Election Campaign Advertisement

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

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

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

3.14 Financial Report Requirements

Information regarding election finances such as financial responsibilities of Candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs 2022 Candidates' Guide for Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry website at <https://www.ontario.ca/page/municipal-elections>.

3.15 Candidate Access Portal

After Thursday, September 1, 2022, candidates will be provided access to the online Candidate Access Portal where Voters' List information will be available to search, view, or download. Access will not be granted until the Candidate's Declaration for Proper Use of the Voters' List is executed and filed with the Clerk.

Voters' List May Only Be Used for Election Purposes

Pursuance to the MEA, candidates will have access to voter's names, property address, ward, mailing address, and will be able to see which electors have cast their vote; candidates will not be able to see how an elector has voted.

3.16 Scrutineers

Each Candidate may appoint, in writing on the prescribed form, person(s) to act as scrutineers to represent them during the election process, including attendance in the Voter Help Centre.

The appointment shall be made using the Appointment of Scrutineer by Candidate form as signed by the candidate. A person appointed as a scrutineer prior to being admitted observing the election processes shall produce and show their appointment form and valid acceptable identification. All scrutineers must take and subscribe to an Oath of Secrecy. The scrutineer will be issued an identification badge which must be returned to an Election Official prior to leaving the municipal location.

No more than one candidate or one scrutineer representing each candidate may be in the vote counting location area or in the Voter Help Centre at any time.

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

- Attempting directly or indirectly, to cause a disturbance at a voting place or within the vote counting location;
- Attempting directly or indirectly, to 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 in a voting location;
- Compromising the secrecy of the voting;
- Interfering, or attempting to interfere, with an elector who is marking a ballot;
- Obtaining or attempting to obtain, in the Voter Help Centre, any information about how an elector intends to vote or has voted;
- Communicating any information obtained at the Voter Help Centre or within the vote counting location about how an elector intends to vote or has voted;
- Attempting to use a cell phone or electronic recording device within the vote counting location; and
- Attempting to interfere with election staff in the discharge of their duties.

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

Scrutineers and/or candidates wishing to observe the final count must be at the vote counting location prior to 8:00 PM on Voting Day (Monday, October 24, 2022).

4. Third Party Advertisers

4.1 Third Party Advertisers – General

Individuals, corporations, and unions can register as third party advertisers (TPA) and can also make contributions to third party advertisers. Third party advertisers are required to register with every municipality in which they wish to advertise.

Third party advertisers may register with the Township of Georgian Bay from Monday, May 2, 2022 at 9:00 AM until Friday, October 21, 2022 at 4:30 PM during regular business hours of 8:30 AM to 4:30 PM each weekday, excluding holidays. Third party registrations will not be accepted after the deadline. Registration allows a third party advertiser to promote or oppose any candidate that the electors in the municipality can vote for (Mayor, District Councillor, Ward Councillor, and School Board Trustee positions).

No individual, corporation, or trade union shall incur expenses for a third party advertisement unless the individual, corporation, or trade union is certified as a registered third party advertiser with the Clerk or designate of the municipality, when the expenses are incurred, and the advertisement appears.

Third party advertising must be done independently of candidates. Candidates are not permitted to register as or direct a third party advertiser.

4.2 Third Party Registrations – Certified

A list of certified third party registrations will be posted on gbtownship.ca/election as soon as possible after registering. The list will be updated as new registrations are received.

4.3 Restricted Period

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation, or trade union is permitted to register (Monday, May 2, 2022) as a third party advertiser in relation to the election and ends at the close of voting on Voting Day.

4.4 Mandatory Information in Third Party Advertisements

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

- The name of the registered third party advertiser;
- The municipality where the third party advertiser is registered; and

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

4.5 Mandatory Information for Broadcaster

A registered third party advertiser shall not cause a third party advertisement to appear during the restricted period unless they provide the following information to the broadcaster or publisher in writing:

- The name of the registered third party advertiser;
- The municipality where the third party advertiser is registered;
- A telephone number, mailing address, or email address at which the registered third party advertiser may be contacted regarding the advertisement.

4.6 Broadcaster and Publisher Prohibition

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in the paragraphs above have not been provided.

5. Campaigning

5.1 Prohibition of Canvassing / Advertising at Voter Help Centres

While an elector is in a voting location (Voter Help Centre), no one shall attempt, directly or indirectly to influence how the elector votes. No campaign material, literature, or advertising of any nature whatsoever of any candidate in the election shall be displayed at, or within a Voter Help Centre or municipal facility or property/premises.

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

5.2 Right of Entry for Campaigners

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

[Residential Tenancies Act](#), 2006, Section 28:

“No landlord shall restrict reasonable access to a residential complex by candidates

for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material”

[Condominium Act](#), 1998, Section 118:

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

[Co-operative Corporations Act](#), 1990, Section 171.24:

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

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

5.3 Rental Housing and Condominium Corporations

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

6. Campaigning Expenses and Contributions

6.1 Duties of Candidates and Third party advertisers

Candidates and third party advertisers should pay careful attention to campaign finance rules and may wish to seek professional advice. The Clerk is not permitted to provide advice on campaign finances.

The MEA assigns several duties to candidates and registered third party advertisers respecting contributions, receipts, records, financial filings, return of contributions, anonymous donations, and other matters. Candidates and TPAs should familiarize themselves with their duties and obtain professional assistance if required.

6.2 Campaign Period

Contributions cannot be accepted outside the campaign period, which begins upon nomination or registration and ending Tuesday, January 3, 2023. A campaign period may be extended as set out in Subsection 88.24(4) of the MEA.

6.3 Maximum Campaign Expenses

Upon filing of nomination papers or registration, candidates and TPAs will receive an estimate of campaign spending limits using the number of electors for each respective office as it existed on Saturday, September 15, 2018.

No later than Wednesday, September 28, 2022, the Clerk shall provide each candidate and TPA, via email, with a Certificate of Maximum Campaign Spending Limits that can be incurred using the number of electors for each respective office as it exists on Thursday, September 15, 2022.

Both the estimate and the maximum shall be based on the following calculations:

| Office | Maximum Campaign Expenses Spending Limits | Maximum Amount of Contributions Own Campaign | Maximum Amount of Expenses for Parties, etc. |
|-------------------------------------|---|--|--|
| Mayor | \$7,500 + \$0.85 for each elector entitled to vote for that office | \$7,500 + \$0.20 for each elector entitled to vote for that office, to a maximum of \$25,000 | 10% of maximum amount of expenses |
| District and Ward Councillor | \$5,000 + \$0.85 for each elector entitled to vote for that office | \$5,000 + \$0.20 for each elector entitled to vote for that office, to a maximum of \$25,000 | 10% of maximum amount of expenses |
| Third Party Advertiser | \$5,000 + \$0.05 for each elector to vote in the election, to a maximum of \$25,000 | Not Applicable | 10% of maximum amount of expenses, to a maximum of \$2,500 |

The higher of the calculation between the estimate and the maximum shall be the final spending limit.

For the school board trustee calculations, candidates should contact the lead municipality for each school board.

6.4 Contributions

Contributions include money and the fair market value of goods and services accepted for an election campaign, but do not include:

- Voluntary labour;
- Labour provided voluntarily from an employee acting under the direction of a candidate or third party advertiser without added compensation;
- Twenty-Five Dollars (\$25) or less donated or paid for goods and services at a fundraiser;
- A loan from a bank or recognized lending institution; and
- No charge political advertising provided equally to all candidates for an office in accordance with the [Broadcasting Act](#), S.C. 1991, c.11.

The table below describes who may make campaign contributions:

| Who may contribute: | Recipient | |
|---|-----------|------------------------|
| | Candidate | Third Party Advertiser |
| Individuals normally residing in Ontario | Yes | Yes |
| The spouse of a candidate or an individual who is a Third party advertiser | Yes | Yes |
| A corporation or trade union | No | Yes |
| A federal or provincial political party or the Governments of Canada or Ontario | No | |
| A municipal government or local board | | |

Contributions up to Twenty-Five Dollars (\$25) may be made in cash. Contributions more than Twenty-Five Dollars (\$25) must be contributed by the contributor in a way that associates the contributor's name and account with the payment. No one may contribute more than:

- One Thousand, Two Hundred Dollars (\$1,200) to one (1) candidate or TPA, other than the candidate, the TPA or their spouse; or

- A total of Five Thousand Dollars (\$5,000) to two (2) or more candidates or TPAs nominated or registered in the Township.

Candidates and third party advertisers shall not take contributions more than the amount set out in the Certificate of Maximum Campaign Spending.

The Township of Georgian Bay does not issue contribution rebates.

6.5 Financial Statement Filing Requirements and Notice

The Clerk shall provide notice of filing requirements at least thirty (30) days before the filing date.

All candidates and third party advertisers are required to file a financial statement using the prescribed form. Electronic submissions will not be accepted. A Notice of Default will be given to any candidate or T=third party advertisers if the Financial Statement is not submitted by the deadline.

Key dates in relation to Financial Statement filing are as follows:

| 2022 Municipal Election Campaign Period May 2, 2022 to January 3, 2023 | |
|--|---|
| Date | Action Item |
| January 3, 2023 | Deadline for candidate to provide written notice to the Clerk of deficit and contribution of campaign period |
| March 30, 2023 | Last day for candidate to apply to the Superior Court of Justice to extend the time to file their financial statement and auditor's reports to a maximum of ninety (90) days |
| March 31, 2023 | Deadline for filing financial statements at 2:00 PM The Clerk must be advised, in writing by 2:00 PM if any candidate has applied to the Superior Court of Justice for an extension of the filing deadline |
| May 1, 2023 | Last day for candidate who violated the deadline for filing their financial statements by 2:00 PM along with a \$500 fee to avoid penalties |

| 2022 Municipal Election Campaign Period May 2, 2022 to January 3, 2023 | |
|--|---|
| Date | Action Item |
| May 2, 2023 | Clerk shall publish a report setting out all candidates and registered Third party advertisers in the election along with an indication of whether each has filed a financial statement and auditor's report to be made available to the public at gbtownship.ca/election as soon as possible after this date |

6.6 Financial Statements

By Friday, March 31, 2023 all candidates and third party advertisers are required to file a financial statement with the Clerk using the prescribed form. Electronic submissions will not be accepted.

There are penalty provisions in the MEA that are applicable to candidates who fail to meet the disclosure and reporting requirements.

If a candidate fails to pay over a surplus to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for, or to be appointed to any office in Ontario until the next regular election. A candidate will be permitted to resubmit a financial statement to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a candidate does not file their financial statement on time and is willing to pay a Five Hundred Dollars (\$500) late filing fee, the candidate will be provided an additional thirty (30) day grace period to file the financial statement. A candidate exercising this option will not be refunded their nomination filing fee.

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

7. Election Signs and Other Advertisements

7.1 Township of Georgian Bay

[By-law 2018-012](#) provides for the regulation of election signs in municipal, provincial, and federal elections. Candidates, third party advertisers, and electors should review the By-law to ensure compliance.

No Posting Election Signs Till the Close of Nominations

Election signs may only be posted starting at the close of the nomination period through to seventy-two (72) hours following the close of voting; therefore, signs may be posted starting at 2:00 PM on Friday, August 19, 2022 and removed no later than Thursday, October 27, 2022. All candidates and TPAs are required to pay the One Hundred Dollar (\$100) sign deposit for compliance purposes.

General provisions of By-law 2018-012 are as follows:

- Signs may not be placed on any municipal property or road allowances immediately adjacent to those properties, including municipal parks or the adjacent road allowances abutting parks.
- Signs may not be placed within 100 metres (328 feet) of a voting place.
- Signs shall not be attached to trees, have flashing light or rotating parts, be illuminated or simulate any traffic control device.
- Signs on private property must have the permission of the property owner.

Election signs are property of the candidate or third party advertiser who purchased and placed the sign. Removing or defacing such signs is considered a criminal act and charges may be laid by the Ontario Provincial Police (OPP) for vandalism or theft of the signs. Any candidate or TPA experiencing such a problem should report the situation to the OPP.

The Township reserves the right to remove any sign or advertisement that is in contravention to By-law 2018-012 immediately and without prior notice to the candidate or third party advertiser.

7.2 District Municipality of Muskoka

The District's [By-law 2021-33](#) regulates political campaign signs within the limits of the District's road allowances, in addition to the District's By-law all signs must also comply with the local municipality.

7.3 Ministry of Transportation

Below is the information regarding placing election campaign signs on Provincial properties, including laneways. The responsibility for authorized placement of signs rests with the candidate. Please reference the [Ministry of Transportation General Guidelines for Election Signs](#) for more detailed information.

8. Voters' List

8.1 Voters' List – General

Prior to Thursday, September 1, 2022 the Municipal Property Assessment Corporation (MPAC) will provide the Township of Georgian Bay with the Preliminary List of Electors (PLE). The Clerk then corrects and amends the PLE using information held by the municipality and produces the Voters' List by Thursday, September 1, 2022.

After Thursday, September 1, 2022, electors can check to see if they are on the Voters' List by using the Online Voter Services (OVS) available at gbtownship.ca/election. Electors are prompted to enter their name, property address, etc.

Using the information provided, a real-time lookup is performed against the list of eligible electors, and a single positive or negative response is returned. For negative responses, the elector will receive instructions on how to be added to the list and will be directed to an online, self-serve option.

8.2 Revisions to the Voters' List

Electors may make application to be added to or amend their information on the Voters' List from Thursday, September 1, 2022 to the close of voting on Monday, October 24, 2022.

Electors can complete an Application to Amend the Voters' List (Form EL-15) by attending the Municipal Office during regular business hours and at any Voter Help Centre up to the close of voting on Monday, October 24, 2022. Identification must be provided, a copy of which will be taken, to satisfy the Clerk to be added to the Voters' List.

For individuals who cannot provide the required identification, a Declaration of Identity (Form EL-9) may be completed.

Authorized election officials will be managing and updating the Voters' List on an ongoing basis.

The Voters' List ceases to exist at the close of voting on Voting Day and shall not be provided to any person or entity for any reason after that time.

8.3 VoterView Module

The Township of Georgian Bay utilizes the Municipal VoterView module to manage and update the voters' list on an ongoing basis. Only those appointed as Election Officials have the authority to access to the module.

An internet voter lookup interface of the module is available to electors to determine whether they are on the voters' list and submit an application or request for amendments.

8.4 Copies of Voters' List

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

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

9. Voting

9.1 Number of Votes

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

9.2 Internet / Telephone Voting Method

Only Internet/Telephone voting shall be used for the 2022 Municipal Election. Internet voting allows an elector to cast an electronic ballot from their personal computer, tablet, or smartphone from anywhere there is an internet connection (cable, Wi-Fi, or cellular). Alternatively, votes can also be cast by telephone using a touch tone phone within North America.

9.3 Internet / Telephone Voting Process

The voting period shall commence on Monday, October 17, 2022 at 9:30 AM through to 8:00 PM on Monday, October 24, 2022.

During the voting period, the Municipal Office will be designated a Voter Help Centre and will host access to internet through voting kiosk stations with applicable voting equipment. Other Voter Help Centres will be hosted at locations and times to be posted.

Below is an overview of the internet/telephone voting process:

- Eligible electors, as identified on the Voters' List will receive through the mail a sealed and personalized voter information letter (VIL). This letter will direct electors to a designated website or telephone number, based on the selected method of voting.
- At the designated website or through the identified telephone number, electors will enter their PIN as well as other required validation criteria. Electors will then be entered into the voting system.
- Based on the eligible options for the elector (ward, school board) the voting system will offer the options for the various election races for the elector to cast their vote(s). The voting system will permit the elector to abstain from/skip voting for an office(s) if desired.
- Following the elector's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
- Once all races are confirmed by the elector, the elector submits (casts) their vote, and the voting process is complete. The elector will be struck off the Voters' List and identified as having participated in the election process.

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

To ensure a secure election, access to the internet voting portal will only be allowed to devices and browsers that meet modern encryption methods. Devices that do not meet the requirements, will receive an error message that a connection could not be established due to encryption issues. Voters will need to use a device that meets the requirements or use alternative voting options such as telephone voting or in-person at the Voter Help Centre.

When voting by internet, type the website provide on the voter information letter in the address bar at the top of your web browser (such as Chrome, Safari, Edge, etc.) and follow the instructions. The voting website is not searchable via a search engine (such as Google).

Any voter logged into the internet or telephone voting system at 8:00 PM on Voting Day (Monday, October 24, 2022) will be provided a five (5) minute grace period to complete their vote.

9.4 Assistance for Electors

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

In lieu of an Election Official providing assistance, the elector may request that a friend assist the elector at the Voter Help Centre. The friend assisting the elector shall be required to take the Oral Oath to Vote with Assistance. No person shall be allowed to act as a friend of more than one (1) voter at the Voter Help Centre.

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

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

9.5 No Voting Proxy

Appointment of voting by proxy shall **not** apply to the 2022 Municipal and School Board Elections. In accordance with Subsection 42(5) and Section 44 of the MEA.

Notwithstanding the generality of the above, for greater clarity, no voting proxies shall be issued for the 2022 Municipal and School Board Elections which is being conducted by the alternative methods of internet/telephone.

9.6 System Integrity

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

- Ensuring that every eligible elector on the Voters' List, as amended, receives a sealed VIL containing the voter's unique PIN;
- Ensuring that no one except the Clerk, or designate, can access PINs that match each voter's name and address;
- Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to the close of voting at 8:00 PM on Monday, October 24, 2022;
- Engaging an independent third party to conduct system perforation testing.

9.7 Voter Information Letter (VIL)

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

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

- The elector's voter identification and PIN;
- The designated internet address (URL) and telephone number to access to cast their vote;
- Instructions on how to vote;
- Dates and hours of voting;
- The location and telephone number of the Voter Help Centre;
- Voter eligibility criteria; and
- Information on illegal and corrupt practices under the MEA.

A person cannot give their VIL to another eligible elector for the purpose of voting. Acceptance of another person's VIL, including the actual voting thereof, is an illegal and corrupt practice and therefore subject to the penalty provisions under the MEA, specifically Sections 89 and 90.

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

9.8 Replacement VIL and PIN

If an elector requires a new VIL and PIN, they can attend or contact the Voter Help Centre to review options. New PINs may be provided through alternative methods subject to approval of the Clerk.

Eligible electors are able to request a new or replacement VIL and PIN under certain circumstances:

- If an elector on the Voters' List has lost/not received their VIL and the PIN has not been used, an authorized Election Official can provide a new VIL, and PIN provided that satisfactory information has been provided and the elector completes the necessary forms. The authorized Election Official will proceed to disable the elector's first assigned PIN and issue a new VIL and PIN.

- Where a person on the Voters' List has attempted to vote and their PIN has already been used, they can attend the Municipal Office and prove to the satisfaction of the Clerk that they did not vote using the PIN and require a new PIN. Upon providing proof of identify and residence a new VIL containing a new PIN **may** be issued provided the required statutory declaration has been executed. This process may require engagement of law enforcement.
- Where an eligible voter has received an incorrect PIN in terms of ward and/or school support and has not voted, they can contact the Voter Help Centre and may have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility.

10. Corrupt Practices and Offences

10.1 Corrupt Election Practices

In accordance with the MEA, a person is guilty of an offence and liable, upon conviction, to a financial penalty or imprisonment if they do or attempt to do:

- Vote by internet/telephone without being entitled to do so;
- Vote more than once in these 2022 municipal elections;
- Induce or procure a person to vote by internet/telephone when that person is not entitled to do so;
- Provide false or misleading information to a person whom the MEA authorizes to obtain information;
- Without authority, supply their voter information to anyone for the purpose of allowing them to vote;
- Take, open, or otherwise deal with voter information without having authority to do so;
- Directly or indirectly:
 - Offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or non-exercise of a voter's vote;
 - Advance, pay, or cause to be paid money intending that it be used to commit an offence referred to in this Section or knowing that it will be used to repay money used in that way;
 - Give, procure, promise, or agree to procure an office or employment in connection with the exercise or non-exercise of a voter's vote;
 - Apply for, accept, or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of a voter's vote.

10.2 Offences and Penalties

The MEA provides for penalties and enforcement of corrupt practices and other offences during an election process. Penalties can include a fine of up-to Twenty-Five Thousand Dollars (\$25,000), forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment of up-to six (6) months.

Although the Township will be using an alternative voting method, the principles and integrity of the election process will remain and are enforceable.

No person(s) shall solicit a voter information letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the OPP for investigation of corrupt practices.

In addition, under the provisions of Section 90 of the MEA, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.

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

As such, the Clerk in this alternative form of voting, has agreed to the following rules and regulations:

- All complaints submitted in writing about actions which may contravene the provisions of the [Municipal Elections Act](#) will be considered by the Clerk;
- All such valid complaints submitted in writing, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities; and
- The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

10.3 Mail Tampering

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since the Township's election methods rely on the delivery of the VIL to eligible electors in order to allow those electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

In order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk agrees to the following rules and regulations:

- All complaints about actions which may contravene the provisions of the [Criminal Code of Canada](#) with respect to mail tampering, submitted in writing, will be considered by the Clerk;
- All such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities; and
- The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

11. Accessibility

11.1 Accessibility – General

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

The Clerk shall ensure that the Voter Help Centre is accessible to electors with disabilities; in the case it is not possible to make a Voter Help Centre fully accessible, special requests may be made to the Clerk for consideration to accommodate the needs of eligible voters.

The Clerk is required to prepare a plan regarding the identification, removal, and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public in advance of the voting period. The Clerk is also required to provide a follow-up report to the public within ninety (90) days of the election.

12. Voting Day

12.1 Voting Day – General

On Monday, October 17, 2022 prior to the activation of the system, the Clerk, in the presence of those candidates/scrutineers in attendance, shall confirm that all candidate's names are listed and that no votes have been cast.

12.2 Results of Election

The Clerk at 8:00 PM on Monday, October 24, 2022 shall arrange for the close and deactivation of the voting system. The Clerk shall then produce the results report. The Clerk and another Election Official shall print and sign the report, indicating the unofficial results and votes cast.

As soon as possible after Voting Day, the Clerk shall declare the candidates elected as a result of the election and certify the results of the election. The official results will be posted on gbtownship.ca/election as soon as possible after Voting Day.

12.3 Recount

The [Municipal Elections Act](#) requires a recount to be conducted within fifteen (15) days:

- Where the counting of ballots resulted in a tie vote and one (1) candidate will not be elected;
- Where a municipality, local board or Minister of Municipal Affairs has passed a resolution to order a recount; or
- Where an electors' request has been granted by the Superior Court of Justice.

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

12.4 Emergencies

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

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

13. Post Voting Day

13.1 Clerk's Responsibility to Review Financial Statements Post Election

The Clerk will be required to review all of the financial statements received and identify whether any contributor appears to have exceeded any of the contribution limits. The Clerk will be required to report to the Compliance Audit Committee as soon as possible after the filing deadline regarding contributions made to candidates and third party advertisers in excess of the established limits. Within thirty (30) days of receiving the report, the Compliance Audit Committee must consider the

report and decide whether to commence legal proceeding against a contributor for an apparent contravention.

The area municipalities within the District Municipality of Muskoka have a Joint Compliance Audit Committee, members are appointed jointly by each municipality. Members cannot be candidates or third party advertisers or work on such campaigns within the Towns of Bracebridge, Gravenhurst, and Huntsville and the Townships of Georgian Bay, Lake of Bays, and Muskoka Lakes.

13.2 Clerk's Report on Financial Statements Post Election

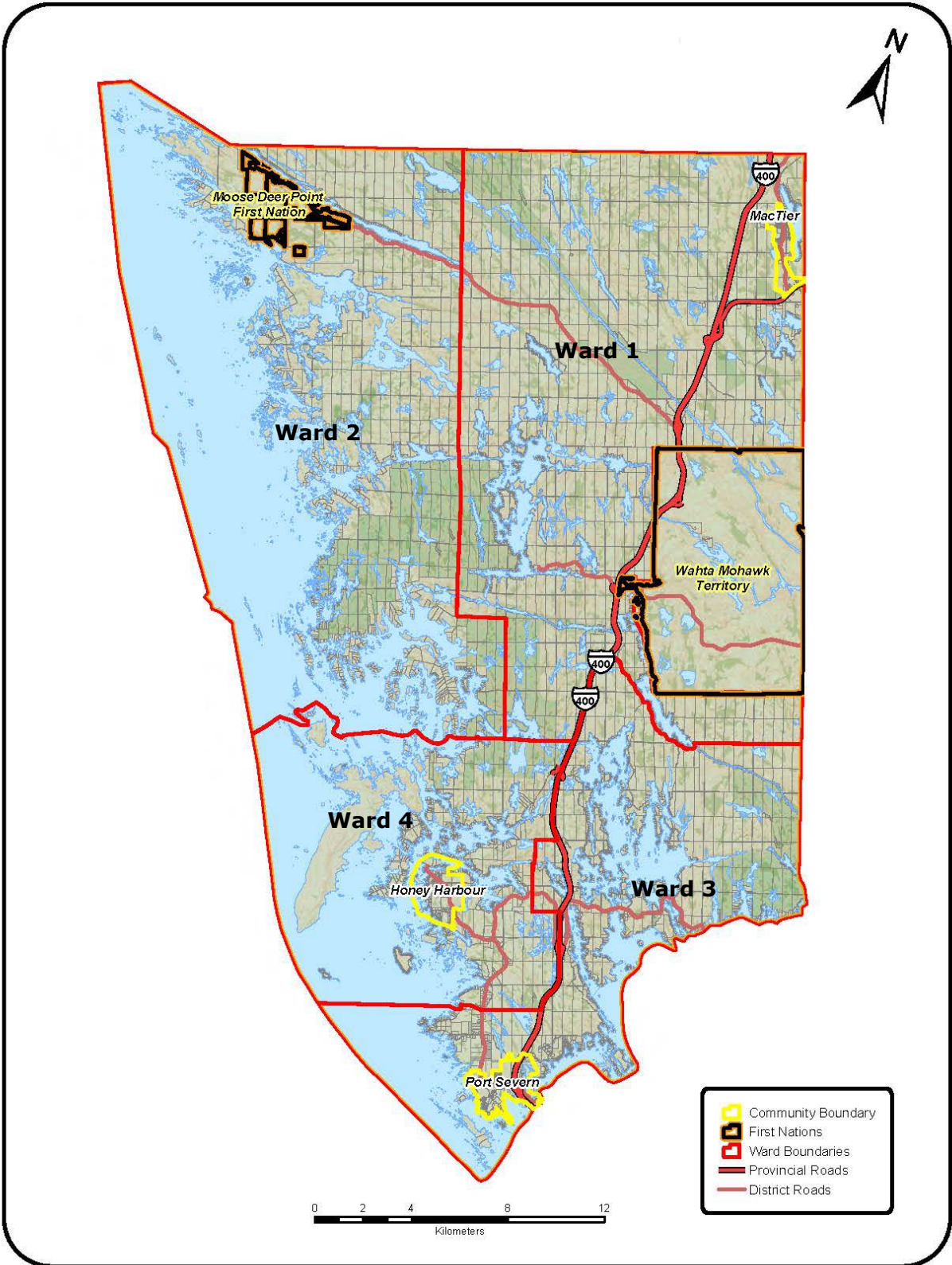
As soon as possible after Tuesday, May 2, 2023, the Clerk is required to provide a report and make it available on the Township's website setting out all candidates in an election and indicate whether each candidate complied with the financial reporting requirements.

13.3 Disposition of Records Post Election

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

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

Appendix A Ward Map



Appendix B Key Dates

| 2022 | | |
|--|-------------|----------|
| Candidate Nomination Period Opens | May 2 | 9:00 AM |
| Third Party Advertiser Registration Open | May 2 | 9:00 AM |
| Nomination Period Closes | August 19 | 2:00 PM |
| Final Day to Withdraw Nomination | August 19 | 2:00 PM |
| Declare Acclamation (if applicable) | August 22 | 4:00 PM |
| Voting Period Opens | October 17 | 10:00 AM |
| Third Party Advertiser Registration Closes | October 21 | 4:30 PM |
| Voting Day (voting period closes) | October 24 | 8:00 PM |
| New Term of Council Begins | November 15 | |
| Inaugural Council Meeting | November 21 | 1:00 PM |
| District Inaugural Council Meeting | December 5 | 3:00 PM |
| 2023 | | |
| Financial Statements & Disclosures Due | March 31 | 2:00 PM |

Appendix C Voter Help Centre Dates

| | | |
|--|----------|------------|
| Municipal Administration Office | | |
| 99 Lone Pine Road, Port Severn | | |
| Monday October 17 | 10:00 AM | to 4:30 PM |
| Tuesday October 18 | 8:30 AM | to 4:30 PM |
| Wednesday October 19 | 8:30 AM | to 4:30 PM |
| Thursday October 20 | 8:30 AM | to 4:30 PM |
| Friday October 21 | 8:30 AM | to 4:30 PM |
| Saturday October 22 | 10:00 AM | to 3:00 PM |
| Sunday October 23 | 10:00 AM | to 3:00 PM |
| Monday October 24 | 8:30 AM | to 8:00 PM |
| Honey Harbour Public Library | | |
| 2586 Honey Harbour Road, Honey Harbour | | |
| Friday October 21 | 1:00 PM | to 6:00 PM |
| MacTier Harbour Public Library | | |
| 12 Muskoka Road, MacTier | | |
| Saturday October 22 | 10:00 AM | to 3:00 PM |