



Township of Muskoka Lakes 2018 Municipal Election Procedures

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Welcome Candidates, Third Party Advertisers and Electors

Municipal Elections are conducted in accordance with the *Municipal Elections Act, S.O. 1996*, as amended, hereinafter referred to as the MEA. The Township of Muskoka Lakes will be using alternative voting methods under s.42 of the MEA, being Internet/Telephone Voting (By-law No. 2017-034).

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

The Clerk, if deemed necessary, at any time, up to and including Voting Day (October 22, 2018), may amend procedures, documents, etc. Notice of amendments to the procedures will be emailed to each Candidate and Third Party Advertiser to the address shown on filed Nomination Forms / Notice of Registration Forms and posted on the Township of Muskoka Lakes website (www.muskokalakes.ca).

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

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

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

Questions with respect to these procedures may be directed to:

Cheryl Mortimer
Municipal Clerk
Township of Muskoka Lakes
#1 Bailey Street, P.O. Box 129
Port Carling, Ontario, P0B 1J0
Telephone: 705 765-3156
Facsimile: 705-765-6755
Email: cmortimer@muskokalakes.ca
Website: www.muskokalakes.ca

Cheryl Minty
Elections and Records Management Assistant
Township of Muskoka Lakes
#1 Bailey Street, P.O. Box 129
Port Carling, Ontario, P0B 1J0
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Facsimile: 705-765-6755
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A. INTRODUCTION

Important Dates

The 2018 Municipal Election will be held on **Monday October 22, 2018** ending at **8:00 pm**. The Term of Office is four years, beginning on December 1, 2018, and ending November 14, 2022.

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

The nomination period for candidates is May 1, 2018 to July 27, 2018 at 2:00 pm.

Third Party Advertisers may register from May 1, 2018 to October 19, 2018 during office hours.

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

Principles Guiding Municipal Elections

The following principles were considered during the development of the MEA, its amendments and the planning and delivery of the 2018 Municipal Election by Municipal agencies:

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

B. ELECTORS

Qualification of Electors

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

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

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

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

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

Students

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

Homeless Persons

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

Electoral Status for School Boards

The electoral status for school purposes is shown on the Voters' List. A voter may, during the revision period (Tuesday, September 4, 2018 up to, and including, Voting Day, Monday, October 22, 2018), make application for correction of the List. Therefore, a person may make application to change their school support 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](#).

Information regarding voters, is available in the Ministry of Municipal Affairs' 2018 Voters' Guide for Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry of Municipal Affairs and Housing website (www.mah.gov.on.ca).

Notice of Offences, Penalties and Corrupt Practices

C. CANDIDATES

Offices for Municipal Council and School Board Trustees

The following offices are to be elected in the 2018 Municipal Elections:

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

District and Township Councillor – Ward C / Ward 3	One (1) to be elected by all voters in Ward C / Ward 3
Township Councillor – Ward C / Ward 3	Two (2) to be elected by all voters in Ward C / Ward 3

Notice of Nomination for Office - Municipal Council

Notice of Candidate Information Session

NOTE: That for purposes of the 2018 Municipal Election, the Township of Muskoka Lakes is divided into the following three electoral wards; Ward A / Ward 1, Ward B / Ward 2, and Ward C / Ward 3. The foregoing complies with the legislative designations under the former District of Muskoka Act, now the Municipal Act, and the corresponding Ward designations assigned by the Municipal Property Assessment Corporation for computer tracking and tallying purposes.

School Board Trustees		
Trillium Lakelands District School Board		
English - Public		
One (1) to be elected to represent the <u>Town of Gravenhurst, Townships of Georgian Bay and Muskoka Lakes</u>		
Nominations are to be filed with the Clerk from the Town of Gravenhurst.		
Simcoe Muskoka Catholic District School Board (Ward 4)		
English - Separate		
One (1) to be elected to represent the <u>District of Muskoka and Parry Sound Area</u> , specifically:		
Town of Bracebridge Town of Huntsville Township of Carling Township of Lake of Bays	Township of McKellar Township of Seguin Town of Gravenhurst Town of Parry Sound	Township of Georgian Bay Municipality of McDougall Township of Muskoka Lakes
Nominations are to be filed with the Clerk, from the Town of Bracebridge.		
Conseil scolaire public du Nord-Est de l'Ontario (Sector A)		
French - Public		
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 Nipissing Combined School Boards	Town of Gravenhurst Town of Parry Sound Township of The Archipelago Township of Georgian Bay Municipality of McDougall Township of Muskoka Lakes West Parry Sound School Board Municipality of Magnetawan Township of Strong Township of Machar South River Village Town of Kearny	Township of Nipissing East Parry Sound School Board Township of Papineau-Cameron Municipality of Mattawan Town of Mattawa Municipality of Calvin Township of Bonfield Township of Chisholm Township of Joly Township of Ryerson Municipality of Powassan Municipality of Callander Village of Sundridge

Township of McMurrich/Monteith Township of Perry	Township of Armour	Village of Burks Falls
Nominations are to be filed with the Clerk, from the Municipality of East Ferris.		
Conseil scolaire catholique MonAvenir (Region of Simcoe-Muskoka)		
French - Separate		
One (1) to be elected to represent:		
City of Barrie Town of Bracebridge Town of Collingwood Town of Huntsville Town of Midland Town of Parry Sound Town of Wasaga Beach Township of Carling Township of Essa Township of Essa – Essa CFB - Part	Township of Lake of Bays Township of McKellar Township of Oro-Medonte Township of Seguin Township of Springwater Township of Tiny City of Orillia Town of Bradford West Gwillimbury Town of Gravenhurst Town of Innisfil Town of New Tecumseth	Town of Penetanguishene Township of Adjala-Tosorontio Township of Adjala-Tosorontio – Tosorontio – CFB - Part Township of Clearview Township of Georgian Bay Township of McDougall Township of Muskoka Lakes Township of Ramara Township of Severn Township of Tay
Nominations are to be filed with the Clerk, from the City of Barrie.		

[Notice of Nomination for Office - School Board Trustees \(English Version\)](#)

[Notice of Nomination for Office - School Board Trustees \(French Version\)](#)

[Notice of Candidate Information Session](#)

Qualification of Candidates

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

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

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

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

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

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

Note: Endorsement signatures are NOT REQUIRED for School Board Trustee Candidates.

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

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

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

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

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

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

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

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

Nominations

A person can only become a candidate during the Nomination Period. The Nomination Period starts on **Tuesday May 1, 2018** and ends on **Friday July 27, 2018 at 2:00 p.m.** The time for close of Nominations will be confirmed using the National Research Council Official time signal at (613) 745-1576. Nomination papers will not be accepted after the deadline.

A nomination must be signed by the candidate and may be filed in person or by an agent (no fax or email - appointment recommended) during regular business hours (8:15 a.m. to 4:00 p.m., weekends and Statutory Holidays excluded) between Tuesday, May 1, 2018 and Thursday, July 26, 2018, and between 9:00 a.m. and **2:00 p.m.** on Friday, July 27, 2018 (Nomination Day).

Potential candidates are encouraged to make an appointment with the municipality to ensure availability of staff to receive their nomination.

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

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

Nomination Paper - Form 1

Declaration of Qualification - Municipal Council Candidates

Notice to Candidates – Endorsement of Nomination – Form 2

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

Freedom of Information Release - Municipal Council Candidate

Acknowledgement and Undertaking - Use of Municipal Resources Policy

Candidate's Declaration Proper Use of Voters' List

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

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

A candidate, or agent for the candidate, may withdraw his or her nomination by completing a physical Withdrawal of Nomination form and filing it in person with the Clerk's Office before 2:00 p.m., July 27, 2018. A candidate must present identification with the proper form to the election staff. The time for Withdrawal of Nominations will be confirmed using the National Research Council Official time signal at (613) 745-1576. Withdrawal of Nomination papers will not be accepted after the deadline. If a Withdrawal of Nomination form is received by an agent, the Clerk will contact the candidate to confirm receipt of withdrawal.

Withdrawal of Nomination

A candidate is entitled to receive a refund of the nomination fee if he or she files their Financial Statement by 2:00 p.m. on March 29, 2019. If a candidate withdraws their nomination, they are still required to submit a financial statement showing all contributions and expenses, from the day they filed the nomination paper until the day they withdrew from the office. For more information regarding financial statements, see **Section K. Post-Election**.

In the event there are an insufficient number of certified candidates to fill all positions available, nominations will be reopened, for the vacant positions only, on Wednesday, August 1, 2018 between the hours of 9:00 a.m. and 2:00 p.m. and such additional nominations, if required, may be filed in the office of the Clerk.

If a greater number of candidates are certified than are required to fill the said offices, there will be an election.

Candidate's Names

The following rules shall apply regarding candidate's names:

- Only the names of certified candidates shall appear on the Voter Information Letter (VIL), internet or heard on the telephone voting system.

- The candidates' names shall appear on the VIL, internet or heard on the telephone system, in the format of first name then last name (e.g. 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 his or her legal name (e.g. Bill instead of William).
- No reference to a candidate's occupation, degree, title, honour or decoration shall appear in the VIL, internet or heard on the telephone system.
- If the surnames of two or more candidates for an office are identical or in the Clerk's opinion so similar to cause possible confusion, every candidate's qualifying address shall appear or heard under his or her name.

Nomination Papers Filed

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

Nomination Papers Filed (non-certified)

Certify or Reject Nominations

It is the responsibility of the candidate to ensure they meet all of the qualifications and file proper nomination papers, prior to 2:00 p.m. on July 27, 2018.

Under the MEA, the Clerk is required to reject or certify nominations of candidates. On or prior to 4:00 p.m. on July 30, 2018, the Clerk will examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the MEA, the Clerk will certify the nomination paper. The Clerk may consider the following criteria in their decision to reject or certify individual nominations:

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

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

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

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

A list of certified Candidates will be posted on www.muskokalakes.ca as soon as possible after certification.

List of Certified Candidates

Acclamations

Candidates will be declared as acclaimed on July 30, 2018 after 4:00 p.m., if the number of certified candidates for an office is the same or less than the number to be elected.

Declaration of Acclamation to Office**Death or Ineligibility of a Candidate**

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

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

Notice of Death – Ineligibility of Candidate**Candidates - Maximum Campaign Expenses - Contributions**

Upon filing of Nomination Papers, candidates will be provided with an estimate of campaign expense and contribution limits based on the number of electors from the voters' list from the previous election (2014 Municipal Election) as it existed on Nomination Day (September 12, 2014) for each respective office.

Certificate of Estimated Maximum Campaign Expenses/Contributions – Candidate

No later than September 25, 2018, the Clerk shall provide each candidate, via email, with a certificate of maximum campaign expense and contribution limits based on the number of electors from the voters' list from the current election (2018 Municipal Election) as it existed on September 15, 2018.

Certificate of Maximum Campaign Expenses/Contributions – Candidate

Calculations are as follows:

Maximum Campaign Expenses

Mayor or District Chair - \$7,500 plus 85 cents for each Elector entitled to vote for the office

District or Township Councillor - \$5,000 plus 85 cents for each Elector entitled to vote for the office

School Board Trustee - \$5,000 plus 85 cents for each Elector entitled to vote for the office

Candidates - Estimated Calculations - Maximum Campaign Expenses**Candidates - Final Calculations - Maximum Campaign Expenses****Maximum amount for parties, etc., after voting day – Candidates**

10% of the above calculated amounts

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

Contributions to Candidate's Own Campaign

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

[Candidates Own Campaign - Estimated Calculations - Maximum Campaign Contributions](#)
[Candidates Own Campaign – Final Calculation - Maximum Campaign Contributions](#)

The Township of Muskoka Lakes does not issue contribution rebates.

Campaigning

Prohibition of Canvassing / Advertising at Voting Locations

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

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

Right of Entry for Campaigners

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

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

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

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

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

Questions Regarding Campaign Processes

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

National Do Not Call List

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

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

Candidates' Election Campaign Advertisements

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

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

Mandatory information in advertisement

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

Mandatory information for broadcaster, etc.

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

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

Prohibition, broadcaster or publisher

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

Records

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

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

Bank Account

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

Municipal Election Campaign Bank Account - Candidates

Scrutineers

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

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

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

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

- Interact with Electors or interfere directly or indirectly with the voting process.
- Attempt to campaign or persuade an Elector to vote for a particular candidate.
- Obtain or attempt to obtain, in an Election Help Centre, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at an Election Help Centre about how an elector intends to vote or has voted.
- Situate themselves in the Election Help Centre outside of the designated area.
- Impede the operations in the Election Help Centre.
- Use a camera, cellular phone or other mobile device in the Election Help Centre.
- Compromise the secrecy of voting.

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

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

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

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

[Appointment of Scrutineer by Candidate](#)
[Oral Oath of Secrecy by Candidate or Scrutineer](#)

Election Finances

Information regarding election finances and campaign contributions, including financial responsibilities of candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs' 2018 Candidates' Guide for Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry of Municipal Affairs and Housing website (www.mah.gov.on.ca).

The below information is provided for convenience:

- **Corporations and trade unions** are prohibited from contributing to an individual campaign. A corporation or trade union that contravenes the campaign financing provisions of the MEA, is liable to fines up to \$50,000. These types of organization may contribute to third party advertisers' campaigns (see section D. Third party Advertisers, below).
- Candidates will be required to inform contributors of the contribution limits. A contributor is limited to a total of \$1,200 to any one candidate in an election and \$5,000 to two or more candidates for office on the same council or local board.
- An individual, including the candidate, who contravenes the provisions of the MEA, is liable to fines of up to \$25,000.
- You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. If you do not spend any money and do not receive any contributions of money, you do not have to open a campaign bank account. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.
- You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

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

[Financial Statement - Auditor's Report Candidate - Form 4](#)
[Notice to Candidate of Filing Requirements](#)
[Notice of Candidate and Third Party Information Session – Campaign Finances](#)

Candidates Module

Candidates will receive a login ID and password permitting access to the Candidates Module after September 1, 2018. This program serves as access to the list of electors applicable to the candidate's electoral race. The Candidate Module permits authorized users to connect into the voters' list database to review elector list information (search, view, download) and to discern which electors have participated in the election. The program does not maintain information on how an elector has voted.

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

Candidates will be required to execute a declaration confirming that the list will be used only for the purpose of the 2018 Municipal Election. Upon the completion of the election event, access to the Candidate Module will be disabled.

Candidate's Declaration Proper Use of Voters' List

D. THIRD PARTY ADVERTISERS

Individuals, corporations and unions can register as third party advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise in. If a Third Party Advertiser is representing a District Chair candidate, they are required to register within the lower-tier municipality.

Third Party Advertisers may register with the municipality starting on Tuesday May 1, 2018 and until Friday October 19, 2018 during office hours. Third Party Advertiser 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 (Local Council, District Council, District Chair 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 registered with the municipality when the expenses are incurred and advertisement appears. The expenses incurred in relation to third party advertisements cannot exceed the total expenses limits for the registered third party.

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

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

Notice of Registration for Third Party Advertisers

Notice of Registration - Third Party - Form 7

Freedom of Information Release - Registered Third Party

Acknowledgement and Undertaking - Use of Municipal Resources Policy

Notice to Registered Third Parties of Penalties

Third Party Registrations (Certified)

A list of certified Third Party Registrations will be posted on www.muskokalakes.ca as soon as possible after filing. The list will be updated as new registrations are received.

Registered Third Party Notices Filed (certified)

Third Party Advertisements

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

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

Restricted Period

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (May 1, 2018) as a registered Third Party Advertiser in relation to the election and ends at the close of voting on voting day (October 22, 2018).

Mandatory information in third party advertisements

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

The name of the registered third party.

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

Mandatory information for broadcaster, etc.

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

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

Prohibition, broadcaster or publisher

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

Records

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

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

Bank Account

- Every third party must open a bank account exclusively for the advertising campaign.
- An individual cannot use an existing personal bank account for campaign finances, even if they are planning a very small advertising campaign. A corporation or trade union may not use an existing account.

- All contributions – including contributions that the third party makes to itself – must be deposited into the third party advertising campaign bank account. All expenses must be paid for from the campaign account.
- There is no registration fee for third party advertisers.

Municipal Election Campaign Bank Account - Registered Third Parties

Registered Third Parties - Maximum Campaign Expenses - Contributions

Upon filing of Notice of Registration, third party advertisers will be provided with an estimate of campaign expense limits based on the number of electors from the voters' list from the previous election (2014 Municipal Election) as it existed on Nomination Day (September 12, 2014).

Certificate of Estimated Maximum Campaign Expenses – Registered Third Party

No later than September 25, 2018, the Clerk shall provide each third party advertiser, via email, with a certificate of maximum campaign expense limits based on the number of electors from the voters' list from the current election (2018 Municipal Election) as it existed on September 15, 2018.

Certificate of Maximum Campaign Expenses - Registered Third Party

Calculations are as follows:

Maximum Campaign Expenses

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

Registered Third Party - Estimated Calculations - Maximum Campaign Expenses

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

Maximum Campaign Expenses for parties, etc., after voting day

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

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

Financial Statements

Financial statements of the Third Party Advertisers are required to be submitted to the Clerk of each municipality registered in by March 29, 2019. There is a 30-day grace period for Third Party Advertisers who miss the deadline to file a financial statement and auditor's report, provided that the Third Party Advertiser pays a \$500 late filing fee to the municipality. For more information regarding financial statements, see **Section K. Post-Election**.

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

Notice to Registered Third Party of Filing Requirements

Notice of Candidate and Third Party Information Session – Campaign Finances

Information regarding election finances and campaign contributions, including financial responsibilities of third party advertisers, is available in the Ministry of Municipal Affairs' 2018 Guide for Third Party Advertisers - Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry of Municipal Affairs and Housing website (www.mah.gov.on.ca).

E. ELECTION SIGNS AND OTHER ADVERTISEMENTS

Township of Muskoka Lakes

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

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

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

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

District Municipality of Muskoka

Political campaign signs may be permitted within the limits of a District road allowance provided that the sign does not exceed 1 m² (10 square feet). Signs may be erected without a permit provided that the person or organization erecting the sign shall remove it at his/her expense within two (2) weeks of the date of the election or conclusion of the campaign, whichever is sooner. No person shall locate a sign in such a manner as to obstruct, impair or impede the view of any lane, street, highway intersection, regulatory sign, traffic signal or railway crossing. No person shall attach or paint a sign on a fence, post, rock, tree, utility pole, bridge or any structure visible from the District road.

Notwithstanding the foregoing, where an Area Municipality has enacted and enforces its own sign by-law which is more restrictive than the District sign by-law, the by-law of the Area Municipality shall govern.

If in contravention with any of the above, the sign will be removed to a District facility where it can be retrieved by the owner or organization.

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

Ministry of Transportation

Ministry of Transportation (MTO) election sign information has been provided in MTO General Guidelines for Elections Signs. For full details, please reference MTO General Guidelines for Elections Signs.

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

Rental Housing and Condominium Corporations

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

Municipal authority to remove advertisements

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

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

Use of Municipal Resources

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

For full details, please reference the Township’s Use of Municipal Resources Policy C-LS-13.

F. INTERNET AND TELEPHONE VOTING

By-law No. 2017-034 authorizes the Township of Muskoka Lakes to use internet and telephone voting for the 2018 Municipal Election. Internet voting allows an elector to cast an electronic ballot from their personal computer, tablet or smartphone from anywhere there is an internet connection (Wi-Fi or cellular). Alternatively, votes can also be cast with a telephone.

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

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

Overview of Internet/Telephone Voting Process

Voting will commence on October 12, 2018 at 10:00 a.m. through to October 22, 2018 at 8:00 p.m. Electors who have started the voting process prior to 8:00 p.m. on Monday October 22, 2018 but have not concluded will be permitted to proceed.

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

1. Eligible electors, as identified on the Voters' List, will receive, through the mail, a sealed and personalized Voters Information Letter (VIL). This letter will direct electors to a designated website or telephone number, based on the desired method of voting selection.
2. At the designated website or through the identified telephone number, electors will enter their PIN as well as a validation criterion. Electors will be entered into the voting system.
3. Based on the eligible options for the elector (ward, school board), the voting system will offer the options for the various election races for the elector to cast their vote. The voting system permits electors to skip a category or under vote (select less than the permitted number of votes) if he/she wishes to do so.
4. Following the elector's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming.
5. Once confirmed by the elector, the elector submits (casts) their vote. The voting process is complete. The elector will be struck off the Voters' List and identified as participated in the election process.

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

System Integrity

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

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

Voter Information Letters (VILs)

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

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

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

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

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

Replacement PINs

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

Eligible electors who attend the Election Help Centre will be able to request a new or replacement VIL and PIN under certain circumstances.

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

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

[Application for Replacement Voter Information Letter \(VIL\)](#)

[Application to Amend Voters' List - Form EL15](#)

[Application for Removal of Deceased Person's Name from Voters' List](#)

[Voter Identification](#)

[Notice of Statutory Provisions Regulating Voting Procedures](#)

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

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

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

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

Assistance for Electors

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

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

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

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

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

Election Process Information Sessions

To assist in explaining the process and providing information to the electors, candidates and scrutineers, the Township will host a public information session and system logic and accuracy testing sessions.

The session will occur within the summer of 2018 and will be open to the public including candidates or their scrutineers. The purpose of this session is to provide increased knowledge and familiarity with the internet/telephone voting system and process by conducting a “mock election”.

A logic and accuracy testing will occur in the early fall of 2018 which will be open to candidates or their scrutineers.

Confirmed dates for the above events will be communicated to the public and registered candidates in advance of the sessions at www.muskokalakes.ca.

G. VOTERS' LIST

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

By the date agreed upon by the Clerk and MPAC, which must be earlier than September 1, 2018 (or on July 31, 2018 if no date is agreed upon), MPAC will provide the Township with the PLE. The Clerk is required to correct and amend the database using information held by the municipality. The result is the Voters' List.

Certificate of Voters' List

Revisions to the Voters' List

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

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

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

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

[Application to Amend Voters' List - Form EL15](#)

[Application for Removal of Deceased Person's Name from Voters' List](#)

[Voter Identification](#)

[Declaration of Identity - Form 9](#)

[Notice of Revision Period - Voters' List](#)

VoterView Module

By-law No. 2017-035 authorizes the Township of Muskoka Lakes to use voter list management services for the 2018 Municipal Election. The Township utilizes the Municipal VoterView module to manage and update the Voters' List on an ongoing basis. Only those Election Officials delegated authority to access the PLE and Voters' List will be provided access to the application.

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

Copies of Voters' List

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

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

H. ELECTION ADMINISTRATION

Clerk's Authority

The Clerk is responsible for facilitating the 2018 Municipal Election through the establishment of rules and procedures. The Clerk may appoint, in writing, Deputy Returning Officers and Election Officials to assist in the administration of the election process with duties including but not limited to:

- Revising the Voters' List;
- Receiving Nomination Papers;
- Administering Oaths;

- Assisting electors with internet/telephone voting at the Municipal Office and other locations as required;
- Assisting in the conduct, supervision and management of the Internet and Telephone Voting procedures; and,
- Assisting the Clerk and other Election Officials as required.

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

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

[Appointment and Oath of Deputy Returning Officer](#)
[Appointment and Oath of Election Official](#)
[Oath of Clerk](#)
[Oath of Secrecy - Other](#)
[Final Oath of Clerk, Deputy Returning Officer or Election Official](#)

Language

Procedures and forms will be provided in English only.

Secrecy

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

Public Notice

Any notice or other information that the MEA requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.

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

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

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

[Notice of Nomination for Office - Municipal Council](#)
[Notice of Nomination for Office - School Board Trustees \(English Version\)](#)
[Notice of Nomination for Office - School Board Trustees \(French Version\)](#)
[Notice of Additional Nominations](#)
[Notice of Election](#)

Notice of Internet and Telephone Voting
Notice to Electors

I. ACCESSIBILITY

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

The Clerk shall ensure that the election help centre is accessible to electors with disabilities. At the discretion of the Clerk (during regular business hours up to and including October 18, 2018), special requests will be considered for an election official to travel to a location with a mobile voting kiosk (i.e. laptop, table) to assist electors who require accommodations.

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

J. ELECTION DAY

Prior to the activation of the system on October 12, 2018 at 10:00 a.m., the Deputy Returning Officer and those candidates/scrutineers in attendance shall confirm that all candidates' names are listed and that no votes have been cast. Candidates or their scrutineer in attendance will be asked to sign the Activation of the Voting System that attests to this fact.

Results of Election

The Clerk, at 8:00 p.m. on October 22, 2018, shall arrange for the close and deactivation of the voting system. The Clerk shall then produce the results report. The Clerk, and the Deputy Returning Officer shall sign the report indicating the unofficial results and votes cast.

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

Unofficial Election Results

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

Declaration of Elected Candidates

Certificate of Election Results

Certificate of Election of Members to Muskoka District Council

Recount

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

In the absence of a Recount By-law, a recount will be permitted under the following circumstances, as included within the MEA:

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

Notice of Recount

Recount Results

Declaration of Recount Results

Emergency Situations

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

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

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

Declaration of Emergency

K. POST ELECTION

Financial Statements

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

Candidates and Third Party Advertisers are required to submit completed financial statements of campaign expenses using the prescribed forms to the Clerk. Completed statements are required to be submitted to the Clerk by March 29, 2019. Electronic submissions will not be accepted.

The financial statements shall be available for viewing by the public on www.muskokalakes.ca.

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 doesn't file their financial statement on time and is willing to pay a \$500 late filing fee, the candidate will be provided an additional 30-day grace period to file the financial statement. A candidate exercising this option will not be refunded their nomination filing fee.

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

[Financial Statement - Auditor's Report Candidate - Form 4](#)

[Financial Statement - Auditor's Report Third Party - Form 8](#)

[Financial Statement - Subsequent Expenses - Form 5](#)

[Notice of Extension of Campaign Period - Form 6](#)

[Notice to Candidate of Filing Requirements](#)

[Notice to Registered Third Party of Filing Requirements](#)

[Notice of Default - Candidate](#)

[Notice of Default - Registered Third Party](#)

[Notice to Candidates of Penalties and Requirements for Refund of Nomination Filing Fee](#)

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

Clerk's Responsibility to Review Financial Statements

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

Clerk's Report on Financial Statements

As soon as possible after April 30, 2019, the Clerk will be required to provide a report and make it available on the Township's website, setting out all candidates in an election and indicating whether each candidate complied with financial reporting requirements.

Disposition of Records

Despite anything in the Municipal Freedom of Information and Protection of Privacy Act, documents and materials filed with or prepared by the clerk or any other election official under the MEA are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

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

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

[Witness Declarations of Destruction of Records](#)

L. FORMS AND RESOURCES**Appendix A: Comprehensive Review of 2018 Municipal Election Timelines**

Note: MEA refers to the Municipal Elections Act

DATE(S)	ACTION ITEM
May 1, 2017	ALTERNATIVE VOTING METHODS Last day to pass by-law to authorize vote-counting equipment or alternative voting methods, MEA s.42 (1)(2)
December 29, 2017	PROCEDURES Clerk to establish procedures and forms for use of vote-counting equipment or alternative voting method, MEA s.42 (3) & (4).
February 15, 2018	MPAC TO PROVIDE POPULATION OF THE ELECTORAL GROUPS (PEG) REPORT NO LATER THAN FEBRUARY 15, 2018
February 20, 2018	LAST DAY FOR NOTICE OF INTENT TO PASS A BY-LAW TO SUBMIT QUESTIONS TO ELECTORS (at least one public meeting must be held prior to passage) MEA, s.8.1 (3)
March 1, 2018	LAST DAY TO PASS A BY-LAW TO SUBMIT A QUESTION TO THE ELECTORS MEA, s.8.1 (1) (a)
March 16, 2018	LAST DAY TO GIVE NOTICE OF PASSING A BY-LAW TO SUBMIT A QUESTION TO ELECTORS MEA s.8.1(4)
March 31, 2018	BY-ELECTION No By-Election shall be held to fill an office that becomes vacant after this date. MEA s.65(2)
April to July 2018	ENUMERATION Conducted by the Municipal Property Assessment Corporation via web application (voterlookup.ca) or telephone 1-866-296-6722.
April 2018	CLERK TO PREPARE INFORMATION PACKAGES FOR CANDIDATES Calculate preliminary maximum campaign expense limit based on the number of electors on the list on nomination day in the 2014 election. (Note: going forward, September 15 of the previous election year.) MEA s.33.0.1(1)
April 3, 2018	DEADLINE FOR WARD/POLL DATA (DEFINING VOTING SUBDIVISIONS) TO BE SUBMITTED TO MPAC MEA s. 18(1) SCHOOL BOARD DETERMINATION AND DISTRIBUTION OF TRUSTEES Deadline for school boards to provide Clerk with a copy of the report on determination and distribution of trustees (O.Reg 412/00) Education Act.
April 5, 2018	CANDIDATE INFORMATION SESSION (Ministry of Municipal Affairs) 6:30 p.m., District Municipality of Muskoka Council Chamber, 70 Pine Street, Bracebridge.
April 13, 2018	Webinar for Third Party Advertisers (Ministry of Municipal Affairs) 2:00 p.m. to 4:00 p.m. Connection details available at www.muskokalakes.ca

DATE(S)	ACTION ITEM
April 23, 2018	Webinar for Third Party Advertisers (Ministry of Municipal Affairs) 6:00 p.m. to 8:00 p.m. Connection details available at www.muskokalakes.ca
April 30, 2018	USE OF MUNICIPAL RESOURCES POLICY Last day for municipalities and Local Boards to establish rules and procedures regarding use of municipal resources, MEA s.88.18
May 2018	PUBLISH NOTICE OF NOMINATION PERIOD MEA s.32
May 1, 2018 to July 27, 2018 at 2:00 p.m.	NOMINATION PERIOD COMMENCES Nomination Papers for candidates for the 2018 Municipal Election may be filed during regular business hours (Monday to Friday, 8:15 a.m. and 4:00 p.m., weekends and statutory holidays excluded). MEA s.33
May 1, 2018	CLERK TO GIVE CANDIDATE PRELIMINARY MAXIMUM EXPENSE LIMIT MEA S. 33.01 CLERK TO PROVIDE CANDIDATE NOTICE OF PENALTIES RELATED TO CAMPAIGN FINANCES MEA S. 33.1 REGISTRATIONS FOR THIRD PARTY ADVERTISERS COMMENCES MEA S. 88.6(7) LAST DAY TO PASS A BY-LAW TO ADOPT A POLICY WITH RESPECT TO CIRCUMSTANCES IN WHICH A MUNICIPALITY REQUIRES THE CLERK TO CONDUCT A RECOUNT (Optional) MEA S. 56
May 1, 2018 to December 31, 2018	CAMPAIGN PERIOD Begins May 1, 2018 or whenever a candidate files a nomination paper (whichever is later).
June 4, 2018	MUNICIPAL ENUMERATION FORMS To be returned to MPAC to ensure inclusion of electors on Preliminary List of Electors (PLE)
June 7, 2018	ONTARIO PROVINCIAL ELECTION DAY
July/August 2018	PRELIMINARY LIST OF ELECTORS (PLE) MPAC to provide Muskoka Lakes with PLE. Clerk then corrects for errors and prepares Voters List.
July 16, 2018	PUBLISH NOTICE OF NOMINATION PERIOD MEA s.32 (2nd ad optional)
July 27, 2018	NOMINATION DAY Nomination Papers for candidates for the 2018 Municipal Election may be filed no later than 2:00 p.m. MEA S. 31 S. 33(4) WITHDRAWAL OF CANDIDATE Candidates wishing to withdraw nomination must do so no later than 2:00 p.m. MEA S. 36 (a) LAST DAY TO WITHDRAW A QUESTION ON THE BALLOT

DATE(S)	ACTION ITEM
July 30, 2018	<p>CERTIFICATION OF NOMINATION PAPERS Clerk to Certify or Reject nominations no later than 4:00 p.m. MEA S. 35 (1)</p> <p>NOMINATIONS FILED WITH UPPER TIER MUST BE FORWARDED TO LOWER-TIER CLERK (2:00 PM), MEA S.11(4)</p> <p>DECLARE ELECTION / ACCLAMATIONS Clerk to post list of Candidates and Acclamations. MEA s. 40, 37(1)</p>
July 31, 2018	<p>DEFAULT DATE FOR MPAC TO DELIVER PRELIMINARY LIST OF ELECTORS (PLE) MEA s.19(1.1)</p>
TBD - August/September 2018	<p>1st TESTING OF INTERNET/TELEPHONE VOTING SYSTEM Mock Election and/or Logic and Accuracy testing.</p>
TBD - August/September 2018	<p>INTERNET VOTER LOOKUP AVAILABLE ON TOWNSHIP WEBSITE Online module to allow individuals to determine whether they are on the Voters List.</p>
August 1, 2018	<p>ADDITIONAL NOMINATIONS (IF NECESSARY) If necessary, additional nominations will be received between 9:00 a.m. and 2:00 p.m. MEA s.33(5)</p>
August 2, 2018	<p>CERTIFICATION OF NOMINATION PAPERS BEFORE 4:00 PM, MEA S.35(1)2 – ACCLAMATION(S) AFTER 4:00 P.M. MEA s.37(7)</p>
TBD – August/September 2018	<p>INTERNET/TELEPHONE BALLOT PROOF Clerk to sign off on ballot proof.</p>
TBD - August 2018	<p>SIGN OFF ON VOTER INFORMATION LETTER (VIL)</p>
August 14, 2018	<p>Webinar for Campaign Finances (Ministry of Municipal Affairs) 4:00 p.m. to 6:00 p.m. Connection details available at www.muskokalakes.ca</p>
August 31, 2018	<p>ALTERNATIVE LAST DAY FOR MPAC TO DELIVER PLE (if agreed to by MPAC and Clerk) MEA s.19(1.1)</p> <p>COMPLETE CORRECTIONS TO PLE AND REPRODUCE AS THE VOTERS' LIST, MEA S. 23(2)</p>
September 1, 2018	<p>VOTERS LIST Last day for Clerk to reproduce Voters list. MEA s.23(2)</p>
September 1, 2018 To October 22, 2018	<p>REVISION PERIOD TO AMEND VOTERS LIST Applications (including acceptable identification) may be made to the Clerk to make additions, corrections or deletions of own information to the Voters list. MEA s.24</p>
September 2018	<p>EXCEPTIONS LIST MPAC to provide Township of Muskoka Lakes with exceptions file.</p>

DATE(S)	ACTION ITEM
September 5, 2018	CANDIDATE AND THIRD PARTY ADVERTISER INFORMATION SESSION – CAMPAIGN FINANCES (Ministry of Municipal Affairs) 6:30 p.m., District Municipality of Muskoka Council Chamber, 70 Pine Street, Bracebridge.
September 6, 2018	Webinar for Campaign Finances (Ministry of Municipal Affairs) 10:00 a.m. to 12:00 p.m. Connection details available at www.muskokalakes.ca
September 12, 2018	Webinar for Campaign Finances (Ministry of Municipal Affairs) 6:00 p.m. to 8:00 p.m. Connection details available at www.muskokalakes.ca
September 12, 2018	LAST DATE FOR CHANGES TO VOTERS LIST FOR VOTER INFORMATION LETTER (VIL) For every Elector who qualified to be on the Voters' List by 12:00 p.m., a VIL will be mailed to the Elector's address as shown on the Voters' List
September 25, 2018	ISSUE CERTIFICATE OF MAXIMUM CAMPAIGN SPENDING LIMITS Clerk to provide Candidates with Certificate of Maximum Campaign Spending Limits MEA s.88.20(13)
End of September	VOTER INFORMATION LETTERS (VILs) ARE PRINTED AND MAILED TO ELECTORS
September 28, 2018	DEADLINE TO ESTABLISH COMPLIANCE AUDIT COMMITTEE Council must establish a Compliance Audit Committee to process compliance audit applications prior to October 1 in an election year. Term of appointment for committee is the same as the term of office for Council. MEA s.88.37(1)
October 2018	PUBLIC INFORMATION SESSION Location and time to be determined.
TBD - October 2018	LOGIC AND ACCURACY TESTING Commencement of formal logic and accuracy testing period. Candidates and / or scrutineers invited to participate in testing.
October 12, 2018 to October 22, 2018 at 8:00 p.m.	REPLACEMENT VOTER INFORMATION LETTERS (VILs) Replacement VILs available for individuals who did not receive a kit.
October 12, 2018 at 10:00 a.m.	VOTING PERIOD COMMENCES
October 19, 2018	LAST DAY FOR THIRD PARTY ADVERTISERS TO REGISTER MEA s.88.6(7) LAST DAY TO PREPARE A PLAN FOR THE IDENTIFICATION, REMOVAL AND PREVENTION OF BARRIERS MEA S. 12.1 (2)
October 22, 2018	VOTING DAY Final day that qualified Electors may cast their vote up to 8:00 p.m. Unofficial election results will be released after 8:00 p.m. following the close of voting.

DATE(S)	ACTION ITEM
October 23, 2018	<p>ELECTION RESULTS The Clerk will declare the official election results as soon as possible after Election Day. MEA s.55(4) s.55(4.1)</p> <p>RECOUNT In the event of a tied vote a recount must be held within 15 days of the declaration of the results by the Clerk. A recount on request from Council / Board / Minister received within 30 days of the declaration of results must be held within 15 days of the receipt of the request. MEA s.56</p>
November 22, 2018	<p>PROVIDE MPAC WITH THE FINAL LIST OF CHANGES TO THE VOTERS LIST MEA s. 27 (2)</p>
November 23, 2018	<p>JOINT COUNCILLOR ORIENTATION SESSION Joint Councillor Orientation Session for all Councillors within the District of Muskoka held at the Gravenhurst Centennial Centre from 10:00 a.m. to 3:00 p.m.</p>
December 3, 2018	<p>TERM OF OFFICE COMMENCES / TOWNSHIP INAUGURAL COUNCIL MEETING Inaugural Council Meeting (Township of Muskoka Lakes) for 2018-2022 Term of Council at 11:00 am. MEA s.6 – 4 year term commences December 1, 2018 and ends November 14, 2022</p>
December 10, 2018	<p>INAUGURAL COUNCIL MEETING - DISTRICT MUNICIPALITY OF MUSKOKA Inaugural District Council Meeting for 2018-2022 Term of Council. To be held in the District Council Chambers.</p>
December 31, 2018	<p>CAMPAIGN PERIOD ENDS Deadline for Candidates to provide Clerk with written notification of deficit and continuation of campaign period. This also applies to Third Party Advertisers MEA s.88.24</p>
January 2019	<p>NOTICE TO CANDIDATES OF FILING REQUIREMENTS The Clerk shall provide notice of all of the filing requirements and of the penalties under subsections 88.23 (2) and 92(1), to every candidate at least 30 days before the filing date. Last day for Notice of the filing requirements for the financial statements covering the reporting period ending December 31, 2018 is February 27, 2018. MEA s.88.25(9)</p>
January 21, 2019	<p>FINAL DAY FOR THE CLERK TO <u>POST</u> A REPORT ON THE IDENTIFICATION, REMOVAL AND PREVENTION OF BARRIERS THAT AFFECT ELECTORS AND CANDIDATES WITH DISABILITIES MEA S. 12.1 (3)</p> <p>FINAL DAY FOR AN ELECTOR TO COMMENCE AN APPLICATION FOR CONTROVERTED ELECTION MEA S. 83 A <u>copy</u> of the application must be provided to the Clerk within 5 days</p>
January 25, 2019	<p>LAST DAY FOR APPLICANT TO SERVE A COPY OF “APPLICATION FOR CONTROVERTED ELECTION” TO THE CLERK. MEA s.83(3.1)</p>

DATE(S)	ACTION ITEM
February 21, 2019	EARLIEST DATE FOR THE DISPOSITION OF ELECTION RECORDS (if result declared October 23 are unchallenged) MEA s. 88 (1). Ballots and other election records shall be destroyed.
February 27, 2019	LAST DAY FOR NOTICE OF THE FILING REQUIREMENTS FOR THE FINANCIAL STATEMENTS COVERING THE REPORTING PERIOD ENDING DECEMBER 31, 2018 , MEA s. 88.25(9), 34, 88.23(2), and 92.1.
March 29, 2019	DEADLINE FOR FILING FINANCIAL STATEMENTS Financial Statements must be filed. Documents will be available for public viewing on the Township of Muskoka Lakes website as soon as possible after the documents are filed.
April 29, 2019	LAST DAY FOR CANDIDATE WHO VIOLATED THE DEADLINE FOR FILING THEIR FINANCIAL STATEMENTS, TO FILE ALONG WITH A \$500 FEE TO AVOID PENALTIES. MEA s.88.23(9) LAST DAY FOR CLERK TO REVIEW FINANCIAL STATEMENTS AND REPORT ON ANY THAT EXCEEDED THE LIMITS MEA S.88.34
April 30, 2019	FIRST DAY THE CLERK SHALL PUBLISH REPORT OF WHICH CANDIDATES COMPLIED WITH MEA s.88.23(4,5)
July 2, 2019	LAST POSSIBLE DATE OF SUPPLEMENTARY REPORTING PERIOD , MEA S.88.24(4i). NOTE: COULD BE EARLIER IF DEFICIT IS ELIMINATED. LAST DAY FOR COMPLIANCE AUDIT REQUEST FOR DECEMBER 31, 2018 SUPPLEMENTARY REPORTING PERIOD. The Clerk must forward the application to the compliance audit committee within 10 days of receiving the application. Within 30 days, the committee must consider the application and decide whether it should be granted or rejected. MEA s.88.33

Appendix B: Definitions

In this procedure:

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

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

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

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

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

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

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

“**election campaign advertisement**” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.

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

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

“**fund-raising function**” means an event or activity,

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

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

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

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

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

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

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

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

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

(a) on voting day, or

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

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

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

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

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

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

“**third party advertisement**” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing,

(a) a candidate, or

(b) a “yes” or “no” answer to a question referred to in subsection 8 (1), (2) or (3) of the MEA,

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

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

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

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

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

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

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

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

“**voting day**” means Monday, October 22, 2018.

Appendix C: Forms

The following is a list of potential forms and notices to be used throughout the 2018 Municipal Election. The forms and notices that are not prescribed by legislation, if used, will generally be in the form as drafted, however, may require amendment, as determined by the Clerk or designate, without notice. Amended forms and notices will be used and posted online only at www.muskokalakes.ca without notice. Further, if additional forms and notices are required, they will be used and posted online only at www.muskokalakes.ca without notice.

- Acknowledgement and Undertaking - Use of Municipal Resources Policy
- Application for Removal of Deceased Person's Name from Voters' List
- Application for Replacement Voter Information Letter (VIL)
- Application to Amend Voters' List - Form EL15
- Appointment and Oath of Deputy Returning Officer
- Appointment and Oath of Election Official
- Appointment of Scrutineer by Candidate
- Candidates - Estimated Calculations - Maximum Campaign Expenses
- Candidates - Final Calculations - Maximum Campaign Expenses
- Candidates - Final Calculations - Maximum Campaign Expenses - Expressions of Appreciation
- Candidate's Declaration Proper Use of Voters' List
- Candidates Own Campaign - Estimated Calculations - Maximum Campaign Contributions
- Candidates Own Campaign – Final Calculation - Maximum Campaign Contributions
- Certificate of Election of Members to Muskoka District Council
- Certificate of Election Results
- Certificate of Estimated Maximum Campaign Expenses/Contributions - Candidate
- Certificate of Estimated Maximum Campaign Expenses – Registered Third Party
- Certificate of Maximum Campaign Expenses/Contributions - Candidate
- Certificate of Maximum Campaign Expenses - Registered Third Party
- Certificate of Voters' List
- Declaration of Acclamation to Office
- Declaration of Elected Candidates
- Declaration of Emergency
- Declaration of Identity - Form 9
- Declaration of Office
- Declaration of Qualification - Municipal Council Candidates
- Declaration of Recount Results
- Disclaimer to Right of Office
- Endorsement of Nomination - Form 2
- Election Sign By-law 2018-039
- Final Oath of Clerk, Deputy Returning Officer or Election Official
- Financial Statement - Auditor's Report Candidate - Form 4
- Financial Statement - Auditor's Report Third Party - Form 8
- Financial Statement - Subsequent Expenses - Form 5
- Freedom of Information Release - Municipal Council Candidate
- Freedom of Information Release - Registered Third Party
- List of Certified Candidates
- MTO – General Guidelines for Election Signs
- Municipal Election Campaign Bank Account - Candidates
- Municipal Election Campaign Bank Account - Registered Third Parties
- Nomination Paper - Form 1
- Nomination Papers Filed (non-certified)

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



**ACKNOWLEDGEMENT AND UNDERTAKING
USE OF MUNICIPAL RESOURCES POLICY**

Municipal Elections Act, 1996, s. 88.8 (4), 88.12 (4), 88.18

I, _____, the undersigned, being a nominated candidate seeking election for the office indicated below, or a registered third party advertiser, in the 2018 Township of Muskoka Lakes (the "Township") municipal election;

- Mayor
- District Councillor, Ward _____
- Township Councillor, Ward _____
- Registered Third Party Advertiser

hereby acknowledges that municipal resources, pursuant to Sections 88.8 (4), 88.12 (4), and 88.18 of the Municipal Elections Act, 1996, as amended, and Township Council Policy C-LS-13 – Use of Municipal Resources Policy, are prohibited from use for any purpose other than those directly permitted in Township Council Policy C-LS-13 – Use of Municipal Resources Policy, and that municipal resources are not to be used to advance my candidacy for municipal election or registered third party advertising.

The undersigned undertakes to the Township that the restrictions on the use of municipal resources shall be strictly adhered to and that municipal resources shall not be used for any purpose.

Dated this _____ day of _____, 2018.

(Signature of Candidate or Registered Third Party)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

Municipal Elections Act, 1996

Use of municipal, board resources

88.18 Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.

Contributions to candidates

88.8 (1) 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.

Only during election campaign

(2) A contribution shall not be made to or accepted by a candidate or an individual acting under the candidate's direction outside the candidate's election campaign period described in section 88.24.

Who may contribute

(3) Only the following persons may make contributions:

1. An individual who is normally resident in Ontario.
2. Subject to subsection (5), the candidate and his or her spouse.

Who cannot contribute

(4) For greater certainty, and without limiting the generality of subsection (3), the following persons and entities shall not make a contribution:

1. A federal political party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.
2. A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
3. A corporation that carries on business in Ontario.
4. A trade union that holds bargaining rights for employees in Ontario.
5. The Crown in right of Canada or Ontario, a municipality or a local board.

Contributions to registered third parties

88.12 (1) A contribution shall not be made to or accepted by an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality, or made to or accepted by an individual acting under his, her or its direction, unless the individual, corporation or trade union is a registered third party in relation to the election in the municipality.

Only during campaign period

(2) A contribution shall not be made to a registered third party, or to an individual acting under his, her or its direction, if the contribution is made outside the campaign period described in section 88.28 for the registered third party in relation to an election in the municipality.

Who may contribute

(3) Only the following may make contributions:

1. An individual who is normally resident in Ontario.
2. A corporation that carries on business in Ontario.
3. A trade union that holds bargaining rights for employees in Ontario.
4. Subject to subsection (5), the registered third party and, in the case of an individual, his or her spouse.

Who cannot contribute

(4) For greater certainty, and without limiting the generality of subsection (3), the following shall not make a contribution:

1. A federal political party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.
2. A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
3. The Crown in right of Canada or Ontario, a municipality or local board.

Note

For full details regarding Contributions, please see the Municipal Elections Act, 1996, as amended, in its entirety.



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES
TOWNSHIP COUNCIL POLICY

**Use of Municipal Resources
 Policy**

AUTHORITY: Township Council	APPROVED: Res. No: Date:	C-8-13/04/18 April 13, 2018	REVISED: Res. No: Date:	
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PURPOSE: To establish rules and procedures with respect to the use of municipal resources during the municipal election campaign period.

Further, to ensure compliance with the Municipal Elections Act, 1996, as amended, by clarifying for candidates, current members of Township Council, registered third party advertisers and Township employees the legislative requirements relating to campaign finances.

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

DEFINITIONS: “by-election” means an election other than a regular election.

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

“campaign promotional material” means election campaign promotional material by a candidate or registered third party, including but not limited to: signs, printed and electronic publications, flyers, brochures, e-mail, website, social media, business cards, postcards, letterheads, leaflets, posters, magnets and any other promotional items.

“candidate” means any individual running for an elected office in a municipal election, including District Chair, Mayor, Councillor, School Board Trustee, or anyone acting on their behalf.

“Clerk” means the Clerk (or his or her designate) of The Corporation of The Township of Muskoka Lakes.

“community centre” means a community centre facility owned or run by The Corporation of The Township of Muskoka Lakes.

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

“council” means the Council of The Corporation of The Township of Muskoka Lakes.

“District” means The District Municipality of Muskoka.

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

“election related purposes / activities” means any participation in an election that seeks to promote or oppose the candidacy of an individual seeking office.

“employee” means an individual employed by The Corporation of The Township of Muskoka Lakes, including those in part-time, seasonal or contract positions, but does not include members.

“member” means a member of the Council of The Corporation of The Township of Muskoka Lakes.

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

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

“registered third party” means, in relation to a municipal election, an individual, corporation or trade union that is registered with the municipality in accordance with the MEA.

“third party advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing, as a candidate, but does not include an advertisement by or under the direction of a candidate.

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



- RESPONSIBILITIES:**
1. With the approval of Township Council, the Clerk or designate is responsible for the development and implementation of this policy.
 2. The Clerk or designate shall review and administer this policy to ensure that it continues to be relevant and current and to support the achievement of the desired results.
 3. Amendments to this policy, as required by legislation, from time to time, are hereby authorized and delegated to the Clerk.

- STANDARDS:**
1. **General** – The following general section applies to this policy.
 - a. The Municipal Elections Act, 1996, as amended, (“MEA”), establishes regulations governing campaign finances for candidates running in a municipal election and campaign finances for registered third party advertisers.
 - b. For greater certainty, section 88.8 (4) of the MEA prohibits a municipality from making an election campaign contribution to a municipal candidate.
 - c. For greater certainty, section 88.12 (4) of the MEA prohibits a municipality from making a contribution to a registered third party in relation to the election in the municipality.
 - d. As a campaign contribution may take the form of money, goods or services, any use of municipal resources for election related purposes, by candidates, registered third parties or Township employees, is not permitted.
 - e. The provisions identified in this policy are in effect throughout the duration of the municipal election campaign period in a municipal election year or in the event of a by-election.
 - f. Other documents that should be consulted in conjunction with this policy are the most current Township Election Sign By-law, Township Council Members’ Code of Conduct Policy C-GG-06, Township Internet Resource Policy C-HR-14, Township Code of Ethics and Conduct Policy C-HR-16, and the Township Municipal Election Procedures.
 2. **Members of Council, Candidates and Registered Third Parties** - The following section applies to council members, candidates, registered third parties and those acting on behalf of a member, candidate or registered third party.
 - a. Township facilities, services and property may not be used for any election related purpose except as identified in this policy. This provision does not prevent current members of Township council from conducting their regular duties as representatives for their constituents. Current members of Township council who are also candidates, should draw strong boundaries between the two roles and any potential conflicts between the roles should be resolved in favour of the public interest.



- b. Current members of Township council who are also candidates, are responsible for ensuring that any materials and communications produced in their role as a member of council do not make any reference to an election, candidate, or campaign and that no municipal resources are used for election related purposes or campaign promotional materials.
- c. Members of council, candidates and registered third parties may not use Township employees for any election related purposes during regular business hours or while the employee is receiving compensation from the Township.
- d. Members of council, candidates and registered third parties may not use any Township owned or run facilities (inside or outside) for any election related purpose.
- e. Notwithstanding section 2.d. above, if a Township community centre facility is rented in accordance with standard Township community centre rental procedures, organized all candidate meetings may be held, in which the public can receive exposure to the various candidates who are running in the municipal election, subject to the following conditions:
 - i. The meeting must be open, accessible, operationally transparent and fair to all candidates;
 - ii. Campaign promotional material must not be posted on the premises prior to, during or following the meeting by or on behalf of any candidate promoting their campaign or registered third party;
 - iii. Candidates, registered third parties, and their supporters should not be permitted to bring campaign promotional material onto the Township community centre facility for display or distribution;
 - iv. Candidates participating in the meeting shall be identified by name and position through the use of plain text style cards or other similar means to assist the public in attendance; and
 - v. The meeting must be open to the public without restriction subject to compliance with fire code and capacity restrictions.
 - vi. These conditions are intended to ensure that no particular candidate, regardless of position or resources, obtains a campaign advantage through the use of the Township community centre facility.
- f. For greater certainty, no election related activities, including campaigning and the distribution of campaign promotional material, are permitted to take place at the Township municipal office (inside or outside).
- g. Members of council, candidates and registered third parties may not campaign, distribute campaign promotional material or engage in election related activities at any function hosted by the Township.

- h. Election campaign promotional material may not be displayed in, or on the property of, any Township owned or run facilities.
 - i. Any group or organization who receives funding from the Township, shall not seek to promote or oppose, directly or indirectly, a particular candidates' election campaign or to advance the interests of a particular candidate at any time during the course of an election campaign.
 - j. Municipal resources or services such as computers, cell phones, smart phones, telephones, tablets, printers, scanners, copiers, e-mail, file storage, voicemail, or any other equipment or technology owned by the Township, may not be used for any election related purposes.
 - k. Websites and domains that are operated or funded by the Township shall not include any election related campaign materials or links to any sites which include election related campaign promotional material.
 - l. Notwithstanding the ban on election related campaign promotional materials and links on websites and domains operated or funded by the Township, the Township election website, which lists candidates and registered third parties may include candidate and registered third party information as provided on the candidate's filed nomination paper or third party advertiser notice of registration, as their campaign contact information.
 - m. When a current member of Township council registers as a candidate, all links to social media accounts and personal external websites will be removed from Township run or funded websites and domains.
 - n. The Township logo, coat of arms, chain of office, corporate crest, flag, slogan, uniforms, graphic or other similarly branded municipal resource, image or property shall not be used by any candidate or registered third party for any election related campaign promotional materials, including printed literature, signage, electronic publications and websites.
 - o. In any material printed or distributed by the Township, candidates or registered third parties may not convey that they, or any other individual, are a candidate or registered third party in an election.
 - p. All candidates, including current members of Township council, and registered third parties, shall be required, upon filing a candidate nomination paper or third party advertiser notice of registration, to complete the Acknowledgement and Undertaking Form regarding the use of municipal resources, as attached in Appendix "A" to this policy.
3. **Township Employees** - The following section applies to all Township employees.
- a. Employees may not engage in election related activities during their normal working hours or anytime they are receiving compensation from the Township. This includes providing administrative support to candidates such as photocopying campaign promotional material or providing technical assistance.



- b. Employees may engage in election related activities as long as those activities are separate from their official positions and duties as Township employees. Employees must ensure that their political activities do not create a perceived or actual conflict in their day-to-day work.
- c. While engaging in election related activities, Township employees shall not wear any clothing, such as a uniform or badge, which identifies them as a Township employee.
- d. While engaging in election related activities, Township employees shall not use any vehicles, technology, or other municipal resources that are owned or leased by the Township.
- e. Township employees are expected to observe and maintain the highest standard of conduct while carrying out their duties as employees and to promote accountability, responsibility, respect, and civility in the workplace.

LEGAL REFERENCES: Municipal Elections Act, 1996, as amended, Committee of the Whole Res. # COW-9-12/04/18, Confirming By-law # 2018-49

CROSS REFERENCES: Township Election Sign By-law, Township Council Members' Code of Conduct Policy C-GG-06, Township Internet Resource Policy C-HR-14, Township Code of Ethics and Conduct Policy C-HR-16, Township Municipal Election Procedures



**APPLICATION FOR REMOVAL OF DECEASED
PERSON'S NAME FROM VOTERS' LIST**

(Prepare in triplicate)
Municipal Elections Act, 1996 s. 25

A person may make an application to the clerk requesting that a deceased person's name be removed from the voters' list during the period that begins on September 1, 2018 and ends at the close of voting on voting day, October 22, 2018.

Municipality		
Surname of Applicant		Given Names
Full Address of Residence	Apt #	Postal Code

IN RESPECT OF

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

ENTERED ON LIST FOR

Ward	Assessment Roll Number (to be completed by Clerk or designated election official)
	4453

STATEMENT BY APPLICANT

I, the undersigned, hereby make application to have the person named above as entered on the Voters' List for the said Ward in the Township of Muskoka Lakes be removed as the person is so deceased.

(signature of applicant)

(date signed)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

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

Approved

Refused (state reason) _____

I hereby certify that the Voters' List for said ward in this municipality shall be amended in accordance with the statement of facts or information contained herein.

(signature of clerk or designate)

(date signed)

Applicable Sections of the Municipal Elections Act, 1996

Removal of deceased person's name from voters' list

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

Same, upon application

(2) The clerk shall remove a person's name from the voters' list upon receiving an application under subsection (3) if the clerk is satisfied that the person has died.

Timing of application

(3) A person may make an application to the clerk requesting that a deceased person's name be removed from the voters' list during the period that begins on September 1 and ends at the close of voting on voting day.

Form and manner of application

(4) The application shall be in writing and shall be filed,

(a) in person, by the applicant or his or her agent;

(b) by mail, by the applicant; or

(c) in any other format and manner that the clerk specifies.

Clerk's decision final

26 The clerk's decision under section 24 or 25 is final.



APPLICATION FOR REPLACEMENT VOTER INFORMATION LETTER (VIL)

Municipal Elections Act, 1996 s. 12(2), 42(3)

Applications must be completed in full by the applicant. Applications must be accompanied by a legible copy of suitable identification as stipulated in the Voter Identification Requirements form.

WARD	SCHOOL SUPPORT	ASSESSMENT ROLL #
SURNAME	GIVEN NAMES	BIRTH DATE (YYYY/MM/DD)
QUALIFYING ADDRESS ON VOTING DAY		
MAILING ADDRESS (if different)		
TELEPHONE NUMBER		
<input type="checkbox"/> Owner <input type="checkbox"/> Spouse <input type="checkbox"/> Tenant <input type="checkbox"/> Other (specify) _____		
REASON FOR REPLACEMENT VIL		
<input type="checkbox"/> Moved to new location <input type="checkbox"/> Not received <input type="checkbox"/> Used by Imposter <input type="checkbox"/> Other (specify) _____		

For Use By Election Official Only – Procedure for Replacement VIL	
1. Deactivation Confirmation Number	Reference No.
2. Verification by Election Official	Signature
3. Issue NEW Voter Information Letter	Reference No.
4. Verification by Election Official	Signature

Acknowledgement	
I, the Applicant, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.	
_____ Signature of Applicant	_____ Date
I, the Election Official, hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedure identified above.	
_____ Signature of Election Official	_____ Date

DECLARATION OF APPLICANT

(For use only if Replacement Voter Information Letter issued as a result of Use by Imposter)

I _____ the undersigned applicant, hereby solemnly declare that I am a Canadian citizen and that I have attained eighteen years of age and that I am entitled to be an elector in accordance with the facts and information submitted above which I declare to be true and correct.

I further solemnly declare that I have not previously voted and will not vote again at this election in this municipality. I understand that any illegal use of my Voter Information will be referred to the Ontario Provincial Police for investigation and understand that I will be required to cooperate fully in any investigation, prosecution or other activities required for this purpose.

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. 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.

Declared before me at the Township of Muskoka Lakes in the District of Muskoka this _____ day of _____, 2018.

Signature of Applicant (sign in front of Clerk or designate)

Signature of 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 purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

APPLICATION TO AMEND VOTERS' LIST - FORM EL15
DEMANDE DE CHANGEMENT À LA LISTE ÉLECTORALE -FORMULAIRE
EL15

Municipal Elections Act, 1996 (s.17, s.24, s.25)
 Loi de 1996 sur les élections municipales (art.17, art.24, art.25)



Check only one / Cocher une case

- add applicant's name to list / ajouter le nom du demandeur à la liste**
 correct applicant's information on list / corriger les renseignements sur le demandeur
 delete applicant's or family member's name from list / supprimer le demandeur ou le membre de sa famille de la liste
 deceased / décédé **moved / déménagé** **other / autre**

Please confirm that you are a Canadian Citizen Veillez confirmer si vous êtes citoyen canadien <input type="checkbox"/>		Date of birth Date de naissance	Year/Année Month/Mois Day/Jour
Last name/ Nom de famille		First name / Prénom	
Middle name / Prénom			

Qualifying address on voting day Adresse admissible le jour des élections					At qualifying address, applicant is: À l'adresse admissible, le demandeur est:				
					<input type="checkbox"/> owner since _____ propriétaire depuis				
					<input type="checkbox"/> tenant since _____ locataire depuis				
					<input type="checkbox"/> other since _____ chambreur depuis				
					<input type="checkbox"/> spouse/conjoint(e)				
					<input type="checkbox"/> unqualified (deleted name only) non qualifié (nom supprimé seulement)				
Street number & name Numéro et nom de rue	Apt. # N°. d'app.	Roll number N°. du role	Voting subdivision Section de vote	Ward Salle					
City Ville	Postal code Code postal	(if house apartment, indicate floor level-e.g. basement, 1 st floor, etc.) (si app. dans la maison, indiquer l'étage)							

Previous qualifying address (if applicable) Adresse admissible précédente (si tel est le cas)					At previous address, applicant was: À l'adresse précédente, le demandeur était:				
					<input type="checkbox"/> owner / propriétaire				
					<input type="checkbox"/> tenant / locataire				
					<input type="checkbox"/> other / chambreur				
					<input type="checkbox"/> spouse/conjoint(e)				
Street number & name Numéro et nom de rue	Apt. # N°. d'app.	Roll number N°. du role	Voting subdivision Section de vote	Ward Salle					
City Ville	Postal code Code postal	(if house apartment, indicate floor level-e.g. basement, 1 st floor, etc.) (si app. dans la maison, indiquer l'étage)							

Current mailing address of applicant Adresse postale actuelle du demandeur					(if different than qualifying address above) (si différente de l'adresse admissible)					At mailing address, applicant is: À l'adresse postale le demandeur est:				
					<input type="checkbox"/> owner / propriétaire									
					<input type="checkbox"/> tenant / locataire									
					<input type="checkbox"/> other / chambreur									
					<input type="checkbox"/> spouse/conjoint(e)									
Street number & name Numéro et nom de rue	Apt. # N°. d'app.	City Ville	Postal code Code postal											

School Support / Soutien scolaire	
<input type="checkbox"/> Applicant is Roman Catholic (includes Greek & Ukrainian Catholics) Le demandeur est catholique (comprend les catholiques Grecs et Ukrainiens)	
<input type="checkbox"/> Applicant has French Language Education Rights (does not include French immersion nor French as a second language) Le demandeur a droit à l'enseignement en langue française (n'inclut pas les programmes d'immersion ou de français langue seconde)	

Applicant wishes to be an elector for the following school board Le demandeur désire être un électeur du conseil scolaire suivant:			
<input type="checkbox"/> English-Public anyone can support English-public Public anglais toutes les personnes sont admissibles	<input type="checkbox"/> English-Separate must be a Roman Catholic Séparé anglais seules les personnes catholiques		
<input type="checkbox"/> French-Public must have French Language Education Rights Public français seules les personnes ayant droit à l'enseignement en langue française	<input type="checkbox"/> French-Separate must be Roman Catholic and have French Language Education Rights Séparé français seules les personnes catholiques ayant droit à l'enseignement en langue française		

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) years on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included or amendments made on the Voters' List in accordance with such facts or information.
 Je, soussigné(e), déclare être citoyen(ne) canadien(ne), et avoir atteint l'âge de dix-huit (18) ans le jour ou avant le jour du scrutin, et que le jour du scrutin, je suis admissible selon les faits et renseignements soumis sur ce formulaire, et que je connais les conséquences. Par la présente, je demande que mon nom ou ces changements soient inclus sur la liste électorale selon les dits faits ou renseignements.

Signature of applicant / Signature du demandeur **Date**

Certificate of Approval (to be completed by Clerk or designate) Certificat d'approbation (à être complété par le greffier ou la personne désignée)		<input type="checkbox"/> Refused (state reason) Rejeté (précisez la raison)
<input type="checkbox"/> Approved / Approuvé		
I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein. Je déclare que la liste électorale pour la dite section de vote de cette municipalité sera amendée selon les faits et renseignements déclarés ci-haut		_____ _____ _____
Signature of Clerk or designate / Signature du greffier ou de la personne désignée		date

This information is collected under authority of s.17, s.24 and s.25 of the *Municipal Elections Act* and s.15 and s.16 of the *Assessment Act* and will be used to determine voter eligibility. Ces renseignements sont recueillis en vertu des articles 17, 24 et 25 de la *Loi sur les élections municipales* et des articles 15 et 16 de la *Loi sur l'évaluation foncière* et serviront à déterminer l'admissibilité à voter.

Municipality: **Township of Muskoka Lakes**

Name of Person Appointed as Deputy Returning Officer:

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

- authority to assist in the conduct, supervision and management of the Municipal Election Procedures for alternative voting method (Internet and Telephone Voting);
- authority to amend the Voters' List at the Election Help Centre, to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to approve or deny and sign Applications to Amend the Voters' List and Applications for Removal of Deceased Person's Name from Voters' List;
- authority to require Electors to provide proof of identity and residence;
- authority to administer the Oral Oath of Secrecy, Oral Oath at Election Help Centre and other election related Oaths and Declarations;
- authority to receive and sign an Application for Replacement Voter Information Letter (VIL) and to issue a Replacement VIL to an Elector;
- authority to maintain peace and order at the Election Help Centre / Vote Counting Centre by removing anyone who is causing a disturbance;
- authority to receive and sign Nomination Papers – Candidate (Form1), Declaration of Qualifications – Candidate, Candidate's Declaration - Proper Use of Voters' List, Withdrawal of Nomination, Notice of Registration – Third Party (Form 7), Acknowledgement and Undertaking – Use of Municipal Resources Policy, Declaration of Identity (Form 9) or any other municipal election related form assigned to the Clerk or designate;
- authority to receive and sign Financial Statements and other Financial related forms (Forms 4, 5, 8) assigned to the Clerk or designate;
- authority to assist with the counting of the vote and sign any related forms;
- authority to assist the Clerk and other Deputy Returning Officers / Election Officials, as required;
- authority to carry out any other duty delegated, as the Clerk considers necessary.

Clerk – Cheryl Mortimer

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

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

Declared before me at the Township of Muskoka Lakes, in the District Municipality of Muskoka this _____ day of _____, 2018.

Clerk – Cheryl Mortimer

Deputy Returning Officer



APPOINTMENT AND OATH OF DEPUTY RETURNING OFFICER

Municipal Elections Act, 1996 s. 15

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

Municipality: **Township of Muskoka Lakes**

Name of Person Appointed as Election Official:

The person named above is hereby appointed Election Official (EO) for this municipality and in addition to the duties and responsibilities of an EO as provided in the *Municipal Elections Act, 1996*, is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- authority to assist in the conduct, supervision and management of the Municipal Election Procedures for alternative voting method (Internet and Telephone Voting);
- authority to amend the Voters' List at the Election Help Centre, to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to approve or deny and sign Applications to Amend the Voters' List and Applications for Removal of Deceased Person's Name from Voters' List;
- authority to require Electors to provide proof of identity and residence;
- authority to administer the Oral Oath of Secrecy, Oral Oath at Election Help Centre and other election related Oaths and Declarations;
- authority to receive and sign an Application for Replacement Voter Information Letter (VIL) and to issue a Replacement VIL to an Elector;
- authority to maintain peace and order at the Election Help Centre / Vote Counting Centre by removing anyone who is causing a disturbance;
- authority to assist with the counting of the vote and sign any related forms;
- authority to assist the Clerk and other Deputy Returning Officers / Election Officials, as required;
- authority to carry out any other duty delegated, as the Clerk considers necessary.

Clerk – Cheryl Mortimer

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

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

Declared before me at the Township of Muskoka Lakes, in the District Municipality of Muskoka this _____ day of _____, 2018.

Clerk – Cheryl Mortimer

Election Official

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

Name of Candidate	
Candidate for the Office of: (check one)	
<input type="checkbox"/> Mayor <input type="checkbox"/> District Councillor <input type="checkbox"/> Township Councillor <input type="checkbox"/> District Chair	<input type="checkbox"/> Trustee, Trillium Lakelands District School Board <input type="checkbox"/> Trustee, Simcoe Muskoka Catholic District School Board (Ward 4) <input type="checkbox"/> Trustee, Conseil scolaire public du Nord-Est de l'Ontario (Sector A) <input type="checkbox"/> Trustee, Conseil scolaire catholique MonAvenir (Simcoe-Muskoka)
Name of Scrutineer Appointed	Date
I hereby appoint the individual named above to represent me in the Township of Muskoka Lakes 2018 Municipal Election	Signature of Candidate
Instructions to Scrutineers: <ul style="list-style-type: none"> The Election Help Centre is located at the Township of Muskoka Lakes Municipal Office, 1 Bailey Street, Port Carling or any other location as designated by the Clerk. Scrutineers arriving at an Election Help Centre must show this form and personal identification to the designated Election Officials and take an Oath of Secrecy. Candidates arriving at an Election Help Centre must show this form and personal identification to the election officials and take an oath of secrecy. A candidate who enters an Election Help Centre is considered to be a scrutineer. Only one Scrutineer per candidate may be in the Election Help Centre at any time. The candidate and Scrutineer shall not be present at the same time. Scrutineers and Candidates Shall Not: <ul style="list-style-type: none"> Interact with Electors or interfere directly or indirectly with the voting process. Attempt to campaign or persuade an Elector to vote for a particular candidate. Obtain or attempt to obtain, in an Election Help Centre, any information about how an elector intends to vote or has voted. Communicate any information obtained at an Election Help Centre about how an elector intends to vote or has voted. Situate themselves in the Election Help Centre outside of the designated area. Impede the operations in the Election Help Centre. Use a camera, cellular phone or other mobile device in the Election Help Centre. Compromise the secrecy of voting. 	

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

Other Notes:

- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Election Help Centre to carry out their discussion outside of the Election Help Centre.
- Scrutineers/candidates wishing to observe the final count must be at the vote counting centre prior to the closing of the vote at 8:00 pm on election night. No one will be admitted into the area after 8:00 pm.
- Scrutineers and candidates can sign the statement of the results of the election prepared by the clerk and deputy returning officer.
- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election, however, ANYONE who is creating a disturbance at the Election Help Centre will be removed.
- The Clerk is responsible for the conduct of the Election. No candidate or scrutineer has the right to interfere with the discharge of duties by any appointed Election Official.
- The total of votes cast for each candidate as tallied through the results protocol is final.

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

Applicable Sections of the Municipal Elections Act, 1996

Certificate, permitted amount of candidate's expenses

33.0.1 (1) Upon the filing of a person's nomination, the clerk shall calculate the applicable maximum amount of the person's expenses for the purposes of subsection 88.20 (6), as of the filing date, using the number of electors referred to in paragraph 1 of subsection 88.20 (11), and shall give the person, or the agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.

Calculation final

33.0.1 (2) The clerk's calculation is final.

Candidates' expenses - Maximum amount

88.20 (6) During the period that begins on the day a candidate is nominated under section 33 and ends on voting day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

Ont. Reg. 101/97

5. The following formulas are prescribed for the purpose of subsection 88.20 (6) of the Act (maximum amount):

1. In the case of a candidate for the office of head of council of a municipality, the amount shall be calculated by adding together \$7,500 plus 85 cents for each elector entitled to vote for the office.
2. In the case of a candidate for another office, the amount shall be calculated by adding together \$5,000 plus 85 cents for each elector entitled to vote for the office.

Prescribed formula

88.20 (7) The formula prescribed for the purpose of subsection (6) must be written so that the amount calculated under it varies based on the number of electors entitled to vote for the office for which the candidate is nominated.

Number of electors, regular election

88.20 (11) For the purposes of subsection (7), for a regular election the number of electors is the greater of the following:

1. ~~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. See 88.20 (15) below.~~
2. 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 are approved as of that day.

Transition

88.20 (15) For the 2018 regular election and for any by-election that takes place after this section comes into force and before that regular election, the maximum amount determined under subsection (6) shall be determined as if paragraph 1 of subsection (11) read as follows:

1. The number determined from the voters' list from the previous election, as it existed on nomination day of the previous election, adjusted for applications under sections 24 and 25 that were approved as of that day.

TOWNSHIP OF MUSKOKA LAKES - MUNICIPAL OFFICES

Final Calculations – Maximum Campaign Expenses

The number of electors is the greater of 1. The number from the 2014 Municipal Election voters' list as it existed on nomination day, September 12, 2014, or 2. The number from the 2018 Municipal Election voters' list as it existed on September 15, 2018.

Candidate for head of Council - \$7,500.00 + \$0.85 per elector entitled to vote for the office

Mayor

2014	- no. of electors entitled to vote – 16,749
	\$7,500.00 + \$14,236.65 (\$0.85 x 16,749) = \$21,736.65
or	
2018	- no. of electors entitled to vote – 16,752
	\$7,500.00 + \$14,239.20 (\$0.85 x 16,752) = \$21,739.20

Candidate for another office - \$5,000.00 + \$0.85 per elector entitled to vote for the office

Councillor Ward A / Ward 1

2014	- no. of electors entitled to vote – 4,571
	\$5,000.00 + \$3,885.35 (\$0.85 x 4,571) = \$8,885.35
or	
2018	- no. of electors entitled to vote – 4,571
	\$5,000.00 + \$3,885.35 (\$0.85 x 4,571) = \$8,885.35

Councillor Ward B / Ward 2

2014	- no. of electors entitled to vote – 6,060
	\$5,000.00 + \$5,151.00 (\$0.85 x 6,060) = \$10,151.00
or	
2018	- no. of electors entitled to vote – 6,012
	\$5,000.00 + \$5,110.20 (\$0.85 x 6,012) = \$10,110.20

Councillor Ward C / Ward 3

2014	- no. of electors entitled to vote – 6,118
	\$5,000.00 + \$5,200.30 (\$0.85 x 6,118) = \$10,200.30
or	
2018	- no. of electors entitled to vote – 6,169
	\$5,000.00 + \$5,243.65 (\$0.85 x 6,169) = \$10,243.65

DISTRICT CHAIR

Candidate for head of Council - \$7,500.00 + \$0.85 per elector entitled to vote for the office

	2014	2018
District Chair	- no. of electors entitled to vote	16,749
		16,752

SCHOOL BOARD TRUSTEES

Candidate for another office - \$5,000.00 + \$0.85 per elector entitled to vote for the office

	2014	2018
English Public School Board	- no. of electors entitled to vote	15,409
		15,476
English Separate School Board	- no. of electors entitled to vote	1,093
		951
French Public School Board	- no. of electors entitled to vote	21
		23
French Separate School Board	- no. of electors entitled to vote	22
		17

Note – Estimated calculations are based on the number of electors from the voters' list from the previous election (2014 Municipal Election) as it existed on Nomination Day (September 12, 2014).

Note – 2018 calculations are based on the number of electors from the voters' list from the current election (2018 Municipal Election) as it existed on September 15, 2018.

Applicable Sections of the Municipal Elections Act, 1996

Candidates' expenses - Maximum amount

88.20 (6) During the period that begins on the day a candidate is nominated under section 33 and ends on voting day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

Ont. Reg. 101/97

5. The following formulas are prescribed for the purpose of subsection 88.20 (6) of the Act (maximum amount):

1. In the case of a candidate for the office of head of council of a municipality, the amount shall be calculated by adding together \$7,500 plus 85 cents for each elector entitled to vote for the office.
2. In the case of a candidate for another office, the amount shall be calculated by adding together \$5,000 plus 85 cents for each elector entitled to vote for the office.

Prescribed formula

88.20 (7) The formula prescribed for the purpose of subsection (6) must be written so that the amount calculated under it varies based on the number of electors entitled to vote for the office for which the candidate is nominated.

Number of electors, regular election

88.20 (11) For the purposes of subsection (7), for a regular election the number of electors is the greater of the following:

1. ~~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. See 88.20 (15) below.~~
2. 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 are approved as of that day.

Certificate of maximum amounts

88.20(13) The clerk shall calculate the maximum amounts permitted by subsections (6) and (9) for each office for which nominations were filed with him or her and give a certificate of the applicable maximum amounts to each candidate,

- (a) in the case of a regular election, on or before September 25; and
- (b) in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

Transition

88.20 (15) For the 2018 regular election and for any by-election that takes place after this section comes into force and before that regular election, the maximum amount determined under subsection (6) shall be determined as if paragraph 1 of subsection (11) read as follows:

1. The number determined from the voters' list from the previous election, as it existed on nomination day of the previous election, adjusted for applications under sections 24 and 25 that were approved as of that day.

TOWNSHIP OF MUSKOKA LAKES - MUNICIPAL OFFICES

Final Calculations – Maximum Contributions to Candidate’s Own Campaign

The number of electors is the greater of 1. The number from the 2014 Municipal Election voters’ list as it existed on nomination day, September 12, 2014, or 2. The number from the 2018 Municipal Election voters’ list as it existed on September 15, 2018.

Candidate for head of Council – contributions to the candidate’s own election campaign cannot exceed the lessor of \$7,500.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

Mayor

2014 - no. of electors entitled to vote – 16,749
 $\$7,500.00 + \$3,349.80 (\$0.20 \times 16,749) = \$10,849.80$
 or
2018 - no. of electors entitled to vote – 16,752
 $\$7,500.00 + 3,350.40 (\$0.20 \times 16,752) = \$10,850.40$

Candidate for another office – contributions to the candidate’s own election campaign cannot exceed the lessor of \$5,000.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

Councillor Ward A / Ward 1

2014 - no. of electors entitled to vote – 4,571
 $\$5,000.00 + \$914.20 (\$0.20 \times 4,571) = \$5,914.20$
 or
2018 - no. of electors entitled to vote – 4,571
 $\$5,000.00 + \$914.20 (\$0.20 \times 4,571) = \$5,914.20$

Councillor Ward B / Ward 2

2014 - no. of electors entitled to vote – 6,060
 $\$5,000.00 + \$1,212.00 (\$0.20 \times 6,060) = \$6,212.00$
 or
2018 - no. of electors entitled to vote – 6,012
 $\$5,000.00 + \$1,202.40 (\$0.20 \times 6,012) = \$6,202.40$

Councillor Ward C / Ward 3

2014 - no. of electors entitled to vote – 6,118
 $\$5,000.00 + \$1,223.60 (\$0.20 \times 6,118) = \$6,223.60$
 or
2018 - no. of electors entitled to vote – 6,169
 $\$5,000.00 + \$1,233.80 (\$0.20 \times 6,169) = \$6,233.80$

DISTRICT CHAIR

Candidate for head of Council – contributions to the candidate’s own election campaign cannot exceed the lessor of \$7,500.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

		2014	2018
District Chair	- no. of electors entitled to vote	16,749	16,752

SCHOOL BOARD TRUSTEES

Candidate for another office – contributions to the candidate’s own election campaign cannot exceed the lessor of \$5,000.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

		2014	2018
English Public School Board	- no. of electors entitled to vote	15,409	15,476
English Separate School Board	- no. of electors entitled to vote	1,093	951
French Public School Board	- no. of electors entitled to vote	21	23
French Separate School Board	- no. of electors entitled to vote	22	17

Note – Estimated calculations are based on the number of electors from the voters’ list from the previous election (2014 Municipal Election) as it existed on Nomination Day (September 12, 2014).

Note – 2018 calculations are based on the number of electors from the voters’ list from the current election (2018 Municipal Election) as it existed on September 15, 2018.

Applicable Sections of the Municipal Elections Act, 1996

Maximum contributions to a candidate's own election campaign

88.9.1 (1) A candidate for an office on a council and his or her spouse shall not make contributions to the candidate's own election campaign that, combined, exceed an amount equal to the lesser of,

- (a) the amount calculated by adding,
 - (i) in the case of a candidate for the office of head of council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
 - (ii) in the case of a candidate for an office on a council of a municipality other than the office of head of council, \$5,000 plus 20 cents for each elector entitled to vote for the office; and
- (b) \$25,000.

Number of electors, regular election

88.9.1 (2) For the purposes of subsection (1), for a regular election the number of electors is the greater of the following:

1. ~~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. See Section 88.9.1 (7) below.~~
2. 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 are approved as of that day.

Certificate of maximum amounts

88.9.1 (4) The clerk shall calculate the maximum amounts permitted by subsection (1) for each office for which nominations were filed with him or her and, subject to subsection (5), give a certificate of the applicable maximum amounts to each candidate,

- (a) in the case of a regular election, on or before September 25; and
- (b) in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

Exception

88.9.1 (5) If the applicable maximum amount for a candidate under subsection (1) is \$25,000, the clerk is not required to give a certificate of the applicable maximum amount to that candidate under subsection (4).

Calculation final

88.9.1 (6) The clerk's calculation is final.

Transition

88.9.1 (7) For the 2018 regular election and for any by-election that takes place after this section comes into force and before that regular election, the maximum amount determined under subsection (1) shall be determined as if paragraph 1 of subsection (2) read as follows:

1. The number determined from the voters' list from the previous election, as it existed on nomination day of the previous election, adjusted for applications under sections 24 and 25 that were approved as of that day.

TOWNSHIP OF MUSKOKA LAKES - MUNICIPAL OFFICES

Final Calculations - Maximum amount for parties, etc., after voting day - candidates

The maximum amount for parties, etc., after voting day, is 10 per cent of the following; **the number of electors is the greater of 1**. The number from the 2014 Municipal Election voters' list as it existed on nomination day, September 12, 2014, or 2. The number from the 2018 Municipal Election voters' list as it existed on September 15, 2018.

Candidate for head of Council - \$7,500.00 + \$0.85 per elector entitled to vote for the office

Mayor

Maximum amount for parties, etc., after voting day - candidate for head of council - 10 per cent of the greater of:

2014 - no. of electors entitled to vote – 16,749
 $\$7,500.00 + \$14,236.65 (\$0.85 \times 16,749) = \$21,736.65$

or

2018 - no. of electors entitled to vote – 16,752
 $\$7,500.00 + 14,239.20 (\$0.85 \times 16,752) = \$21,739.20$

10% of \$21,739.20 = \$2,173.92

Candidate for another office - \$5,000.00 + \$0.85 per elector entitled to vote for the office

Councillor Ward A / Ward 1

Maximum amount for parties, etc., after voting day - candidate for head of council - 10 per cent of the greater of:

2014 - no. of electors entitled to vote – 4,571
 $\$5,000.00 + \$3,885.35 (\$0.85 \times 4,571) = \$8,885.35$

or

2018 - no. of electors entitled to vote – 4,571
 $\$5,000.00 + \$3,885.35 (\$0.85 \times 4,571) = \$8,885.35$

10% of \$8,885.35 = \$888.54

Councillor Ward B / Ward 2

Maximum amount for parties, etc., after voting day - candidate for head of council - 10 per cent of the greater of:

2014 - no. of electors entitled to vote – 6,060
 $\$5,000.00 + \$5,151.00 (\$0.85 \times 6,060) = \$10,151.00$

or

2018 - no. of electors entitled to vote – 6,012
 $\$5,000.00 + \$5,110.20 (\$0.85 \times 6,012) = \$10,110.20$

10% of \$10,151.00 = \$1,015.10

Councillor Ward C / Ward 3

Maximum amount for parties, etc., after voting day - candidate for head of council - 10 per cent of the greater of:

2014 - no. of electors entitled to vote – 6,118
 $\$5,000.00 + \$5,200.30 (\$0.85 \times 6,118) = \$10,200.30$

or

2018 - no. of electors entitled to vote – 6,169
 $\$5,000.00 + \$5,243.65 (\$0.85 \times 6,169) = \$10,243.65$

10% of \$10,243.65 = \$1,024.37

Applicable Sections of the Municipal Elections Act, 1996

Expenses

88.19 (3) Without restricting the generality of subsections (1) and (2), the following amounts are expenses:

6. The cost of holding parties and making other expressions of appreciation after the close of voting.

Candidates' expenses - Maximum amount

88.20 (6) During the period that begins on the day a candidate is nominated under section 33 and ends on voting day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

Ont. Reg. 101/97

5. The following formulas are prescribed for the purpose of subsection 88.20 (6) of the Act (maximum amount):

1. In the case of a candidate for the office of head of council of a municipality, the amount shall be calculated by adding together \$7,500 plus 85 cents for each elector entitled to vote for the office.
2. In the case of a candidate for another office, the amount shall be calculated by adding together \$5,000 plus 85 cents for each elector entitled to vote for the office.

Prescribed formula

88.20 (7) The formula prescribed for the purpose of subsection (6) must be written so that the amount calculated under it varies based on the number of electors entitled to vote for the office for which the candidate is nominated.

Maximum amount for parties, etc., after voting day

88.20 (9) The expenses of a candidate that are described in paragraph 6 of subsection 88.19 (3) shall not exceed an amount calculated in accordance with the prescribed formula.

OR 101/97

6. The following formulas are prescribed for the purpose of subsection 88.20 (9) of the Act (maximum amount for parties, etc., after voting day):

1. In the case of a candidate for the office of head of council of a municipality, the amount shall be calculated as 10 per cent of the amount calculated under paragraph 1 of section 5.
2. In the case of a candidate for another office, the amount shall be calculated as 10 per cent of the amount calculated under paragraph 2 of section 5.

Same

88.20(10) The formula that is prescribed for the purposes of subsection (9) must be written so that the amount calculated under it varies based on the maximum amount determined under subsection (6) for the office for which the candidate is nominated.

Number of electors, regular election

88.20 (11) For the purposes of subsection (7), for a regular election the number of electors is the greater of the following:

- ~~1. 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. See 88.20 (15) below.~~
2. 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 are approved as of that day.

Certificate of maximum amounts

88.20(13) The clerk shall calculate the maximum amounts permitted by subsections (6) and (9) for each office for which nominations were filed with him or her and give a certificate of the applicable maximum amounts to each candidate,

- (a) in the case of a regular election, on or before September 25; and
- (b) in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

Transition

88.20 (15) For the 2018 regular election and for any by-election that takes place after this section comes into force and before that regular election, the maximum amount determined under subsection (6) shall be determined as if paragraph 1 of subsection (11) read as follows:

1. The number determined from the voters' list from the previous election, as it existed on nomination day of the previous election, adjusted for applications under sections 24 and 25 that were approved as of that day.

Pursuant to Section 23(4) of the *Municipal Elections Act, S. O. 1996*, I,
_____, being a candidate for the office of
_____, hereby request the
Clerk to provide me with access to the Candidate Portal for access to the Voters' List for
the office in which I have filed my Nomination Paper.

I, the undersigned, do hereby agree to use the Voters' List and access to the Candidates Portal for municipal election purposes only and I understand that I am prohibited by the *Municipal Elections Act, S. O. 1996* from using the Voters' List for commercial purposes. Immediately following the Election for which the list has been provided, I will destroy all copies and extracts, both paper and electronic, produced as a result of my access to this information.

Signature

Date

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

TOWNSHIP OF MUSKOKA LAKES - MUNICIPAL OFFICES

Estimated Calculations – Maximum Contributions to Candidate’s Own Campaign

Candidate for head of Council – contributions to the candidate’s own election campaign cannot exceed the lessor of \$7,500.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

Mayor

2014 - no. of electors entitled to vote – 16,749

\$7,500.00 + \$3,349.80 (\$0.20 x 16,749) = **\$10,849.80**

Candidate for another office – contributions to the candidate’s own election campaign cannot exceed the lessor of \$5,000.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

Councillor Ward A / Ward 1

2014 - no. of electors entitled to vote – 4,571

\$5,000.00 + \$914.20 (\$0.20 x 4,571) = **\$5,914.20**

Councillor Ward B / Ward 2

2014 - no. of electors entitled to vote – 6,060

\$5,000.00 + \$1,212.00 (\$0.20 x 6,060) = **\$6,212.00**

Councillor Ward C / Ward 3

2014 - no. of electors entitled to vote – 6,118

\$5,000.00 + \$1,223.60 (\$0.20 x 6,118) = **\$6,223.60**

DISTRICT CHAIR

Candidate for head of Council – contributions to the candidate’s own election campaign cannot exceed the lessor of \$7,500.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

2014

District Chair

- no. of electors entitled to vote 16,749

SCHOOL BOARD TRUSTEES

Candidate for another office – contributions to the candidate’s own election campaign cannot exceed the lessor of \$5,000.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

2014

English Public School Board

- no. of electors entitled to vote 15,409

English Separate School Board

- no. of electors entitled to vote 1,093

French Public School Board

- no. of electors entitled to vote 21

French Separate School Board

- no. of electors entitled to vote 22

Note – Estimated calculations are based on the number of electors from the voters’ list from the previous election (2014 Municipal Election) as it existed on Nomination Day (September 12, 2014).

Applicable Sections of the Municipal Elections Act, 1996

Certificate, permitted amount of contributions to a candidate's own campaign

33.0.2 (1) Upon the filing of a person's nomination, the clerk shall calculate the applicable maximum amount for the purposes of subsection 88.9.1 (1), as of the filing date, using the number of electors referred to in paragraph 1 of subsection 88.9.1 (2), and shall give the person, or the agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.

Calculation final

33.0.2 (2) The clerk's calculation is final.

Maximum contributions to a candidate's own election campaign

88.9.1 (1) A candidate for an office on a council and his or her spouse shall not make contributions to the candidate's own election campaign that, combined, exceed an amount equal to the lesser of,

- (a) the amount calculated by adding,
 - (i) in the case of a candidate for the office of head of council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
 - (ii) in the case of a candidate for an office on a council of a municipality other than the office of head of council, \$5,000 plus 20 cents for each elector entitled to vote for the office; and
- (b) \$25,000.

Number of electors, regular election

88.9.1 (2) For the purposes of subsection (1), for a regular election the number of electors is the greater of the following:

1. ~~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. See Section 88.9.1 (7) below.~~
2. 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 are approved as of that day.

Transition

88.9.1 (7) For the 2018 regular election and for any by-election that takes place after this section comes into force and before that regular election, the maximum amount determined under subsection (1) shall be determined as if paragraph 1 of subsection (2) read as follows:

1. The number determined from the voters' list from the previous election, as it existed on nomination day of the previous election, adjusted for applications under sections 24 and 25 that were approved as of that day.

TOWNSHIP OF MUSKOKA LAKES - MUNICIPAL OFFICES

Final Calculations – Maximum Contributions to Candidate’s Own Campaign

The number of electors is the greater of 1. The number from the 2014 Municipal Election voters’ list as it existed on nomination day, September 12, 2014, or 2. The number from the 2018 Municipal Election voters’ list as it existed on September 15, 2018.

Candidate for head of Council – contributions to the candidate’s own election campaign cannot exceed the lessor of \$7,500.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

Mayor

2014 - no. of electors entitled to vote – 16,749
 $\$7,500.00 + \$3,349.80 (\$0.20 \times 16,749) = \$10,849.80$
 or
2018 - no. of electors entitled to vote – 16,752
 $\$7,500.00 + 3,350.40 (\$0.20 \times 16,752) = \$10,850.40$

Candidate for another office – contributions to the candidate’s own election campaign cannot exceed the lessor of \$5,000.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

Councillor Ward A / Ward 1

2014 - no. of electors entitled to vote – 4,571
 $\$5,000.00 + \$914.20 (\$0.20 \times 4,571) = \$5,914.20$
 or
2018 - no. of electors entitled to vote – 4,571
 $\$5,000.00 + \$914.20 (\$0.20 \times 4,571) = \$5,914.20$

Councillor Ward B / Ward 2

2014 - no. of electors entitled to vote – 6,060
 $\$5,000.00 + \$1,212.00 (\$0.20 \times 6,060) = \$6,212.00$
 or
2018 - no. of electors entitled to vote – 6,012
 $\$5,000.00 + \$1,202.40 (\$0.20 \times 6,012) = \$6,202.40$

Councillor Ward C / Ward 3

2014 - no. of electors entitled to vote – 6,118
 $\$5,000.00 + \$1,223.60 (\$0.20 \times 6,118) = \$6,223.60$
 or
2018 - no. of electors entitled to vote – 6,169
 $\$5,000.00 + \$1,233.80 (\$0.20 \times 6,169) = \$6,233.80$

DISTRICT CHAIR

Candidate for head of Council – contributions to the candidate’s own election campaign cannot exceed the lessor of \$7,500.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

		2014	2018
District Chair	- no. of electors entitled to vote	16,749	16,752

SCHOOL BOARD TRUSTEES

Candidate for another office – contributions to the candidate’s own election campaign cannot exceed the lessor of \$5,000.00 + \$0.20 per elector entitled to vote for the office or \$25,000.00

		2014	2018
English Public School Board	- no. of electors entitled to vote	15,409	15,476
English Separate School Board	- no. of electors entitled to vote	1,093	951
French Public School Board	- no. of electors entitled to vote	21	23
French Separate School Board	- no. of electors entitled to vote	22	17

Note – Estimated calculations are based on the number of electors from the voters’ list from the previous election (2014 Municipal Election) as it existed on Nomination Day (September 12, 2014).

Note – 2018 calculations are based on the number of electors from the voters’ list from the current election (2018 Municipal Election) as it existed on September 15, 2018.

Applicable Sections of the Municipal Elections Act, 1996

Maximum contributions to a candidate's own election campaign

88.9.1 (1) A candidate for an office on a council and his or her spouse shall not make contributions to the candidate's own election campaign that, combined, exceed an amount equal to the lesser of,

- (a) the amount calculated by adding,
 - (i) in the case of a candidate for the office of head of council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
 - (ii) in the case of a candidate for an office on a council of a municipality other than the office of head of council, \$5,000 plus 20 cents for each elector entitled to vote for the office; and
- (b) \$25,000.

Number of electors, regular election

88.9.1 (2) For the purposes of subsection (1), for a regular election the number of electors is the greater of the following:

1. ~~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. See Section 88.9.1 (7) below.~~
2. 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 are approved as of that day.

Certificate of maximum amounts

88.9.1 (4) The clerk shall calculate the maximum amounts permitted by subsection (1) for each office for which nominations were filed with him or her and, subject to subsection (5), give a certificate of the applicable maximum amounts to each candidate,

- (a) in the case of a regular election, on or before September 25; and
- (b) in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

Exception

88.9.1 (5) If the applicable maximum amount for a candidate under subsection (1) is \$25,000, the clerk is not required to give a certificate of the applicable maximum amount to that candidate under subsection (4).

Calculation final

88.9.1 (6) The clerk's calculation is final.

Transition

88.9.1 (7) For the 2018 regular election and for any by-election that takes place after this section comes into force and before that regular election, the maximum amount determined under subsection (1) shall be determined as if paragraph 1 of subsection (2) read as follows:

1. The number determined from the voters' list from the previous election, as it existed on nomination day of the previous election, adjusted for applications under sections 24 and 25 that were approved as of that day.

Pursuant to Section 232(3) of the Municipal Act, S.O. 2001, c.25, I, Cheryl Mortimer, Clerk of the Corporation of the Township of Muskoka Lakes, in the District Municipality of Muskoka, do hereby certify under my hand and the Seal of the Corporation of the Township of Muskoka Lakes, that the following were duly elected as members of the Council of the District Municipality of Muskoka for the Term of Office commencing on December 1st, 2018:

OFFICE	NAME
Mayor	
District and Township Councillor (Ward A/Ward 1)	
District and Township Councillor (Ward B/Ward 2)	
District and Township Councillor (Ward C/Ward 3)	

Dated this 23rd day of October 2018

Cheryl Mortimer
Clerk

SEE BETTER LOCAL GOVERNMENT ACT
N/A
BILL 5

I, Cheryl Mortimer, Clerk of the Corporation of the Township of Muskoka Lakes, in the District Municipality of Muskoka, hereby certify that during the municipal election held on Monday October 22, 2018, and extended to 8:00 pm on October 23, 2018, for the offices listed below, the certified candidates received the votes that follow their respective names:

OFFICE	NAME OF CANDIDATE	NUMBER OF VOTES
Mayor 1 to be elected	Donald Furniss	1236
	Phil Harding	5324
	Terry Ledger	344
District and Township Councillor Ward A/1 1 to be elected	Gord Carlton	349
	Brian Mayer	79
	Ruth-Ellen Nishikawa	1142
Township Councillor Ward A/1 2 to be elected	Sandy Currie	314
	Donelda Hayes	1171
	Glenn Zavitz	1221
District and Township Councillor Ward B/2 1 to be elected	Allen Edwards	1765
	Larrie MacRae	296
Township Councillor Ward B/2 2 to be elected	Linda Barrick-Spearn	347
	Jason Harnett	357
	Susan Mazan	1602
	Gordon Roberts	1536
District and Township Councillor Ward C/3 1 to be elected	Jean-Ann Baranik	517
	Frank Jaglowitz	2578
Township Councillor Ward C/3 2 to be elected	W. Ron Brent	407
	Barb Bridgeman	2532
	Peter Kelley	2502
	Jeff Mole	202
Trillium Lakelands District School Board Trustee (Georgian Bay, Gravenhurst, Muskoka Lakes) English – Public 1 to be elected	Johnny Ahsome	1208
	Louise Clodd	3923
Simcoe Muskoka Catholic District School Board Trustee (Ward 4) English – Separate 1 to be elected	Carol Corriveau-Truchon	ACCLAIMED
Conseil scolaire public du Nord-Est de l'Ontario (Sector A) French – Public 1 to be elected	Denis Boyer	ACCLAIMED
Conseil scolaire catholique MonAvenir (Region of Simcoe-Muskoka) French – Separate 1 to be elected	Ryan Malenfant	1
	Claire Thibideau	5

Dated this 24th day of October 2018

Cheryl Mortimer, Clerk



**CERTIFICATE OF ESTIMATED MAXIMUM
CAMPAIGN EXPENSES/CONTRIBUTIONS -
CANDIDATE**

*Municipal Elections Act, 1996 s. 33.0.1(1), 33.0.2(1),
88.20(13)*

Dear Candidate,

I hereby certify that:

- the estimated maximum campaign expenses that a candidate is permitted to incur,
- the estimated maximum amount of contributions to a candidate's own campaign that a candidate is permitted to incur, and

for the Township of Muskoka Lakes offices in the Municipal Election to be held on October 22, 2018, are as listed in the following chart below for the respective candidate's office.

Office	Estimated Maximum Campaign Expenses	Estimated Maximum Amount of Contributions Own Campaign
Mayor	\$21,736.65	\$10,849.80
District and Township Councillor Ward A / Ward 1	\$8,885.35	\$5,914.20
Township Councillor Ward A / Ward 1	\$8,885.35	\$5,914.20
District and Township Councillor Ward B / Ward 2	\$10,151.00	\$6,212.00
Township Councillor Ward B / Ward 2	\$10,151.00	\$6,212.00
District and Township Councillor Ward C / Ward 3	\$10,200.30	\$6,223.60
Township Councillor Ward C / Ward 3	\$10,200.30	\$6,223.60

Campaign Spending Limits are estimated for the 2018 Municipal Election based on the number of electors on the Voters List as of Nomination Day for the 2014 election. Pursuant to the *Municipal Elections Act*, S.O. 1996, the Clerk of the municipality shall provide each candidate with a certificate as to the estimated maximum campaign expenses/contributions, upon filing a nomination paper.

Dated this 1st day of May, 2018

Cheryl Mortimer
Clerk



**CERTIFICATE OF ESTIMATED MAXIMUM
CAMPAIGN EXPENSES – REGISTERED THIRD
PARTY**

Municipal Elections Act, 1996, s. 88.21 (15)(16)

Dear Registered Third Party,

I hereby certify that:

- the estimated maximum amount of campaign expenses that a registered third party is permitted to incur, and in the Municipal Election to be held on October 22, 2018, is as follows:

Estimated Maximum Campaign Expenses
\$5,837.45

Campaign Spending Limits are estimated for the 2018 Municipal Election based on the number of electors on the Voters List as of Nomination Day for the 2014 election. Pursuant to the *Municipal Elections Act*, S.O. 1996, the Clerk of the municipality shall provide each Registered Third Party with a certificate as to estimated maximum campaign expenses, upon registering.

Dated this 1st day of May, 2018

Cheryl Mortimer
Clerk

Dear Candidate,


I hereby certify that:

- the maximum campaign expenses that a candidate is permitted to incur,
 - the maximum amount of contributions to a candidate's own campaign that a candidate is permitted to incur, and
 - the maximum amount of expenses for parties, etc. that a candidate is permitted to incur,
- for the Township of Muskoka Lakes offices in the Municipal Election to be held on October 22, 2018, are as listed in the following chart below for the respective candidate's office.

Office	Maximum Campaign Expenses	Maximum Amount of Contributions Own Campaign	Maximum Amount of Expenses for Parties, etc.
Mayor	\$21,739.20	\$10,850.40	\$2,173.92
District and Township Councillor Ward A / Ward 1	\$8,885.35	\$5,914.20	\$888.54
Township Councillor Ward A / Ward 1	\$8,885.35	\$5,914.20	\$888.54
District and Township Councillor Ward B / Ward 2	\$10,151.00	\$6,212.00	\$1,015.10
Township Councillor Ward B / Ward 2	\$10,151.00	\$6,212.00	\$1,015.10
District and Township Councillor Ward C / Ward 3	\$10,243.65	\$6,233.80	\$1,024.37
Township Councillor Ward C / Ward 3	\$10,243.65	\$6,233.80	\$1,024.37

Pursuant to the *Municipal Elections Act*, S.O. 1996, the Clerk of the municipality shall provide each candidate with a certificate as to the maximum campaign expenses/contributions, and the maximum amount of expenses for parties, etc., no later than September 25, 2018.

Dated this 24th day of September 2018



Cheryl Mortimer
Clerk

Dear Registered Third Party,

I hereby certify that:

- the maximum amount of campaign expenses that a registered third party is permitted to incur, and
- the maximum amount of expenses for parties, etc. that a registered third party is permitted to incur,

in the Municipal Election to be held on October 22, 2018, is as follows:

Maximum Campaign Expenses	Maximum Amount of Expenses for Parties, etc.
\$5,837.60	\$583.76

Pursuant to the *Municipal Elections Act*, S.O. 1996, the Clerk of the municipality shall provide each Registered Third Party with a certificate as to maximum campaign expenses, and the maximum amount of expenses for parties, etc., no later than September 25, 2018.

Dated this 24th day of September 2018

Cheryl Mortimer
Clerk



CERTIFICATE OF THE VOTERS' LIST

Municipal Elections Act, 1996 s. 28(1)

Pursuant to Section 28(1) of the Municipal Elections Act, 1996, I hereby certify that the attached Voters' List contains the names of persons entitled to vote at the Municipal Election to be held on Monday, October 22, 2018, for the wards set out below:

Municipality:	Township of Muskoka Lakes
Ward No.:	Ward A/Ward 1, Ward B/Ward 2, Ward C/Ward3

Dated this 1st day of September, 2018.

(Signature of Clerk or designate)

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

OFFICE	NAME OF CERTIFIED CANDIDATE
Simcoe Muskoka Catholic District School Board Trustee (Ward 4) English – Separate (Declared by the Clerk, Town of Bracebridge)	Carol Corriveau-Truchon
Conseil scolaire public du Nord-Est de l’Ontario (Sector A) French – Public (Declared by the Clerk, Municipality of East Ferris)	Denis Boyer

Dated this 30th day of July, 2018

Cheryl Mortimer,
Clerk

I, Cheryl Mortimer, Clerk of The Corporation of the Township of Muskoka Lakes, in the District Municipality of Muskoka, declare the following candidates elected as a result of the Municipal Election held on October 22, 2018 and extended to 8:00 pm on October 23, 2018.

Township of Muskoka Lakes

OFFICE	ELECTED CANDIDATE
Mayor	Phil Harding
District and Township Councillor (Ward A/1)	Ruth-Ellen Nishikawa
Township Councillor (Ward A/1)	Donelda Hayes Glenn Zavitz
District and Township Councillor (Ward B/2)	Allen Edwards
Township Councillor (Ward B/2)	Susan Mazan Gordon Roberts
District and Township Councillor (Ward C/3)	Frank Jaglowitz
Township Councillor (Ward C/3)	Barb Bridgeman Peter Kelley

Dated this 24th day of October 2018

Cheryl Mortimer, Clerk

I, Cheryl Mortimer, Clerk of the Corporation of the Township of Muskoka Lakes, in the District Municipality of Muskoka, do hereby declare an Emergency under Section 53 of the *Municipal Elections Act* due to the following reason: Dominion Voting System server capacity was maxed due to volume and also a bandwidth issue on Dominion's end, from 8:00 pm on Monday, October 22, 2018 to 8:00 pm on Tuesday, October 23, 2018.

In order to address this emergency, the voting period has been extended for a 24 hour period and is hereby amended to conclude at 8:00 pm on Tuesday, October 23, 2018 at which time the emergency will end.

Dated this 22nd day of October 2018, at 7:30 pm.



Cheryl Mortimer
Clerk

Instructions

- To be completed by persons who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

Voting Place

Municipality _____

Ward name or no. (if any) _____

Declaration

I, _____, hereby declare that I am

(name of elector) at_____
(address)

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

Declared before Deputy Returning Officer

in the _____

Date (yyyy/mm/dd) _____

Signature of Deputy Returning Officer_____
Signature of Person Requesting a Ballot

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, _____, having been elected or appointed to the office
(name of person)

of _____
(name of office)

in the municipality of _____
(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)
at the)
.....)
.....)
on)
20.....)

signature of declarant

Commissioner for taking Affidavits

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

- Mayor
- District Councillor Ward _____
- Township Councillor Ward _____

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
 - District Councillor, Ward _____
 - Township Councillor, Ward _____
2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, a Canadian citizen, a resident of the Township of Muskoka Lakes or the owner or tenant of land in the Township of Muskoka Lakes or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Municipal Act, 2001, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
 - I am not an employee of the Township of Muskoka Lakes, or if I am an employee of the Township of Muskoka Lakes, I am on an unpaid leave of absence as provided for by section 30 of the Municipal Elections Act, 1996.
 - 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 Township of Muskoka Lakes prior to 2:00 p.m. on Nomination Day, July 27, 2018. I understand that the Clerk of the Township of Muskoka Lakes will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
 - I am not a public servant within the meaning of the Public Service of Ontario Act, 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.

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the Municipal Elections Act, 1996.
6. Without limiting the generality of paragraph 5,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the Municipal Elections Act, 1996, in an election that is less than five years from Monday, October 22, 2018.
7. 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 with respect to a municipal election during the last two regular elections prior to Monday, October 22, 2018.
8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996.

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.

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of 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, Township of Muskoka Lakes until the next municipal election. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

I, _____, Clerk (or designate) of the Corporation of the Township of Muskoka Lakes, in the District Municipality of Muskoka, hereby declare that:

(1) On the _____ day of _____, 2018, I conducted a recount of the ballots cast in the Municipal Election held October 22, 2018, for the office(s) or by-law / question of _____.

(2) No application has been made for a judicial recount under Section 63 of the Municipal Elections Act, 1996.

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

OFFICE	SUCCESSFUL CANDIDATE(S) ELECTED

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

Dated this _____ day of _____, 2018.

Municipal Clerk or designate



DISCLAIMER TO RIGHT OF OFFICE

*Prepare in Triplicate
Municipal Elections Act, 1996, s. 84(1)(2)(3)*

I, _____ hereby disclaim all right to the office of
(Name of Elected Candidate)

_____ to which I was elected in the Municipal
(Name of Elected Office)

Election held on October 22, 2018.

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of Clerk or Designate

If Disclaimer to Right of Office filed by an agent, the Clerk will contact the candidate to confirm receipt of Disclaimer to Right of Office.

Confirmation completed on the _____ day of _____, 2018 at _____ am / pm.

(Signature of 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 purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

Instructions

- Complete additional forms as needed to obtain 25 signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.

Name of person seeking nomination

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of

_____ in the year _____.

Name of person providing endorsement

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

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

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

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

Signature

Date (yyyy/mm/dd)

Instructions

- Complete additional forms as needed to obtain 25 signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.

Name of person providing endorsement			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

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[Clear Form](#)



**FINAL OATH OF CLERK, DEPUTY
RETURNING OFFICER OR ELECTION
OFFICIAL**

Municipal Elections Act, 1996 s. 12(2)

I, _____, Clerk or Deputy Returning Officer or Election Official,
(name)

for the Township of Muskoka Lakes Municipal Election held October 22, 2018, solemnly swear
(or affirm):

- That I have performed all the duties and completed and processed all the documents
as required of me by law during the counting of the vote.

Declared before me at the Township of Muskoka Lakes, in the District Municipality of Muskoka
this _____ day of _____, 2018.

Signature of Person who declared the Oath

Signature of 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 purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.



Financial Statement - Auditor's Report Candidate - Form 4

Municipal Elections Act, 1996 (Section 88.25)

Instructions

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

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

For the campaign period from (day candidate filed nomination) YYYY MM DD to YYYY MM DD

- Initial filing reflecting finances to December 31 (or 45 days after voting day in a by-election)
Supplementary filing including finances after December 31 (or 45 days after voting day in a by-election)

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot
Last Name or Single Name Given Name(s)
Office for which the candidate sought election Ward name or no. (if any)
Municipality

Spending Limit - General \$
Spending Limit - Parties and Other Expressions of Appreciation \$

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

Box B: Declaration

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

Signature of Candidate Date (yyyy/mm/dd)

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

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution _____
Amount borrowed \$ _____

INCOME

Total amount of all contributions (from line 1A in Schedule 1) + \$ _____
Revenue from items \$25 or less + \$ _____
Sign deposit refund + \$ _____
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2) + \$ _____
Interest earned by campaign bank account + \$ _____
Other (provide full details)
1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Campaign Income (Do not include loan) = \$ _____ C1

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

Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 4 of Schedule 1) + \$ _____
Advertising + \$ _____
Brochures/flyers + \$ _____
Signs (including sign deposit) + \$ _____
Meetings hosted + \$ _____
Office expenses incurred until voting day + \$ _____
Phone and/or internet expenses incurred until voting day + \$ _____
Salaries, benefits, honoraria, professional fees incurred until voting day + \$ _____
Bank charges incurred until voting day + \$ _____
Interest charged on loan until voting day + \$ _____
Other (provide full details)
1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Expenses subject to general spending limit = \$ _____ C2

EXPENSES

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

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

Expenses not subject to spending limits

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

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

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$	_____ D1
Eligible deficit carried forward by the candidate from the last election (applies to 2018 regular election only)	– \$	_____ D2
Total (D1 – D2)	= \$	_____
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	– \$	_____
Surplus (or deficit) for the campaign	= \$	_____ D3

If line D3 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 - Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$ _____
Contributions in goods and services from candidate and spouse (include value listed in Table 3 and Table 4)	+ \$ _____
Total value of contributions not exceeding \$100 per contributor	
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+ \$ _____
Total value of contributions exceeding \$100 per contributor (from line 1B on page 5; list details in Table 1 and Table 2)	
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+ \$ _____
Less: Contributions returned or payable to the contributor	– \$ _____
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$ _____
Total Amount of Contributions (record under Income in Box C)	= \$ _____ 1A

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

Table 1: Monetary contributions from individuals other than candidate or spouse

Name	Full Address	Date Received	Amount Received \$	Amount \$ Returned to Contributor or Paid to Clerk
<input type="checkbox"/> Additional information is listed on separate supplementary attachment			Total	

Table 2: Contributions in goods or services from individuals other than candidate or spouse
 (Note: must also be recorded as Expenses in Box C)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment				Total

Total for Part II - Contributions exceeding \$100 per contributor
 (Add totals from Table 1 and Table 2 and record the total in Part 1 - Summary of Contributions) \$ _____ **1B**

Part III – Contributions from candidate or spouse

Table 3: Contributions in goods or services

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment		Total

Table 4: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: value must be recorded as a contribution from the candidate and as an expense)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment			Total	

Schedule 2 – Fundraising Events and Activities

Fundraising Event/Activity

Complete a separate schedule for each event or activity held

Additional schedule(s) attached

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person)

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

Number of tickets sold

\$ _____ 2A
X _____ 2B

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

Part II – Other revenue deemed a contribution

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

Provide details

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

Total Part II (include in Part 1 of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

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

Provide details

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

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

Part IV – Expenses related to fundraising event or activity

Provide details

1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
6. _____ + \$ _____
7. _____ + \$ _____
8. _____ + \$ _____

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

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

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

Professional Designation of Auditor

Municipality

Date (yyyy/mm/dd)

Contact Information

Last Name or Single Name

Given Name(s)

Licence Number

Address

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

Telephone No. (including area code)

Email Address

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

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

 Report is attached

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

[Save Form](#)[Print Form](#)[Clear Form](#)

Instructions:

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

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

For the campaign period from

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

 to

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

Initial filing reflecting finances to December 31 (or 45 days after voting day in a by-election)

Supplementary filing including finances after December 31 (or 45 days after voting day in a by-election)

Box A: Name of Registrant

Name of Registrant (individual, trade union or corporation)

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

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General

\$

Spending Limit – Parties and Other Expressions of Appreciation

\$

Box B: Declaration

I, _____, a registrant (or official representative)

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

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Registrant, Official Representative or Agent (if filed in person)

Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution _____
Amount borrowed \$ _____

INCOME

Total amount of all contributions (From line 1A in Schedule 1) + \$ _____
Revenue from items \$25 or less + \$ _____
Sign deposit refund + \$ _____
Revenue from fund-raising events not deemed a contribution (From Part III of Schedule 2) + \$ _____
Interest earned by campaign bank account + \$ _____
Other (provide full details) _____
1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Campaign Income (Do not include loan) = \$ _____ C1

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

Expenses subject to general spending limit

Advertising + \$ _____
Brochures/flyers + \$ _____
Signs (including sign deposit) + \$ _____
Meetings hosted + \$ _____
Office expenses incurred until voting day + \$ _____
Phone and/or internet expenses incurred until voting day + \$ _____
Salaries, benefits, honoraria, professional fees incurred until voting day + \$ _____
Bank charges incurred until voting day + \$ _____
Interest charged on loan until voting day + \$ _____
Other (provide full details) _____
1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Expenses subject to general spending limit = \$ _____ C2

EXPENSES

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

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

Expenses not subject to spending limit

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

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

Box D: Calculation of Surplus or Deficit

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

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

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from registrant and (if individual) spouse	+ \$ _____
Contribution in goods and services from registrant and (if individual) spouse	+ \$ _____
Total value of contributions not exceeding \$100 per contributor	
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from registrant or spouse).	+ \$ _____
Total value of contributions exceeding \$100 per contributor (from line 1B; list on page 6; details in Tables 1 – 4)	
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+ \$ _____
Less: Contributions returned or payable to the contributor	– \$ _____
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$ _____
Total Amount of Contributions (record under Income in Box C)	= \$ _____ 1A

Part II – Contributions totalling more than \$100 – individuals other than registrant or spouse

Table 1: Monetary contributions from individuals other than registrant or spouse

Name	Full Address	Date Received	Amount \$ Received	Amount \$ Returned to Contributor or Paid to Clerk
<input type="checkbox"/> Additional information is listed on separate supplementary attachment			Total	

Table 2: Monetary contributions from corporations or trade unions

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received	Amount \$ Received	Amount \$ Returned to Contributor or Paid to Clerk
<input type="checkbox"/> Additional information is listed on separate supplementary attachment					Total	

Table 3: Contributions in goods or services from individuals other than registrant or spouse
 (Note: must also be recorded as expenses in Box C)

Name	Full Address	Description of Goods or Services	Date Received	Value \$	Amount \$ Returned to Contributor or Paid to Clerk	
<input type="checkbox"/> Additional information is listed on separate supplementary attachment					Total	

Table 4: Contributions in goods or services from corporations or trade unions
 (Note: must also be recorded as expenses in Box C)

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

Additional information is listed on separate supplementary attachment

Total

--

Total Part II Contributions (Add Totals from Tables 1–4)
 (Record in Part I – Summary of Contributions)

\$		1B
----	--	----

Part III – Contributions from registrant or spouse

Table 1: Contributions in goods or services

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

Additional information is listed on separate supplementary attachment

Total

--

Schedule 2 – Fundraising Events and Activities

Fundraising Event/Activity

Complete a separate schedule for each event or activity held

Additional schedule(s) attached

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket Revenue

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

Number of tickets sold

\$ _____ 2A
X _____ 2B

Total Part I (2A X 2B) (include in Part 1 of Schedule 1)

= \$ _____

Part II – Other revenue deemed a contribution

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

Provide details

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

Total Part II (include in Part 1 of Schedule 1)

= \$ _____

Part III – Other revenue not deemed a contribution

(e.g. contributions of \$25 or less; market value of goods or services sold)

Provide details

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

Total Part III (include under Income in Box C)

= \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
6. _____ + \$ _____
7. _____ + \$ _____
8. _____ + \$ _____

Total Part IV (include under Expenses in Box C)

= \$ _____

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

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

Professional Designation of Auditor

Municipality

Date (yyyy/mm/dd)

Contact Information

Last Name or Single Name

Given Name(s)

Licence Number

Address

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

Telephone No. (including area code)

Email Address

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

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

 Report is attached

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

[Save Form](#)[Print Form](#)[Clear Form](#)

Financial Statement – Subsequent Expenses - Form 5

Municipal Elections Act, 1996 (Section 88.32)
Instructions

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

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

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

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

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

	YYYY	MM	DD	to	YYYY	MM	DD
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Box A: Name of Candidate and Office

Candidate's name as shown on ballot

Last Name or Single Name

Given Name(s)

Office for which the candidate sought election

Ward name or no. (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Summary of Expenses
Surplus Returned from Clerk

 \$ (A)

Expenses related to compliance audit (provide full details)

1. _____ +

 \$

2. _____ +

 \$

3. _____ +

 \$

 \$ (B)

Total Expenses
Surplus Remaining (A) – (B)

 = \$
Amount Paid to Clerk (if applicable)

 \$
Box D: Declaration

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

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

 Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

Notice: A Nomination Paper, which contains contact information for a Candidate, is a public document that may be inspected by any person at the Municipal Clerk’s Office at a time when the office is open until such a time as the form is legally destroyed.

Purpose of this form: This form is used to obtain consent to permit public disclosure of specific contact information in addition to public inspection of forms. By completing and submitting this form you authorize the Municipal Clerk (or designate) to include on www.muskokalakes.ca and make available to any person upon request, the information as shown and provided in your filed Nomination Paper with respect to your candidacy for elected office.

Social media links will not be included with any information posted on www.muskokalakes.ca.

Instructions: Submit this form in person at the time of filing of Nomination Paper:

Name of Candidate	
Candidate for the office of:	Ward
In accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, I hereby authorize election officials to release my contact information on the Township of Muskoka Lakes website, and make available to any person upon request by all of the following methods: in person, by phone, mail, email, fax, produced as a list and posted on the Township website or copied for distribution, the information as shown and provided in my filed Nomination Paper (name, qualifying address, mailing address, email address, and telephone numbers) with respect to my candidacy for elected office.	
Signature of Candidate	Date

Note: A candidate may change or revoke this instruction at any time by submitting a request in writing to the Clerk / election official.

Completion of this form is optional. Personal information on this form is collected under the authority of the *Municipal Elections Act (1996) ss.12, 29 and 33*, and will be used by a nominee for the purpose of authorizing the Municipal Clerk to publicly disclose the information by the methods detailed on the form in addition to the method of public inspection required by the *Municipal Elections Act (1996)*. Pursuant to the *Municipal Elections Act (1996) s.88* this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (1990)*, and, until its destruction, may be inspected by any person at the Municipal Clerk’s Office at a time when the office is open. Questions about this collection can be directed to the Municipal Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON, P0B 1J0, 705-765-3156.

No changes will be made to the Township’s information unless the appropriate form has been completed.

Notice: A Notice of Registration, which contains contact information for a Third Party, is a public document that may be inspected by any person at the Municipal Clerk’s Office at a time when the office is open until such a time as the form is legally destroyed.

Purpose of this form: This form is used to obtain consent to permit public disclosure of specific contact information in addition to public inspection of forms. By completing and submitting this form you authorize the Municipal Clerk (or designate) to include on www.muskokalakes.ca and make available to any person upon request, the information as shown and provided in your filed Notice of Registration with respect to your Third Party Registration.

Social media links will not be included with any information posted on www.muskokalakes.ca.

Instructions: Submit this form in person at the time of filing of Notice of Registration:

Name of Individual, Corporation or Trade Union	
In accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, I hereby authorize election officials to release my contact information on the Township of Muskoka Lakes website, and make available to any person upon request by all of the following methods: in person, by phone, mail, email, fax, produced as a list and posted on the Township website or copied for distribution, the information as shown and provided in my filed Notice of Registration (name of individual, corporation or trade union, mailing address, email address, and telephone numbers) with respect to my Third Party Registration.	
Signature of Third Party Authorized Individual(s)	Date
Signature of Third Party Authorized Individual(s)	Date

Note: A registered third party may change or revoke this instruction at any time by submitting a request in writing to the Clerk / election official.

Completion of this form is optional. Personal information on this form is collected under the authority of the *Municipal Elections Act (1996) ss.12, and 88.6*, and will be used by a Third Party for the purpose of authorizing the Municipal Clerk to publicly disclose the information by the methods detailed on the form in addition to the method of public inspection required by the *Municipal Elections Act (1996)*. Pursuant to the *Municipal Elections Act (1996) s.88* this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (1990)*, and, until its destruction, may be inspected by any person at the Municipal Clerk’s Office at a time when the office is open. Questions about this collection can be directed to the Municipal Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON, P0B 1J0, 705-765-3156.

No changes will be made to the Township’s information unless the appropriate form has been completed.

NOTICE IS HEREBY GIVEN TO THE MUNICIPAL ELECTORS OF THE TOWNSHIP OF MUSKOKA LAKES THAT during the period commencing May 1, 2018 and completed on Nomination Day, Friday July 27, 2018 at 2:00 p.m., the following persons filed all necessary papers, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the *Municipal Elections Act, 1996*. I have therefore, certified such candidates for the office which precedes their respective names:

OFFICE	NAME OF CANDIDATE
Mayor (1 to be elected)	Donald Furniss
	Phil Harding
	Terry Ledger
District and Township Councillor (Ward A/Ward 1) (1 to be elected)	Gord Carlton
	Brian Mayer
	Ruth-Ellen Nishikawa
Township Councillor (Ward A/Ward 1) (2 to be elected)	Sandy Currie
	Donelda Hayes
	Glenn Zavitz
District and Township Councillor (Ward B/Ward 2) (1 to be elected)	Allen Edwards
	Larrie MacRae
Township Councillor (Ward B/Ward 2) (2 to be elected)	Linda Barrick-Spearn
	Jason Harnett
	Susan Mazan
	Gordon Roberts
District and Township Councillor (Ward C/Ward3) (1 to be elected)	Jean-Ann Baranik
	Frank Jaglowitz
Township Councillor (Ward C/Ward3) (2 to be elected)	W. Ron Brent
	Barb Bridgeman
	Peter Kelley
	Jeff Mole
District Chair (1 to be elected)	To be certified by the Clerk, District Municipality of Muskoka

Trillium Lakelands District School Board Trustee (Georgian Bay, Gravenhurst, Muskoka Lakes) English – Public (1 to be elected)	To be certified by the Clerk, Town of Gravenhurst
Simcoe Muskoka Catholic District School Board Trustee (Ward 4) English – Separate (1 to be elected)	To be certified by the Clerk, Town of Bracebridge
Conseil scolaire public du Nord-Est de l’Ontario (Sector A) French – Public (1 to be elected)	To be certified by the Clerk, Municipality of East Ferris
Conseil scolaire catholique MonAvenir (Region of Simcoe-Muskoka) French – Separate (1 to be elected)	To be certified by the Clerk, City of Barrie

Dated this 30th day of July, 2018

Cheryl Mortimer,
Clerk

MUNICIPAL ELECTION CAMPAIGN BANK ACCOUNT – CANDIDATES

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. If you do not spend any money and do not receive any contributions of money, you do not have to open a campaign bank account. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.

You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

All contributions – including contributions you make to yourself – must be deposited into the campaign bank account. All expenses must be paid for from the campaign account.

The nomination fee is considered to be a personal expense, not a campaign expense.

Note - This information has been provided through the 2018 Candidates' Guide for Ontario municipal council and school board elections provided by the Ministry of Municipal Affairs at:

[MMA - Municipal Election Resources](#)

Dated this 1st day of May, 2018

Cheryl Mortimer, Clerk

Municipal Elections Act, 1996

Duties of candidates

88.22 (1) 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
 - (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 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;
- (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 and 88.32;
- (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

(3) Expenses described in paragraph 2 of subsection 88.19 (3) are not expenses for the purpose of clause (1) (a).

Contributions paid to clerk

(4) Contributions paid to the clerk under clause (1) (p) or (q) become the property of the local municipality.

Note – For full details regarding campaign finances, please see the Municipal Elections Act, 1996, as amended, in its entirety at the [Service Ontario e-Laws website](#).

MUNICIPAL ELECTION CAMPAIGN BANK ACCOUNT – REGISTERED THIRD PARTIES

Every third party must open a bank account exclusively for the advertising campaign.

An individual cannot use an existing personal bank account for campaign finances, even if they are planning a very small advertising campaign. A corporation or trade union may not use an existing account.

All contributions – including contributions that the third party makes to itself – must be deposited into the third party advertising campaign bank account. All expenses must be paid for from the campaign account.

Note - This information has been provided through the 2018 Guide for Third Party Advertisers - Ontario municipal council and school board elections, provided by the Ministry of Municipal Affairs at: [MMA - Municipal Election Resources](#)

Dated this 1st day of May, 2018

Cheryl Mortimer, Clerk

Municipal Elections Act, 1996

Duties of registered third parties

88.26 (1) 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;
- (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 and 88.32;
- (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

(2) Expenses described in paragraph 2 of subsection 88.19 (3) are not expenses for the purpose of clause (1) (a).

Contributions paid to clerk

(3) Contributions paid to the clerk under clause (1) (p) or (q) become the property of the local municipality.

Note – For full details regarding campaign finances, please see the Municipal Elections Act, 1996, as amended, in its entirety at the [Service Ontario e-Laws website](#).

Instructions

A nomination paper may only be filed in person or by an agent; it may not be faxed or emailed. It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

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

Nominated for the office of	Ward name or no. (if any)
-----------------------------	---------------------------

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

Nominee's full qualifying address within municipality			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code

Mailing Address <input type="checkbox"/> Same as qualifying address			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code

If nominated for school board, full address of residence within its jurisdiction			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code

Email Address	Telephone No. (including area code)	Telephone No.2 (including area code)
---------------	-------------------------------------	--------------------------------------

Declaration of Qualification

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

 Signature of Nominee

 Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of Clerk or Designate
-------------------------	------------	-----------------------------	---------------------------------

Certification by Clerk or Designate

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

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

Nomination papers have been filed for the 2018 Municipal Election for the following positions:

Mayor

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

District and Township Councillor (Ward A/Ward 1)

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

Township Councillor (Ward A/Ward 1)

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

District and Township Councillor (Ward B/Ward 2)

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

Township Councillor (Ward B/Ward 2)

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

District and Township Councillor (Ward C/Ward 3)

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

Information contained on this form has been consented to by the candidate in accordance with the Municipal Freedom of Information and Protection of Privacy Act. In the absence of such information (address, telephone number, etc.), the candidate has either not consented to its release or has not yet completed the required Freedom of Information (FOI) Release Form. This information does not constitute a contribution to a candidate.

The use of corporate resources including Township of Muskoka Lakes e-mail and voice mail accounts are to be utilized exclusively for Township of Muskoka Lakes business and may not be used for election purposes. Election campaign related inquiries should be directed to the appropriate campaign office. If you access a candidate's website, it is in no way affiliated, maintained or monitored by Township of Muskoka Lakes staff.

Municipal Elections Act, 1996 s. 12(2)

Township Councillor (Ward C/Ward 3)

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

District Chair (District Municipality of Muskoka)

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

Trustee (Trillium Lakelands District School Board) English – Public

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

Trustee (Simcoe Muskoka Catholic District School Board - Ward 4) English – Separate

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

Trustee (Conseil Scolaire Public du Nord-Est de l’Ontario – Sector A) French – Public

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

Trustee (Conseil Scolaire Catholique MonAvenir – Region of Simcoe - Muskoka) French - Separate

Name	Qualifying Address	Mailing Address	Telephone No. 1	Telephone No. 2	E-mail Address

Information contained on this form has been consented to by the candidate in accordance with the Municipal Freedom of Information and Protection of Privacy Act. In the absence of such information (address, telephone number, etc.), the candidate has either not consented to its release or has not yet completed the required Freedom of Information (FOI) Release Form. This information does not constitute a contribution to a candidate.

The use of corporate resources including Township of Muskoka Lakes e-mail and voice mail accounts are to be utilized exclusively for Township of Muskoka Lakes business and may not be used for election purposes. Election campaign related inquiries should be directed to the appropriate campaign office. If you access a candidate's website, it is in no way affiliated, maintained or monitored by Township of Muskoka Lakes staff.

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 Clerk's Office between 9:00 a.m. and 2:00 p.m. on Wednesday, August 1, 2018, subject to the provisions of Subsection 33(5) of the Municipal Elections Act, 1996.

OFFICE
NUMBER TO BE ELECTED

Mayor	One (1) to be elected at large by all voters in the municipality
District and Township Councillor (Ward A/Ward 1)	One (1) to be elected by all voters in Ward A/Ward 1
Township Councillor (Ward A/Ward 1)	Two (2) to be elected by all voters in Ward A/Ward 1
District and Township Councillor (Ward B/Ward 2)	One (1) to be elected by all voters in Ward B/Ward 2
Township Councillor (Ward B/Ward 2)	Two (2) to be elected by all voters in Ward B/Ward 2
District and Township Councillor (Ward C/Ward3)	One (1) to be elected by all voters in Ward C/Ward 3
Township Councillor (Ward C/Ward3)	Two (2) to be elected by all voters in Ward C/Ward 3
District Chair	One (1) to be elected by all voters in the District of Muskoka – Nominations for District Chair are to be filed with the District Clerk

AND FURTHER TAKE NOTICE that the manner in which nominations shall be filed is set forth in Section 33 of the Municipal Elections Act, 1996. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this 27, 28, 29, 30 day of July, 2018.

Cheryl Mortimer, Clerk

Certified Municipal Council or School Board Trustee Candidates and Registered Third Party Advertisers in the 2018 Municipal Election are invited to attend a free Campaign Finance (Refresher) Information Session on:

Wednesday, September 5, 2018
6:30 p.m. to 8:30 p.m.
District Municipality of Muskoka
Council Chambers
70 Pine Street, Bracebridge, Ontario

This session is hosted in partnership with the Ministry of Municipal Affairs (MMA) and will provide attendees with information focused on campaign finance rules and financial filing.

Attendance is strongly recommended.

Additionally, MMA will be offering three (3) Campaign Finance (Refresher) webinars over August and September. These webinars will include the same campaign finance information (refresher) as offered at the in-person session.

Date	Time
Tuesday August 14, 2018	4:00 PM – 6:00 PM
Thursday September 6, 2018	10:00 AM – 12:00 PM
Wednesday September 12, 2018	6:00 PM – 8:00 PM

For further information regarding the Campaign Finance (Refresher) webinars, please follow the instructions as provided at www.muskokalakes.ca.

For further information, please contact:
Cheryl Mortimer, Clerk
Township of Muskoka Lakes
(705) 765-3156
cmortimer@muskokalakes.ca

**Candidate Information Session
2018 Municipal Election**

Potential Municipal Council or School Board Trustee candidates interested in running in the 2018 Municipal Election, are invited to attend a free Candidate Information Session on:

Thursday, April 5, 2018
6:30 p.m. to 8:30 p.m.
District Municipality of Muskoka
Council Chambers
70 Pine Street, Bracebridge, Ontario

For further information, please see the Township website at www.muskokalakes.ca or contact:

Cheryl Mortimer, Clerk
Township of Muskoka Lakes
(705) 765-3156
cmortimer@muskokalakes.ca

NOTICE is hereby given that _____, a candidate for the office of _____ has died / become ineligible to hold the office.

Since no other candidate would be elected by acclamation as a result of the death or ineligibility, the election for this office shall proceed as if the deceased / ineligible candidate had not been nominated.

or

Since, as a result of the death / ineligibility, another candidate would be elected by acclamation to office, the election for the above office is void and a by-election shall be held.

Dated this _____ day of _____, 2018.

Cheryl Mortimer, Clerk

Name of Candidate
Address of Candidate – Line 1
Address of Candidate – Line 2

Dear Name of Candidate for the office of _____:

Re: NOTICE OF DEFAULT – CANDIDATE

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because:

you failed to file documents with the Municipal Clerk as required by Section 88.25 or 88.32 of the Municipal Elections Act, 1996 on or before the relevant date.

or

you failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996.

or

a document filed under Section 88.25 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 of that Act.

or

you failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:

TO A SUCCESSFUL CANDIDATE

- You forfeit any office to which you were elected and the office shall be deemed to be vacant, and
- 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.

TO AN UNSUCCESSFUL CANDIDATE

- 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.

You have received this notice in accordance with Section 88.23(3) of the *Municipal Elections Act, 1996*, which requires the Clerk to notify the candidate and the council in writing that the default has occurred and to make available to the public the name of the candidate and a description of the nature of the default.



**NOTICE OF DEFAULT
- CANDIDATE**

Municipal Elections Act, 1996 s. 88.23(3)

Dated this 30th day of March, 2019 (or as soon as practical after the filing deadline of March 29th, 2019)

Cheryl Mortimer
Clerk

Copy: Township Council (via Correspondence Circulation List) if candidate was elected
Township of Muskoka Lakes Website (Election Page)

Notice of Penalties - Candidate

Sections 91, 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

Corrupt practice and ineligibility for office

91 (1) If a person is convicted of a corrupt practice under this Act, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,

- (a) any office to which the person was elected is forfeited and becomes vacant; and
- (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

Exception

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

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

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

Additional penalty, candidates

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

General offence

94 A person who contravenes any provision of this Act or a regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

Name of Registered Third Party
Address of Registered Third Party – Line 1
Address of Registered Third Party – Line 2

Dear Name of Registered Third Party:

Re: NOTICE OF DEFAULT – REGISTERED THIRD PARTY

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because:

you failed to file documents with the Municipal Clerk as required by Section 88.29 or 88.32 of the Municipal Elections Act, 1996 on or before the relevant date.

or

you failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996.

or

a document filed under Section 88.29 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 of that Act.

or

you failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

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

Municipal Elections Act, (MEA) s.88.27(1) - Subject to MEA 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.

You have received this notice in accordance with Section 88.27 (2) of the *Municipal Elections Act, 1996*, which requires the Clerk to notify the registered third party in writing that the default has occurred and to make available to the public the name of the registered third party and a description of the nature of the default.

Dated this 30th day of March 2019 (or as soon as practical after the filing deadline of March 29th, 2019)

Cheryl Mortimer
Clerk

Copy: Township of Muskoka Lakes Website (Election Page)

Notice of Penalties – Registered Third Party

Sections 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

Offences by registered third party

92 (4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

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

Exception, action in good faith

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

Additional penalty, registered third parties

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

General offence

94 A person who contravenes any provision of this Act or a regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

NOTICE is hereby given to the Municipal Electors of the **TOWNSHIP OF MUSKOKA LAKES** that an **ELECTION** will be held on Monday, October 22, 2018 for the offices of:

OFFICE	NAME OF CANDIDATE
Mayor	Donald Furniss Phil Harding Terry Ledger
District and Township Councillor (Ward A/1)	Gord Carlton Brian Mayer Ruth-Ellen Nishikawa
Township Councillor (Ward A/1)	Sandy Currie Donelda Hayes Glenn Zavitz
District and Township Councillor (Ward B/2)	Allen Edwards Larrie MacRae
Township Councillor (Ward B/2)	Linda Barrick-Spearn Jason Harnett Susan Mazan Gordon Roberts
District and Township Councillor (Ward C/3)	Jean-Ann Baranik Frank Jaglowitz
Township Councillor (Ward C/3)	W. Ron Brent Barb Bridgeman Peter Kelley Jeff Mole
Trillium Lakelands District School Board - English-Public	Johnny Ahsome Louise Clodd
Simcoe Muskoka Catholic District School Board (Ward 4) - English-Separate	Carol Corriveau-Truchon ACCLAIMED
Conseil scolaire public du Nord-Est de l'Ontario (Sector A) - French-Public	Denis Boyer ACCLAIMED
Conseil scolaire catholique MonAvenir (Simcoe-Muskoka Region) - French-Separate	Ryan Malenfant Claire Thibideau

NOTICE REGARDING DISTRICT CHAIR: On August 14, 2018, the Province of Ontario passed the *Better Local Government Act* which eliminates the direct election of the District Chair in Muskoka in 2018.

The Township of Muskoka Lakes will be using **Internet and Telephone Voting** only for the 2018 Municipal Election.

All persons listed on the Voters' List will be mailed a **Voter Information Letter (VIL)** providing instruction on how to vote. The VIL's will be deposited in the mail the end of September – beginning of October, 2018, as processed.

You can vote anytime between 10:00 a.m. Friday, October 12, 2018 and Monday, October 22, 2018 up to 8:00 p.m.

Voter assistance will be available at the Election Help Centre located at the Township of Muskoka Lakes Municipal Office, 1 Bailey Street, Port Carling, during regular hours: 8:15 a.m. to 4:00 p.m. (Monday to Friday). The VIL will provide additional information regarding Election Help Centre hours.

Electors are advised to inquire at the Muskoka Lakes Municipal Office in Port Carling, in person, by telephone, or by using the internet voter lookup tool on our website, to ensure that their name and relevant information are correctly shown on the Voters' List.

A person may apply to amend the Voters' List relating to their own name up to the close of voting on voting day, Monday, October 22, 2018.

Dated this 16th day of August, 2018.

Cheryl Mortimer
Clerk

Notice of Extension of Campaign Period - Form 6*Municipal Elections Act, 1996 (Sections 88.24, 88.28)***Instructions**

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

Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for which the candidate sought election

Ward name or no. (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Declaration

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

Signature of Candidate, Registered Third Party (or Official Representative)_____
Date (yyyy/mm/dd)[Save Form](#)[Print Form](#)[Clear Form](#)

WATCH FOR YOUR VOTER INFORMATION LETTER IN THE MAIL

The 2018 Municipal Election will be conducted using **Internet and Telephone Voting only**. You can vote anytime between 10:00 a.m. Friday, October 12, 2018 and Monday, October 22, 2018 up to 8:00 p.m.

Here's how to vote by Internet and Telephone:

1. Access the website or phone number listed on your Voter Information Letter.
2. Follow the instructions to enter voter credentials.
3. Accept or decline the mandatory "Declaration of Qualification and Acknowledgement of Offences Statement".
4. Follow the prompts to move from one race to the next until the desired votes have been cast.
5. Confirm and submit.

If your Voter Information Letter does not arrive in the mail by October 9, 2018, electors should visit or contact the Township of Muskoka Lakes Election Help Centre to verify or correct their status as electors and, if qualified, a Voter Information Letter will be issued.

To confirm your **date of birth**, please check the Voter Registration Portal at www.muskokalakes.ca. Complete the required fields on the portal, including your date of birth, and if correct your information will be confirmed. It is not necessary to contact the Voter Help Line if the information is correct in the portal. If you require assistance, please contact the Election Help Centre located at the Township of Muskoka Lakes Municipal Office at 705-765-3156 or by email at vote@muskokalakes.ca.

Voter assistance will be available at the Election Help Centre located at the Township of Muskoka Lakes Municipal Office, 1 Bailey Street, Port Carling, on the following dates and times:

Date	Times
Friday October 12, 2018	10:00 a.m. to 4:00 p.m.
Saturday October 13, 2018	10:00 a.m. to 3:00 p.m.
Monday October 15, 2018	8:15 a.m. to 4:00 p.m.
Tuesday October 16, 2018	8:15 a.m. to 4:00 p.m.
Wednesday October 17, 2018	8:15 a.m. to 7:00 p.m.
Thursday October 18, 2018	8:15 a.m. to 4:00 p.m.
Friday October 19, 2018	8:15 a.m. to 4:00 p.m.
Saturday October 20, 2018	10:00 a.m. to 3:00 p.m.
Monday October 22, 2018	8:15 a.m. to 8:00 p.m.

Dated this October 1, 2018.

Cheryl Mortimer
Clerk

NOTICE is hereby given to the Municipal Electors of the **TOWNSHIP OF MUSKOKA LAKES** that **NOMINATIONS** in the Township of Muskoka Lakes for the offices of:

Mayor	One (1) to be elected at large by all voters in the municipality
District and Township Councillor (Ward A/Ward 1)	One (1) to be elected by all voters in Ward A/Ward 1
Township Councillor (Ward A/Ward 1)	Two (2) to be elected by all voters in Ward A/Ward 1
District and Township Councillor (Ward B/Ward 2)	One (1) to be elected by all voters in Ward B/Ward 2
Township Councillor (Ward B/Ward 2)	Two (2) to be elected by all voters in Ward B/Ward 2
District and Township Councillor (Ward C/Ward3)	One (1) to be elected by all voters in Ward C/Ward 3
Township Councillor (Ward C/Ward3)	Two (2) to be elected by all voters in Ward C/Ward 3
District Chair	One (1) to be elected by all voters in the District of Muskoka – Nominations for District Chair are to be filed with the District Clerk

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

A nomination must be signed by the candidate and may be filed in person or by an agent (no fax or email - appointment recommended) during regular business hours (8:15 a.m. to 4:00 p.m., weekends and Statutory Holidays excluded) between Tuesday, May 1, 2018 and Thursday, July 26, 2018, and between 9:00 a.m. and **2:00 p.m.** on Friday, July 27, 2018 (Nomination Day).

In the event there are an insufficient number of certified candidates to fill all positions available, nominations will be reopened, for the vacant positions only, on Wednesday, August 1, 2018 between the hours of 9:00 a.m. and 2:00 p.m. and such additional nominations, if required, may be filed in the office of the Clerk.

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, there will be an election.

VOTING DAY is Monday, October 22, 2018.

Dated this 1ST day of May 2018

Cheryl Mortimer, Clerk

NOTICE is hereby given to the Municipal Electors of the **TOWNSHIP OF MUSKOKA LAKES** that **NOMINATIONS** may be filed by completing and filing, in the office of the Clerk, nomination papers on the prescribed form, for the offices of:

Trillium Lakelands District School Board - English-Public		
One (1) to be elected to represent the Town of Gravenhurst, Township of Georgian Bay and Township of Muskoka Lakes		
NOMINATIONS TO BE FILED WITH THE CLERK, TOWN OF GRAVENHURST.		
Simcoe Muskoka Catholic District School Board (Ward 4) - English-Separate		
One (1) to be elected to represent the District of Muskoka and Parry Sound Area, specifically:		
District of Muskoka Township of Carling	Township of McKellar Township of Seguin	Town of Parry Sound Municipality of McDougall
NOMINATIONS TO BE FILED WITH THE CLERK, TOWN OF BRACEBRIDGE.		
Conseil scolaire public du Nord-Est de l'Ontario (Sector A) - French-Public		
One (1) to be elected to represent:		
District of Muskoka District of Parry Sound East Parry Sound School Board	Municipality of East Ferris Municipality of Calvin Municipality of Mattawan Nipissing Combined School Boards	Town of Mattawa Township of Bonfield Township of Chisholm Township of Papineau-Cameron West Parry Sound School Board
NOMINATIONS TO BE FILED WITH THE CLERK, MUNICIPALITY OF EAST FERRIS.		
Conseil scolaire catholique MonAvenir (Simcoe-Muskoka Region) - French-Separate		
One (1) to be elected to represent:		
County of Simcoe District of Muskoka Town of Parry Sound Township of Adjala- Tosorontio – Tosorontio CFB - Part	Township of Carling Township of Essa – Essa CFB - Part	Township of McDougall Township of McKellar Township of Seguin
NOMINATIONS TO BE FILED WITH THE CLERK, CITY OF BARRIE.		

Nomination papers must be signed by the candidate and may be filed, in person or by an agent (no fax or email - appointment recommended), accompanied by acceptable identification and the prescribed nomination filing fee of \$100, (payable by cash, certified cheque, money order or an electronic method specified by the Clerk), during regular business hours between Tuesday May 1, 2018 and Thursday, July 26, 2018, and between 9:00 a.m. and **2:00 p.m.** on Friday July 27, 2018 (Nomination Day).

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, there will be an election.

VOTING DAY is Monday, October 22, 2018.

Dated this 1ST day of May 2018

Cheryl Mortimer, Clerk

Avis est par les présentes donné aux électeurs municipaux du **canton de Muskoka Lakes** que des **candidatures** peuvent être déposées en remplissant et en déposant, au Bureau du greffier, des documents de mise en candidature sur le formulaire prescrit, pour les bureaux de:

Trillium Lakelands district Commission scolaire - anglais-public		
Un (1) doit être élu pour représenter la ville de Gravenhurst, le canton de la baie Georgienne et le canton de Muskoka Lakes		
Les candidatures seront déposées auprès du greffier, ville de Gravenhurst.		
Conseil scolaire du district catholique de Simcoe Muskoka (quartier 4) - anglais-distinct		
Un (1) doit être élu pour représenter le district de Muskoka et la région de Parry Sound, notamment:		
District de Muskoka Canton de Carling	Canton de McKellar Canton de Seguin	Ville de Parry Sound Municipalité de McDougall
Les candidatures seront déposées auprès du greffier, ville de Bracebridge.		
Conseil scolaire public du nord-est de l'Ontario (secteur A) - français-public		
Un (1) à élire pour représenter:		
District de Muskoka District de Parry Sound Conseil scolaire de Parry Sound de l'est	Municipalité de East Ferris Municipalité de Calvin Municipalité de Mattawan Conseils scolaires combinés de Nipissing	Ville de Mattawa Canton de Bonfield Canton de Chisholm Canton de Papineau-Cameron Conseil scolaire de Parry Sound de l'ouest
Les candidatures seront déposées auprès du greffier, municipalité de East Ferris.		
Conseil scolaire catholique MonAvenir (région de Simcoe-Muskoka) - français-séparé		
Un (1) à élire pour représenter:		
Comté de Simcoe District de Muskoka Ville de Parry Sound	Canton de Adjala-Tosorontio – Tosorontio CFB-partie Canton de Carling	Canton d'Essa – Essa CFB-partie Canton de McDougall Canton de McKellar Canton de Seguin
Les candidatures seront déposées auprès du greffier, ville de Barrie.		

Les documents de candidature doivent être signés par le candidat et peuvent être déposés, en personne ou par un mandataire (pas de fax ou de courriel- rendez-vous recommandés), accompagnés d'une identification acceptable et de la taxe de dépôt prescrite de \$100, (payable en espèces, chèque certifié, mandat ou une méthode électronique précisée par le greffier), pendant les heures normales de travail entre le mardi 1er mai 2018 et le jeudi 26 juillet 2018, et entre 9:00 h et 2:00 h le vendredi 27 juillet 2018 (jour de la nomination).

Les électeurs sont avisés par la présente que si un plus grand nombre de candidats sont certifiés que requis pour remplir les dits bureaux, il y aura une élection.

Le jour du scrutin est le lundi 22 octobre 2018.

Datée de ce 1er jour du mai 2018

Cheryl Mortimer, greffier

Notice is hereby given of offences, penalties and corrupt practices pursuant to Sections 89, 90, 94, and 94.1 of the Municipal Elections Act, S.O. 1996. Sections 89, 90, 94, and 94.1 have been included below to provide the necessary context and notice.

Offences

89 A person is guilty of an offence if he or she,

- (a) votes without being entitled to do so;
- (b) votes more times than this Act allows;
- (c) votes in a voting place in which he or she is not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
- (g) before or during an election, publishes a false statement of a candidate's withdrawal;
- (h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
- (m) attempts to do something described in clauses (a) to (l).

Corrupt practices: certain offences committed knowingly

90 (1) If, when a person is convicted of an offence under section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

Corrupt practices: bribery

(2) An offence described in subsection (3) constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in this Act.

Same

(3) No person shall, directly or indirectly,

- (a) offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or non-exercise of an elector's vote;
- (b) advance, pay or cause to be paid money intending that it be used to commit an offence referred to in clause (a), or knowing that it will be used to repay money used in that way;
- (c) give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- (d) apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of an elector's vote;
- (e) give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- (f) offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

General offence

94 A person who contravenes any provision of this Act or a regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

General penalty, individual

94.1 (1) An individual who is convicted of an offence under this Act is liable to the following penalties in addition to any other penalty provided for in this Act:

1. For any offence, a fine of not more than \$25,000.
2. For any offence other than a corrupt practice, the penalties described in subsection 88.23 (2) and 88.27 (1).
3. For an offence under section 90, imprisonment for a term of not more than six months.
4. For any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months.

Same, corporation or trade union

(2) A corporation or trade union that is convicted of an offence under this Act is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in this Act.

Dated this 1st day of May, 2018

Cheryl Mortimer Clerk

I, _____, Clerk (or designate) of the Corporation of the Township of Muskoka Lakes, in the District Municipality of Muskoka, hereby declare that a recount of the votes cast in the Municipal Election held October 22, 2018, for the office(s) or by-law / question of _____ shall be held commencing at _____ am / pm on the _____ day of _____, 2018, at _____.

The recount is being conducted pursuant to section _____ of the Municipal Elections Act, 1996.

Dated this _____ day of _____, 2018.

Municipal Clerk or designate

NOTICE is hereby given that an individual, corporation or trade union may file with the clerk, a notice of registration to be a registered third party for the 2018 Municipal Election, in the prescribed form (Notice of Registration – Third Party - Form 7), and must include a declaration of qualification signed by the individual or by a representative of the corporation or trade union, as the case may be.

Only the following persons and entities are eligible to file a notice of registration:

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

For greater certainty, candidates are not eligible to file a notice of registration as a third party. Third party advertisements shall not be under the direction of a candidate.

Notice of Registration must be signed and may be filed by the individual or the representative of the corporation or trade union (no fax or email - appointment recommended), in the office of the Clerk, in person or by an agent, from May 1, 2018 (first day for Candidates filing Nominations) to October 19, 2018 (Friday before Voting Day) during regular office hours (8:15 a.m. to 4:00 p.m., weekends and Statutory Holidays excluded). Third Party Advertiser registrations will not be accepted after the deadline.

At the time of filing, the following must be provided:

- If you are filing as an individual:
 - o acceptable proof of identity showing your name and address with your Ontario residence is required.
- If you are filing as the official representative of a corporation or trade union:
 - o A board resolution or letter from the corporation authorizing you to act on behalf of the corporation; or
 - o A board resolution or letter from the trade union authorizing you to act on behalf of the trade union; and
 - o Acceptable proof of identity of the official representative.

Third party advertising refers to advertisements or other materials that support, promote or oppose a candidate. Third Party Advertisers are required to register with every municipality where they wish to advertise in. If a Third Party Advertiser is representing a District Chair candidate, they are required to register within the lower-tier municipality.

There is no registration fee for third party advertising. The clerk shall examine each notice of registration that is filed and then certify the notice of registration, if deemed compliant, or reject the registration. The clerk's decision to certify or reject a notice of registration is final.

No individual, corporation or trade union shall incur expenses or accept contributions or begin to advertise for a third party advertisement unless they have registered with the municipality. The expenses incurred in relation to third party advertisements cannot exceed the total expense limits for the registered third party.

Notice of Registration - Third Party - Form 7

Municipal Elections Act, 1996 (Section 88.6)
Instruction

This form may only be filed in person or by an agent; it may not be faxed or emailed. It is the responsibility of the person incurring expenses to file a complete and accurate notice. Please print or type information (except signatures).

Box A: Notice of Registration (individuals, corporations and trade unions)

Registration for an individual, corporation or trade union in the following municipality

Name of individual, corporation or trade union (Registrant)

Mailing Address (Registrant)

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

Email Address

Telephone No. (including area code)

Telephone No.2 (including area code)

Box B: Designation of an Official Representative (corporations and trade unions)

Name of person signing (Official Representative)

Last Name or Single Name

Given Name(s)

Mailing Address (Official Representative)

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

Email Address

Telephone No. (including area code)

Telephone No.2 (including area code)

Box C: Additional Information (corporations)

Business Name

Ontario Corporation Number

Names of Principal Officers

 Additional names are listed on separate supplementary attachment

Box D: Declaration of Qualification

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

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

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Registrant (or Official Representative)	Signature of Clerk or Designate
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Certification by Clerk or Designate

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

Signature of Clerk or Designate

Date Certified (yyyy/mm/dd)

[Save Form](#)

[Print Form](#)

[Clear Form](#)

ARE YOU ON THE VOTERS LIST?

THE 2018 MUNICIPAL ELECTION IS FAST APPROACHING!

The Voters' List for the Township of Muskoka Lakes has been prepared as required by the *Municipal Elections Act, 1996*.

To check the list, contact the Township of Muskoka Lakes Municipal Office at (705) 765-3156 or use the interactive tool on our website at www.muskokalakes.ca. You can also attend the Municipal Office during regular business hours or during our extended hours for election purposes.

To qualify as an elector, you must:

- Be a Canadian citizen,
- Be at least 18 years old,
- Reside in the Township of Muskoka Lakes, own or be a tenant of land in the Township of Muskoka Lakes or the spouse of such owner or tenant,
- Not be prohibited from voting because you:
 - Are serving a sentence of imprisonment,
 - Are a corporation,
 - Are acting as an executor or trustee or in any other representative capacity,
 - Have been convicted of a corrupt practice under the *Municipal Elections Act*.

Applications may be made:

- by a person for additions to, corrections or removal from the Voters' List relating to their own name,
- by a person for the removal of another person's name from the Voters' List,

during the period that begins on September 4, 2018 and ends at the close of voting on Voting Day, October 22, 2018.

The Township of Muskoka Lakes will be using **Internet and Telephone Voting** only for the 2018 Municipal Election.

Expect your Voter Information Letter in your mailbox the last week of September / first week of October. Don't miss out, make sure you are on the list!

The **VOTING PERIOD** commences on Friday, October 12, 2018 at 10:00 am through to 8:00 pm on Monday, October 22, 2018.

Dated this 7th day of September, 2018
Cheryl Mortimer Clerk

Applicable Sections of the Municipal Elections Act, 1996**Prohibition**

48 (1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No election campaign material

48 (2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.

Interpretation

48 (3) For the purpose of this section,

"voting place" includes any place in the immediate vicinity of the voting place designated by the clerk.

Secrecy

49 (1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.

Offences

49 (2) No person shall,

- (a) interfere or attempt to interfere with an elector who is marking the ballot;
- (b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or
- (c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

Same, revealing a vote

49 (3) No elector shall,

- (a) take a photograph or video recording of his or her marked ballot; or
- (b) show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52 (1).

No requirement of disclosure

49 (4) No person shall, in a legal proceeding relating to an election, be required to disclose how he or she voted at the election.

TO:

Township of Muskoka Lakes 2018 Municipal Election Candidate

FROM:

Cheryl Mortimer, Clerk, Township of Muskoka Lakes

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 29, 2019, with the Clerk with whom their nomination was filed, a financial statement and auditor's report in accordance with s.88.25 of the Municipal Elections Act, 1996.

Notice to Candidate - Filing Requirements**Candidates' financial statements, etc.**

88.25 (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.

Same

(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.

Error in financial statement

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

Supplementary financial statement and auditor's report

(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.

Same

(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.

Supplementary report

(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.

Auditor

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

Exception re auditor's report

(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.

Notice to candidates, before filing date

(9) At least 30 days before the filing date, the clerk shall give notice of the following matters to every candidate whose nomination was filed with him or her:

1. All the filing requirements of this section.
2. The candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of section 34.
3. The penalties set out in subsections 88.23 (2) and 92 (1).

Same, before supplementary filing date

(10) At least 30 days before the supplementary filing date, the clerk shall give notice of the filing requirements of this section and the penalties set out in subsections 88.23 (2) and 92 (1) to the following candidates:

1. A candidate who notified the clerk under paragraph 4 of subsection 88.24 (1).
2. A candidate who notified the clerk under paragraph 5 of subsection 88.24 (1).

Documents filed after filing date

(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).

Notice to Candidate - Refund of Nomination Filing Fee**Refund**

34 A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2 p.m. on the filing date in accordance with that subsection.

Notice to Candidate - Penalties**Penalties**

88.23 (2) Subject to subsection (7), in the case of a default described in subsection (1),

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

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.

Dated this **27th day of February, 2019 (last day for notice)**

Changes to the *Municipal Elections Act, 1996* (the Act) were made in 2016 and 2017. Candidates for municipal council in municipalities with more than 4000 electors must now complete an Endorsement of Nomination Form.

The Township of Muskoka Lakes is a municipality with over 4000 electors and candidates must submit endorsement signatures from at least 25 qualifying people. It is your responsibility to ensure that this form is complete and that those providing signatures are eligible to provide an endorsement.

Anyone providing an endorsement signature must be eligible to vote in the municipality on the day that they signed the endorsement. They must also be a Canadian citizen who is 18 years of age or older.

In the event that a person providing an endorsement signature was not eligible on the day that they signed the endorsement, the person who supplied false information may be subject to prosecution.

Pursuant to the Act, the clerk has no obligation to ensure that the endorsement of nomination form is accurate, that the signatures are original, or that the nominators are eligible.

As a matter of course, the clerk or designate will confirm that there are 25 signatures on the Endorsement of Nomination - Form 2 upon filing of the Nomination Paper.

Dated this 2nd day of May, 2018.

Cheryl Mortimer
Cheryl

Excerpt from the *Municipal Elections Act, 1996*

Original documents

14 A document that is filed with an election official under section 33, 44 or 88.6 shall bear only original signatures.

Filing of nomination

33 (1) A person may be nominated for an office by filing a nomination in the clerk's office, in person or by an agent.

Endorsement of nominations for council

(1.1) Subject to subsection (1.4), the nomination of a person for an office on a council must be endorsed by at least 25 persons, and they may endorse more than one nomination.

Same

(1.2) Persons endorsing a nomination under subsection (1.1) must be eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination.

Same

(1.3) The clerk is entitled to rely upon the information filed by the candidate under clause (2) (a.1), and a nomination certified by the clerk under section 35 is conclusive evidence that all conditions precedent under subsection (1.1) have been complied with.

Exception, number of electors

(1.4) Subsection (1.1) does not apply to a nomination in a municipality in which the number of electors who were eligible to vote in the previous regular election in the municipality is less than the prescribed number.

Same

(1.5) For the purposes of subsection (1.4), the number of electors who were eligible to vote shall be the number determined from the voters' list from the previous regular election as it existed at the close of voting on voting day.

Formal requirements

(2) The nomination shall,

(a) be in the prescribed form;

(a.1) in the case of a nomination for an office on a council that must be endorsed by at least 25 persons, be endorsed in accordance with subsection (1.1) and be accompanied by a prescribed declaration by each of the persons endorsing the nomination;

(b) be accompanied by a declaration of qualification in the prescribed form, signed by the person being nominated; and

(c) be accompanied by the prescribed nomination filing fee.

Exception, endorsement

(2.1) If the person was previously nominated for an office on the same council in the same election and at that time filed the endorsed nomination and declarations described in clause (2) (a.1), that clause does not apply in connection with any subsequent campaign under subsection 88.24 (3).

Exception, nomination filing fee

(3) If the person was previously nominated for an office on the same council or local board in the same election and paid the nomination filing fee at that time, clause (2) (c) does not apply in connection with any subsequent campaign under paragraph 1 of subsection 88.24 (3).

Time for filing

(4) The nomination may be filed,

(a) on any day on or after May 1 in the year of the regular election that is before nomination day, at a time when the clerk's office is open; or

(b) on nomination day, between 9 a.m. and 2 p.m.

**NOTICE TO CANDIDATES OF PENALTIES
UNDER SUBSECTIONS 88.23(2) AND 92(1) OF
THE MUNICIPAL ELECTIONS ACT**

**NOTICE TO CANDIDATES OF
REQUIREMENTS FOR REFUND OF
NOMINATION FILING FEE**

Municipal Elections Act, 1996 s. 33.1

Notice is hereby given that pursuant to Section 33.1 (a) of the *Municipal Elections Act, S.O. 1996*, 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. Sections 88.23 and 92 have been included below to provide the necessary context and notice.

Further, notice is hereby given that pursuant to Section 33.1 (b) of the *Municipal Elections Act, S.O. 1996*, the Clerk shall, before voting day, give to each person nominated for an office, notice of the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34. Section 34 has been included below to provide the necessary context and notice.

**NOTICE TO CANDIDATES OF PENALTIES UNDER SUBSECTIONS 88.23(2) AND 92(1) OF
THE MUNICIPAL ELECTIONS ACT**

Effect of default by candidate

88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

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

Penalties

(2) Subject to subsection (7), in the case of a default described in subsection (1),

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

Notice of default

(3) In the case of a default described in subsection (1), the clerk shall,

- (a) notify the candidate in writing that the default has occurred;
- (b) if the candidate was elected, notify the council or board to which he or she was elected in writing that the default has occurred; and
- (c) make available to the public the name of the candidate and a description of the nature of the default.

Clerk's report re filing requirements

(4) The clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25.

**NOTICE TO CANDIDATES OF
REQUIREMENTS FOR REFUND OF
NOMINATION FILING FEE**

Municipal Elections Act, 1996 s. 33.1

Same

(5) The report mentioned in subsection (4) shall be made available on a website or in another electronic format as soon as possible after,

- (a) April 30 in the year following a regular election; and
- (b) 90 days after voting day in a by-election.

Application to court

(6) The candidate may, before the last day for filing a document under section 88.25 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document under that section and, if the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the candidate to file the document but the court shall not grant an extension of more than 90 days.

Notice to clerk

(7) If a candidate makes an application under subsection (6), the candidate shall notify the clerk in writing before 2 p.m. on the last day for filing a document under section 88.25 or 88.32 that the application has been made.

Effect of extension

(8) If the court grants an extension under subsection (6), the penalties set out in subsection (2) apply only if the candidate has not filed the document before the end of the extension.

Cessation of penalty

(9) The penalties set out in subsection (2) for a default described in clause (1) (a) do not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for filing the document, the candidate files the relevant document as required under section 88.25 or 88.32 and pays the clerk a late filing fee of \$500.

Late filing fee

(10) The late filing fee is the property of the municipality.

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.



**NOTICE TO CANDIDATES OF PENALTIES
UNDER SUBSECTIONS 88.23(2) AND 92(1) OF
THE MUNICIPAL ELECTIONS ACT**

**NOTICE TO CANDIDATES OF
REQUIREMENTS FOR REFUND OF
NOMINATION FILING FEE**

Municipal Elections Act, 1996 s. 33.1

**NOTICE TO CANDIDATES OF
REQUIREMENTS FOR REFUND OF NOMINATION FILING FEE**

Refund

34 A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2 p.m. on the filing date in accordance with that subsection.

Dated this 1st day of May 2018

Cheryl Mortimer
Clerk

This notice is hereby given and intended to inform Candidates, Registered Third Parties, Broadcasters and Publishers of their obligations pursuant to Sections 88.3, 88.4, and 88.5 of the *Municipal Elections Act, S.O. 1996*, (MEA). It is important to understand the new advertising rules and responsibilities under the MEA for the 2018 Municipal Election with the final voting day on October 22, 2018. Sections 88.3, 88.4, 88.5 and 88.7 of the MEA have been included below to provide the necessary context and notice.

Candidates' election campaign advertisements

88.3 (1) In this section,

“election campaign advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.

Mandatory information in advertisement

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

Mandatory information for broadcaster, etc.

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

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

Prohibition, broadcaster or publisher

88.3 (4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided.

Records

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

1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance.

Third party advertisements

88.4 (1) No individual, corporation or trade union shall incur expenses for a third party advertisement that appears during the restricted period for third party advertisements unless the individual, corporation or trade union is a registered third party under section 88.6 when the expenses are incurred and when the advertisement appears.

Restricted period for third party advertisements (May 1, 2018 – October 22, 2018)

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

Limit on expenses

88.4 (3) The expenses incurred in relation to third party advertisements cannot exceed the amount calculated under section 88.21 (registered third parties' expenses) for the registered third party.

Mandatory information in third party advertisements

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

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

Mandatory information for broadcaster, etc.

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

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

Prohibition, broadcaster or publisher

88.5 (3) No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in paragraphs 1 to 3 of subsection (2) has not been provided.

Records

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

1. The information provided under subsection (2).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance.

Municipal authority to remove advertisements

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

Additional Resources: *Municipal Elections Act, 1996*
Ontario Ministry of Municipal Affairs
Township of Muskoka Lakes

This document is for reference only. For legal advice, please consult legal counsel.

Dated this 24th day of May, 2018

Cheryl Mortimer, Clerk, Township of Muskoka Lakes, www.muskokalakes.ca, (705) 765-3156

The Township of Muskoka Lakes is using **Internet and Telephone Voting only** for the 2018 Municipal Election. Eligible electors are able to vote anytime between 10:00 a.m. on Friday, October 12, 2018 up to 8:00 p.m. on Voting Day, Monday, October 22, 2018, by using a telephone, computer, cell phone, tablet or laptop. This is an accessible, environmentally-friendly and convenient method of alternative voting, providing electors with the flexibility of voting from anywhere.

All eligible electors listed on the Voters' List were mailed a **Voter Information Letter** providing instruction on how to vote using **Internet and Telephone Voting**. **Please be sure to follow the instructions carefully.**

To confirm your **date of birth**, please check the Voter Registration Portal at www.muskokalakes.ca. Complete the required fields on the portal, including your date of birth, and if correct your information will be confirmed. It is not necessary to contact the Voter Help Line if the information is correct in the portal.

If you have not received your **Voter Information Letter** in the mail, you are advised to visit or contact the Township Election Help Centre to verify or correct your status as an elector and, if qualified, a Voter Information Letter will be issued.

If you require assistance, please contact the **Election Help Centre** located at the Township of Muskoka Lakes Municipal Office at 705-765-3156 or by email at vote@muskokalakes.ca.

Dated this 18th day of October, 2018

Cheryl Mortimer, Clerk

Notice is hereby given that pursuant to Section 88.29 (7) of the *Municipal Elections Act, S.O. 1996*, at least 30 days before the filing date, the Clerk shall give notice of the penalties set out in subsections 88.27 (1) and 92 (4) to every registered third party that registered in the municipality. Sections 88.27 and 92 have been included below to provide the necessary context and notice.

NOTICE TO REGISTERED THIRD PARTIES OF PENALTIES

Effect of default by registered third party

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

- (a) if the registered third party fails to file a document as required under 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.

Notice of default

(2) In the case of a default described in subsection (1), the clerk shall notify the registered third party in writing that the default has occurred and shall make available to the public the name of the registered third party and a description of the nature of the default.

Application to court

(3) The registered third party may, before the last day for filing a document under section 88.29 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document under that section and, if the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the registered third party to file the document but the court shall not grant an extension of more than 90 days.

Notice to clerk

(4) If a registered third party makes an application under subsection (3), the registered third party shall notify the clerk in writing before 2 p.m. on the last day for filing a document under section 88.29 or 88.32 that the application has been made.

Effect of extension

(5) If the court grants an extension under subsection (3), the penalty set out in subsection (1) applies only if the registered third party has not filed the document before the end of the extension.

Cessation of penalty

(6) The penalty set out in subsection (1) for a default described in clause (1) (a) does not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for filing the document, the registered third party files the relevant document as required under section 88.29 or 88.32 and pays the clerk a late filing fee of \$500.

Offences by registered third party

92 (4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

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

Exception, 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.

Dated this 1st day of May 2018

Cheryl Mortimer
Clerk

TO:
Township of Muskoka Lakes 2018 Municipal Election Registered Third Party

FROM:
Cheryl Mortimer, Clerk, Township of Muskoka Lakes

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE by March 29, 2019, with the Clerk with whom they registered, a financial statement and auditor's report in accordance with s.88.29 of the Municipal Elections Act, 1996.

Notice to Registered Third Party - Filing Requirements

Financial statements, etc., of registered third parties

88.29 (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.

Error in financial statement

(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.

Supplementary financial statement and auditor's report

(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.

Supplementary report

(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.

Auditor

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

Exception re auditor's report

(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.

Notice from clerk, before filing date

(7) At least 30 days before the filing date, the clerk shall give notice of the filing requirements of this section and the penalties set out in subsections 88.27 (1) and 92 (4) to every registered third party that registered in the municipality.

Same, before supplementary filing date

(8) At least 30 days before the supplementary filing date, the clerk shall give notice of the filing requirements of this section and the penalties set out in subsections 88.27 (1) and 92 (4) to every registered third party that gave notice to the clerk under paragraph 4 of section 88.28.

Documents filed after filing date

(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).

Report by clerk

(11) As soon as possible after April 30 in the year following a regular election or 75 days after voting day in a by-election, the clerk shall make available to the public on a website or in another electronic format a list of all registered third parties for the election along with an indication of whether each has filed a financial statement and auditor's report under subsection (1).

Notice to Registered Third Party - Penalties

Effect of default by registered third party

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

- (a) if the registered third party fails to file a document as required under 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 by registered third party

92 (4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

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

Dated this **27th day of February, 2019 (last day for notice)**

Cheryl Mortimer
Clerk

Municipality: **Township of Muskoka Lakes**

Name of Clerk:

Duties of Clerk pursuant to Section 11 of the Municipal Elections Act, 1996 (MEA)

The clerk of a local municipality is responsible for conducting elections within that municipality, including responsibility for,

- preparing for the election;
- preparing for and conducting a recount in the election;
- maintaining peace and order in connection with the election; and
- in a regular election, preparing and submitting the report described in subsection 12.1 (2) of the MEA (Plan re: barriers).

Powers of Clerk pursuant to Section 12 and 12.1 of the Municipal Elections Act, 1996

A clerk who is responsible for conducting an election may provide for any matter or procedure that,

- is not otherwise provided for in an Act or regulation; and
- in the clerk's opinion, is necessary or desirable for conducting the election;
- including power to establish forms, including forms of oaths and statutory declarations, and power to require their use;
- including power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter;
- except the power to require a person, for the purposes of the procedure set out in subsection 52 (1) of the MEA, to furnish proof of identity and residence in addition to what is prescribed for the purposes of subparagraph 1 ii of subsection 52 (1) of the MEA (Ont. Reg. 304/13 – Voter Identification).

A clerk who is responsible for conducting an election shall,

- have regard to the needs of electors and candidates with disabilities;
- shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election; and
- within 90 days after voting day in a regular election, prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

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

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

Declared at the Township of Muskoka Lakes, in the District Municipality of Muskoka, this _____ day of _____, 2018.

Clerk –

Witness –

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.



OATH OF SECRECY – OTHER

Municipal Elections Act, 1996 s. 12(2)

I, _____, _____ do
(state name) (state title)

solemnly swear (or affirm):

- That I will maintain and aid in maintaining the secrecy of the voting; and
- That I will not, nor attempt to:
 - o Interfere with an elector when he/she is casting their vote;
 - o Obtain or communicate any information as to how an elector is about to vote or has voted; or
 - o Directly or indirectly induce an elector to show their marked ballot to any person.

Declared before me at the Township of Muskoka Lakes, in the District Municipality of Muskoka
this _____ day of _____, 2018.

Signature of Person who declared the Oath

Signature of 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 purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

ORAL OATH OF FRIEND OF ELECTOR

I, (name of friend), a friend of (name of elector), an elector who is unable to vote without assistance, and who is entitled to vote in this municipality declare that I will:

- mark the ballot as directed by the elector; and
- keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, (name of interpreter) acting as interpreter for (name of elector), an elector entitled to vote in this municipality, declare 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.

ORAL OATH OF VOTE WITH ASSISTANCE

I, (name of elector) being an elector entitled to vote in this municipality of the Township of Muskoka Lakes swear or solemnly affirm I require assistance to mark my ballot.

DATE: _____

CANDIDATE: _____

IF SCRUTINEER, APPOINTMENT OF SCRUTINEER BY CANDIDATE VERIFIED:

YES NO

**TO BE DECLARED BY ANY SCRUTINEER OR CANDIDATE WISHING TO REMAIN AT THE
VOTE COUNTING CENTRE OR ELECTION HELP CENTRE.**

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

1. That I will maintain and aid in maintaining the secrecy of the voting; and
2. That I will not, nor attempt to:
 - Interfere with an elector when he/she is casting their vote;
 - 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 their marked ballot to any person.

Signature of Candidate or Scrutineer
who declared the Oath

Signature of Election Official
who administered the Oath

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

QUALIFICATIONS OF ELECTORS

Pursuant to Section 17(2) of the Municipal Elections Act, 1996

17(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

Pursuant to Section 17(3) of the Municipal Elections Act, 1996

17(3) The following are prohibited from voting:

- 1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
- 2. A corporation.
- 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.

DEFINITIONS

Pursuant to Sections 1(1), 2(1)(2)(2.1)(3) and 17 (4) of the Municipal Elections Act, 1996

1(1) Owner or Tenant - in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the *Assessment Act* and a non-residential tenant of land assessed under the *Assessment Act*, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,

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

1(1) Qualifying Address - means the address that qualifies an elector under section 17;

1(1) Tenant - includes an occupant and a person in possession other than the owner;

17(4) Status as Tenant - 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).

1(1) Time Share Contract - means a contract by which a person acquires the right to use a property for residential purposes,

- (a) for a period of time each year, or other interval, and
- (b) as part of a plan that provides for the use of the property to circulate among persons participating in the plan;

2(1) Residence - For the purposes of this Act, a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return.

2(2) Residence Rules - The following rules apply in determining a person's residence:

1. A person may only have one residence at a time.
2. The place where a person's family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.
3. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence.

2(2.1) Exception, Students - Despite paragraph 1 of subsection (2), a person may have residences in two local municipalities at the same time if,

- (a) the person lives in one of the local municipalities in order to attend an educational institution, but not with the intention of changing his or her permanent lodging place; and
- (b) the person's permanent lodging place is in the other local municipality.

2(3) Rules if No Permanent Lodging Place - If a person has no permanent lodging place as described in subsections (1) and (2), the following rules apply in determining his or her residence:

1. The place to which the person most frequently returned to sleep or eat during the five weeks preceding the determination is his or her residence.
2. If the person returns with equal frequency to one place to sleep and to another to eat, the place to which he or she returns to sleep is his or her residence.
3. Multiple returns to the same place during a single day, whether to eat or to sleep, shall be considered one return.
4. A person's declaration regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

Documents Provided to Candidate Upon Filing Nomination

- Copy of Nomination Forms signed and submitted upon Filing Nomination (Bank will require Candidate to provide proof of filing)
- Copy of Nomination Filing Fee Receipt (Bank will require Candidate to provide proof of filing)
- Certificate of Estimated Maximum Campaign Expenses/Contributions – Candidate
- Municipal Election Campaign Bank Account – Candidate
- Notice to Candidate of Penalties under the MEA / Requirements for Refund of Nomination Filing Fee
- Financial Statement – Auditor’s Report – Candidate - MMA Form 4
- MMA 2018 Candidates’ Guide for Ontario Municipal Council and School Board Elections
- MMA 2018 Candidate and Third Party Advertiser Information Session Slide Deck
- TML 2018 Municipal Election Procedures – at time of filing _____
- DMM - Candidate Information for 2018 Municipal Election (Incl. Campaign Sign requirements)
- AMO – So you want to run for Council – Course Information
- Notice of Candidate and Third Party Information Session – Campaign Finances
- Notice to Candidates, Registered Third Parties, Broadcasters and Publishes – Advertisements
- Township of Muskoka Lakes Election Sign By-law (2018-039)
- MTO General Guidelines for Election Signs

I have received the above listed documents upon filing my nomination papers by Paper or Email

Signature of Candidate or Agent

Date (dd/mm/yyyy)

Signature of Clerk or Designate

Date (dd/mm/yyyy)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

Documents Provided to Third Party Advertisers Upon Filing Notice

- Photocopy of Notice of Registration – Third Party signed and submitted upon Filing (Bank will require Third Party to provide proof of filing)
- Certificate of Maximum Campaign Expenses – Registered Third Party
- Municipal Election Campaign Bank Account – Registered Third Party
- Notice to Registered Third Parties of Penalties
- Financial Statement – Auditor’s Report – Third Party - MMA Form 8
- MMA 2018 Guide for Third Party Advertisers - Ontario Municipal Council and School Board Elections
- MMA 2018 Candidate and Third Party Advertiser Information Session Slide Deck
- TML 2018 Municipal Election Procedures – at time of filing _____
- Notice of Candidate and Third Party Information Session – Campaign Finances
- DMM - Candidate Information for 2018 Municipal Election (Incl. Campaign Sign requirements)
- Notice to Candidates, Registered Third Parties, Broadcasters and Publishes – Advertisements
- Township of Muskoka Lakes Election Sign By-law (2018-039)
- MTO General Guidelines for Election Signs

I have received the above listed documents upon filing my nomination papers by Paper or Email

Signature of Third Party Advertiser

Date (dd/mm/yyyy)

Signature of Clerk or Designate

Date (dd/mm/yyyy)

Personal information on this form is collected under the authority of the *Municipal Elections Act*, 1996 and will be used for the purpose of the *Municipal Elections Act*, 1996. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

The recount results for the following office(s) or by-law / question conducted on the _____ day of _____, 2018, in the Corporation of the Township of Muskoka Lakes are:

OFFICE:	NUMBER OF VOTES	NUMBER OF VOTES IF ALL DISPUTED BALLOTS EXCLUDED
List Candidates or By-law / Question		

Total Number of Ballots Disputed _____

Dated this _____ day of _____, 2018.

 Municipal Clerk or designate



**REGISTERED THIRD PARTY - ESTIMATED
CALCULATIONS - MAXIMUM CAMPAIGN
EXPENSES – 2018 ELECTION**

Municipal Elections Act, 1996, s. 88.4(3), 88.21 (6)(9)(15)

TOWNSHIP OF MUSKOKA LAKES – REGISTERED THIRD PARTY

Estimated Calculation – Maximum Campaign Expenses

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

2014 - no. of electors entitled to vote – 16,749

$\$5,000.00 + \$837.45 (\$0.05 \times 16,749) = \$5,837.45$

Note – Estimated calculation is based on the number of electors from the voters' list from the previous election (2014 Municipal Election) as it existed on Nomination Day (September 12, 2014).

Applicable Sections of the Municipal Elections Act, 1996

Limit on expenses

88.4 (3) The expenses incurred in relation to third party advertisements cannot exceed the amount calculated under section 88.21 (registered third parties' expenses) for the registered third party.

Registered third parties' expenses

Maximum amount

88.21 (6) During the restricted period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

Ont. Reg. 101/97

7. The formula prescribed for the purpose of subsection 88.21 (6) of the Act (registered third parties' expenses — maximum amount) is the amount that is calculated by adding together \$5,000 plus five cents for each elector entitled to vote for the office, to a maximum of \$25,000.

Prescribed formula

88.21 (7) The formula prescribed for the purpose of subsection (6) must be written so that the amount calculated under it varies based on the number of electors entitled to vote in a regular election or by-election, as the case may be, in the municipality.

Number of electors, regular election

88.21 (11) Subject to subsection (16), for the purpose of applying the prescribed formula for a regular election, the number of electors is the greater of the following:

1. The number determined from the voters' list from the previous regular election, as it existed on the day specified in subsection (13), adjusted for changes made under sections 24 and 25 that were approved as of that day.
2. 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 are approved as of that day.

Same, regular election or by-election

88.21 (13) For the purposes of paragraph 1 of subsection (11) and paragraph 1 of subsection (12), the number shall be determined using the voters' list from the previous election as the list existed on,

- (a) nomination day in the year of the previous election, if the formula is being applied for the purposes of the 2018 regular election; or
- (b) September 15 in the year of the previous election, if the formula is being applied for the purposes of an election in any other year.

When calculation must be made

88.21 (14) The clerk shall calculate the maximum amounts under subsections (6) and (9),

- (a) for a regular election, no later than September 25 in the year of the election; and
- (b) for 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).

Certificate of maximum amounts

88.21 (15) Upon registering the registered third party, the clerk shall give the individual filing the registration a certificate setting out the applicable maximum amounts under subsections (6) and (9) that apply with respect to the registered third party in relation to third party advertisements.

Exception

88.21 (16) Upon registering a registered third party before having calculated the amount under subsection (6), the clerk shall,

(a) calculate an estimated amount using the number of electors described in paragraph 1 of subsection (11) and give the individual filing the registration a certificate setting out the estimated amount as of the day of the calculation; and

(b) once the calculation under subsection (6) is made, give the individual who filed the registration a certificate setting out the amount calculated under subsection (6).

Calculations final

88.21 (17) The clerk's calculations are final.

TOWNSHIP OF MUSKOKA LAKES – REGISTERED THIRD PARTY

Final Calculation – Maximum Campaign Expenses

The number of electors is the greater of 1. The number from the 2014 Municipal Election voters' list as it existed on nomination day, September 12, 2014, or 2. The number from the 2018 Municipal Election voters' list as it existed on September 15, 2018.

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

2014 - no. of electors entitled to vote – 16,749

$\$5,000.00 + \$837.45 (\$0.05 \times 16,749) = \$5,837.45$

or

2018 - no. of electors entitled to vote – 16,752

$\$5,000.00 + \$837.60 (\$0.05 \times 16,752) = \$5,837.60$

Final Calculation – Maximum Campaign Expenses for parties, etc., after voting day

The maximum amount for parties, etc., after voting day, is 10 per cent of the following; the number of electors is the greater of 1. The number from the 2014 Municipal Election voters' list as it existed on nomination day, September 12, 2014, or 2. The number from the 2018 Municipal Election voters' list as it existed on September 15, 2018.

Registered Third Party - ten percent of (\$5,000.00 + \$0.05 per elector entitled to vote in the municipality to a maximum of \$25,000) to a maximum of \$2,500.

$10\% \text{ of } \$5,837.60 = \583.76

Note – Estimated calculation is based on the number of electors from the voters' list from the previous election (2014 Municipal Election) as it existed on Nomination Day (September 12, 2014).

Note – 2018 calculations are based on the number of electors from the voters' list from the current election (2018 Municipal Election) as it existed on September 15, 2018.

Applicable Sections of the Municipal Elections Act, 1996

Limit on expenses

88.4 (3) The expenses incurred in relation to third party advertisements cannot exceed the amount calculated under section 88.21 (registered third parties' expenses) for the registered third party.

Expenses

88.19 (3) Without restricting the generality of subsections (1) and (2), the following amounts are expenses:

6. The cost of holding parties and making other expressions of appreciation after the close of voting.

Registered third parties' expenses

Maximum amount

88.21 (6) During the restricted period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

Ont. Reg. 101/97

7. The formula prescribed for the purpose of subsection 88.21 (6) of the Act (registered third parties' expenses — maximum amount) is the amount that is calculated by adding together \$5,000 plus five cents for each elector entitled to vote for the office, to a maximum of \$25,000.

Prescribed formula

88.21 (7) The formula prescribed for the purpose of subsection (6) must be written so that the amount calculated under it varies based on the number of electors entitled to vote in a regular election or by-election, as the case may be, in the municipality.

Maximum amount for parties, etc., after voting day

88.21 (9) The expenses of a registered third party that are described in paragraph 6 of subsection 88.19 (3) shall not exceed an amount calculated in accordance with the prescribed formula.

Ont. Reg. 101/97

8. The formula prescribed for the purpose of subsection 88.21 (9) of the Act (registered third parties' expenses — maximum amount for parties, etc., after voting day) is the amount that is calculated as ten percent of the amount calculated under section 7, to a maximum of \$2,500.

Same

88.21 (10) The formula that is prescribed for the purposes of subsection (9) must be written so that the amount calculated under it varies based on the maximum amount determined under subsection (6).

Number of electors, regular election

88.21 (11) Subject to subsection (16), for the purpose of applying the prescribed formula for a regular election, the number of electors is the greater of the following:

1. The number determined from the voters' list from the previous regular election, as it existed on the day specified in subsection (13), adjusted for changes made under sections 24 and 25 that were approved as of that day.
2. 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 are approved as of that day.

Same, regular election or by-election

88.21 (13) For the purposes of paragraph 1 of subsection (11) and paragraph 1 of subsection (12), the number shall be determined using the voters' list from the previous election as the list existed on,

- (a) nomination day in the year of the previous election, if the formula is being applied for the purposes of the 2018 regular election; or
- (b) September 15 in the year of the previous election, if the formula is being applied for the purposes of an election in any other year.

When calculation must be made

88.21 (14) The clerk shall calculate the maximum amounts under subsections (6) and (9),

- (a) for a regular election, no later than September 25 in the year of the election; and
- (b) for 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).

Certificate of maximum amounts

88.21 (15) Upon registering the registered third party, the clerk shall give the individual filing the registration a certificate setting out the applicable maximum amounts under subsections (6) and (9) that apply with respect to the registered third party in relation to third party advertisements.

Exception

88.21 (16) Upon registering a registered third party before having calculated the amount under subsection (6), the clerk shall,

- (a) calculate an estimated amount using the number of electors described in paragraph 1 of subsection (11) and give the individual filing the registration a certificate setting out the estimated amount as of the day of the calculation; and
- (b) once the calculation under subsection (6) is made, give the individual who filed the registration a certificate setting out the amount calculated under subsection (6).

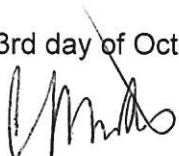
Calculations final

88.21 (17) The clerk's calculations are final.

This report indicates the unofficial results for the offices below, during the municipal election held on Monday October 22, 2018 and extended to 8:00 pm on October 23, 2018. The certified candidates received the votes that follow their respective names:

OFFICE	NAME OF CANDIDATE	NUMBER OF VOTES
Mayor 1 to be elected	Donald Furniss	1236
	Phil Harding	5324
	Terry Ledger	344
District and Township Councillor Ward A/1 1 to be elected	Gord Carlton	349
	Brian Mayer	79
	Ruth-Ellen Nishikawa	1142
Township Councillor Ward A/1 2 to be elected	Sandy Currie	314
	Donelda Hayes	1171
	Glenn Zavitz	1221
District and Township Councillor Ward B/2 1 to be elected	Allen Edwards	1765
	Larrie MacRae	296
Township Councillor Ward B/2 2 to be elected	Linda Barrick-Spearn	347
	Jason Harnett	357
	Susan Mazan	1602
	Gordon Roberts	1536
District and Township Councillor Ward C/3 1 to be elected	Jean-Ann Baranik	517
	Frank Jaglowitz	2578
Township Councillor Ward C/3 2 to be elected	W. Ron Brent	407
	Barb Bridgeman	2532
	Peter Kelley	2502
	Jeff Mole	202
Trillium Lakelands District School Board Trustee (Georgian Bay, Gravenhurst, Muskoka Lakes) English – Public 1 to be elected	Johnny Ahsome	1208
	Louise Clodd	3923
Simcoe Muskoka Catholic District School Board Trustee (Ward 4) English – Separate 1 to be elected	Carol Corriveau-Truchon	ACCLAIMED
Conseil scolaire public du Nord-Est de l'Ontario (Sector A) French – Public 1 to be elected	Denis Boyer	ACCLAIMED
Conseil scolaire catholique MonAvenir (Region of Simcoe-Muskoka) French – Separate 1 to be elected	Ryan Malenfant	1
	Claire Thibideau	5

Dated this 23rd day of October, 2018



Cheryl Mortimer, Clerk, Returning Officer



Cheryl Mihty, Deputy Returning Officer

Proof of Identity and Residence

You must provide at least one (1) of the following prescribed documents as proof of identity and residence showing your name and your qualifying address in the Township of Muskoka Lakes:

1. An Ontario driver's licence	2. An Ontario Health Card (photo card) (if your name and qualifying address are printed on the card)
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 or such a government
11. Any document from a Band Council in Ontario established under the <i>Indian Act</i> (Canada)	12. An income tax assessment notice
13. A Child Tax Benefit Statement	14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)	16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions	18. A Statement of Direct Deposit for Ontario Works
19. A Statement of Direct Deposit for Ontario Disability Support Program	20. A Workplace Safety and Insurance Board Statement of Benefits T5007
21. A property tax assessment	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 <i>Long-Term Care Homes Act, 2007</i> , 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	

NOTES: The above identification must show your name and qualifying address.

A Canadian passport is acceptable for proof of Canadian Citizenship only.

I, _____ hereby withdraw my name as a candidate
(Name of Candidate)

for the office of _____
(Name of Elected Office)

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of Clerk or Designate

If Withdrawal of Nomination filed by an agent, the Clerk will contact the candidate to confirm receipt of withdrawal.

Confirmation completed on the _____ day of _____, 2018 at _____ am/pm.

(Signature of 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 purpose of the *Municipal Elections Act, 1996*. Until their destruction, they will be available for public inspection in the office of the Clerk, Township of Muskoka Lakes. Questions about this collection of personal information should be directed to Clerk, Township of Muskoka Lakes, 1 Bailey Street, Port Carling, ON P0B 1J0.

Township of Muskoka Lakes in the District Municipality of Muskoka

FIRST WITNESS

I _____ state that I was present upon **February 20, 2019** and did
(Name of Witness) (date)

Witness **X Document Shredding Company** destroy all ballots used in the municipal election
(Name of Clerk or designate)

held on October 22, 2018 for the election of persons to the offices listed below and other documents and materials related to the election as listed below.

(Signature of Witness)

SECOND WITNESS

I _____ state that I was present upon **February 20, 2019** and did
(Name of Witness) (date)

Witness **X Document Shredding Company** destroy all ballots used in the municipal election
(Name of Clerk or designate)

held on October 22, 2018 for the election of persons to the offices listed below and other documents and materials related to the election as listed below.

(Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

Mayor

District and Township Councillor (Ward A/Ward 1)

Township Councillor (Ward A/Ward 1)

District and Township Councillor (Ward B/Ward 2)

Township Councillor (Ward B/Ward 2)

District and Township Councillor (Ward C/Ward 3)

Township Councillor (Ward C/Ward 3)

District Chair

Trillium Lakelands District School Board - English-Public

Simcoe Muskoka Catholic District School Board (Ward 4) - English-Separate

Conseil scolaire public du Nord-Est de l'Ontario (Sector A) - French-Public

Conseil scolaire catholique MonAvenir (Simcoe-Muskoka Region) - French-Separate

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

Dated this 20th day of February, 2019

Cheryl Mortimer
Clerk

Ministry of Transportation

Provincial Highways Management
Northeastern Region
Corridor Management Section
207 Main Street W
Huntsville, ON P1H 1Z9
Tel.: (705) 789-2391 ext. 234
Fax.: (705) 789-3606

Ministère des Transports

Gestion des routes provinciales
Région du Nord-Est
Section de gestion des couloirs routiers
207, rue Main Ouest
Huntsville (Ontario) P1H 1Z9
Tel.: (705) 789-2391 ext. 234
Fax.: (705) 789-3606



General Guidelines for Election Signs

Election signs placed by or on behalf of a candidate or a political party, and signs designed to encourage citizens to vote, may be placed on the right-of-way of a highway after an official election has been issued, or for municipal elections in accordance with any by-law outlining a time frame for the placement of municipal election signs, subject to the following conditions:

An Election sign must not be placed upon or adjacent to the right-of-way of a Class 1A Freeway, Class 1B Staged Freeway and Class 2A Principal Arterial Highway (i.e. Highway 400, Highway 11 and Highway 69).

Election signs may be erected on the right-of-way or adjacent to a Class 2B Undivided Arterial Highway, a Class 3 Collector Highway or Class 4 Local Highway after an official election has been called.

Everyone has the right to place an election sign on their private property no matter what Class of Highway. A maximum of two election signs are permitted upon any one property. Any election sign over 3.7 m² (40 ft²) require a sign permit.

Election signs up to 0.7m² (8 ft²) in size must be placed a minimum of 4m (12 ft) from edge of pavement. Election signs over 0.7m² (8 ft²) and up to 3.7 m² (40 ft²) must be placed at the outer limit of the highway right-of-way.

Election signs must not be affixed to any permanent or official highway sign, a guide rail or other highway structure or facility. They must not be placed where they may interfere with visibility, official signs, traffic signals, or other safety devices. They must not be placed on a safety island at intersections.

An election sign must not exceed one sign facing in each direction of travel on the right-of-way on any 2.0 km section of a provincial highway.

Portable read-o-graph sign trailers are prohibited on the right-of-way of a highway. Such read-o-graph sign trailers may be utilized, providing they are erected on private property and meet the requirements of the ministry for portable read-o-graph signing.

Permits or Letters of Approval are not required for any election signs erected under the Ministry of Transportation's Corridor Signing Policy. A Sign Permit will be required for any signs in excess of 3.7 m² (40 sq. ft.) in size and they must be placed on private property.

Any signs contravening this policy will be removed by the Ministry of Transportation.

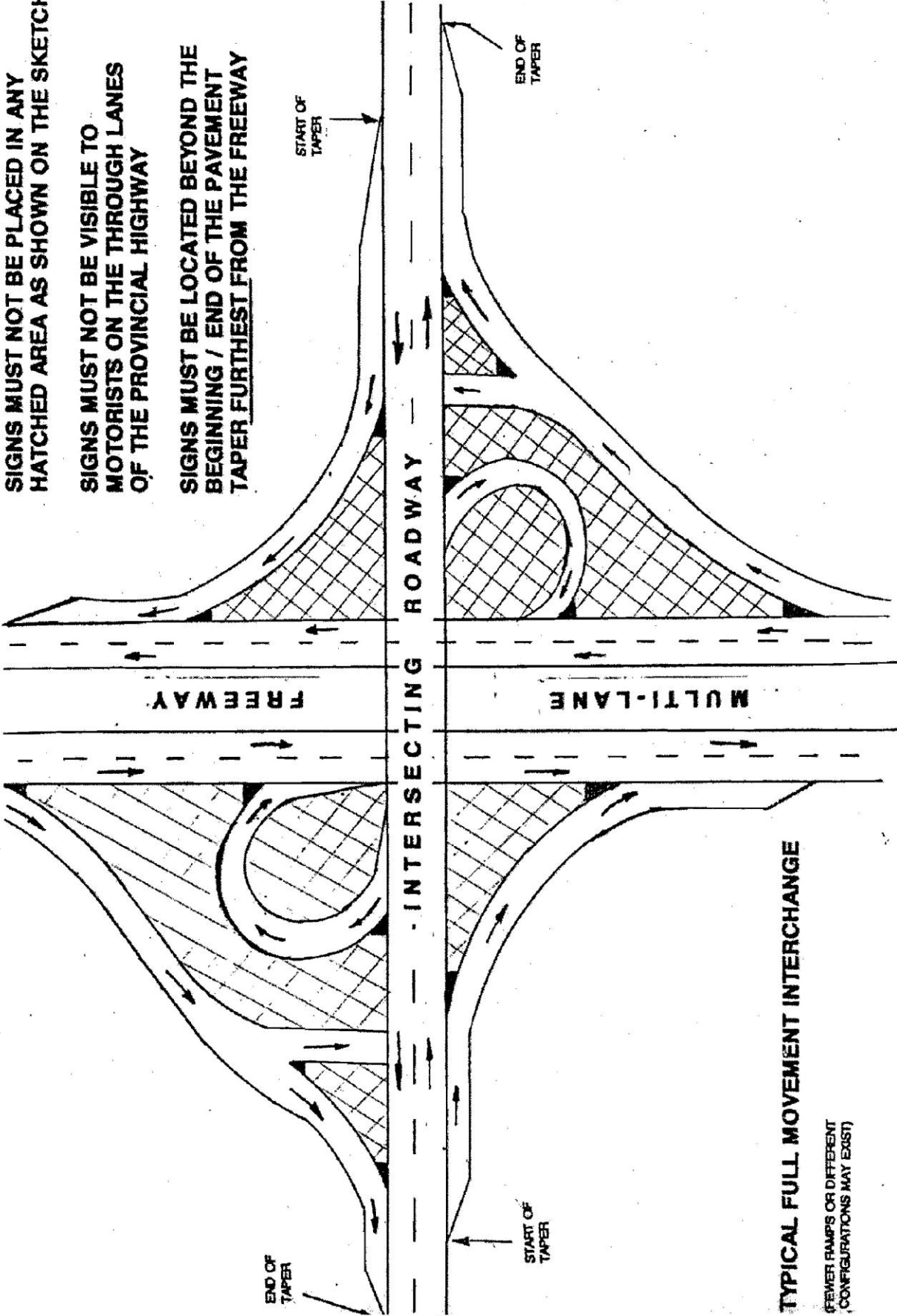
Candidate committees, volunteers and/or workers shall be required to remove all candidate advertising (election signs) from the Ministry of Transportation right-of-way and adjacent properties within three (3) working days following Election Day.

Signs not retrieved by this time will be picked up by the Ministry of Transportation patrol forces and stored in a safe place (patrol yard, etc.) for a period of two (2) weeks. After this time the election signs will be disposed of.

SIGNS MUST NOT BE PLACED IN ANY HATCHED AREA AS SHOWN ON THE SKETCH

SIGNS MUST NOT BE VISIBLE TO MOTORISTS ON THE THROUGH LANES OF THE PROVINCIAL HIGHWAY

SIGNS MUST BE LOCATED BEYOND THE BEGINNING / END OF THE PAVEMENT TAPER FURTHEST FROM THE FREEWAY



TYPICAL FULL MOVEMENT INTERCHANGE

(FEWER RAMPS OR DIFFERENT CONFIGURATIONS MAY EXIST)

THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

BY-LAW NUMBER 2018-039

A By-law of The Corporation of the Township of Muskoka Lakes to regulate election signs in Municipal, Provincial and Federal Elections.

WHEREAS Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 (hereinafter referred to as the "Municipal Act") provides that the powers of a municipality under the Municipal Act or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS Section 11 of the Municipal Act provides that a municipality may pass By-laws respecting structures including fences and signs;

AND WHEREAS Section 99 of the Municipal Act provides for lien rights and cost recovery provisions in favour of a municipality that apply to a By-law of the municipality respecting removal, storage, care and disposition of advertising devices, including signs displayed in contravention of the By-law;

AND WHEREAS pursuant to Section 425 of the Municipal Act, a municipality may pass By-laws providing that a person who contravenes a By-law of the municipality passed under the Municipal Act is guilty of an offence;

AND WHEREAS pursuant to Section 426 of the Municipal Act, no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a By-law passed under the Municipal Act;

AND WHEREAS pursuant to Section 436 of the Municipal Act, a By-Law Enforcement Officer may enter upon any land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a municipal by-law passed under the Municipal Act;

AND WHEREAS Bill 181, the Municipal Elections Modernization Act, 2016 states that any election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate;

AND WHEREAS Bill 181, the Municipal Elections Modernization Act, 2016 states that no registered third party shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the name of the registered third party, the municipality where the registered third party is registered and a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement;

AND WHEREAS Bill 181, the Municipal Elections Modernization Act, 2016 states that if a municipality is satisfied that there has been a contravention of section 88.3, 88.4 or 88.5 of the Municipal Elections Act, 1996, the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising;

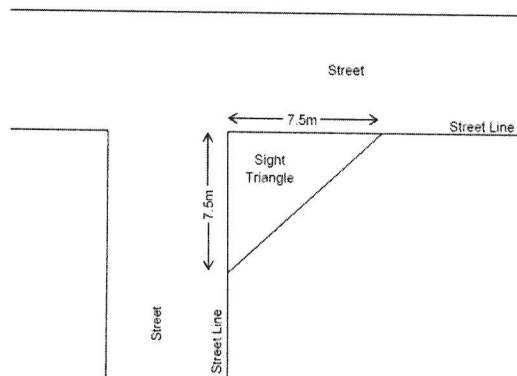
AND WHEREAS the Council of The Corporation of the Township of Muskoka Lakes deems it expedient to pass a by-law to regulate election signs in the Township of Muskoka Lakes;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES ENACTS AS FOLLOWS:

DEFINITIONS

1. In this By-law:
 - 1.1. **Agent** means any person who is directly or indirectly working on behalf of a candidate regardless of whether the work is being done on a voluntary or compensated basis or with the direct knowledge or approval of the candidate.

- 1.2. **Boulevard** means that portion of a highway between the street line and the travelled roadway, which is not used or intended for use for vehicular travel by the general public and includes any landscaped area between a street line and sidewalk including a shoulder.
- 1.3. **Candidate** means a person who is running in a municipal (including local school board), provincial or federal election and shall be deemed to include a person seeking to influence other persons to vote for or against any candidate or any question or By-law submitted to the electors under section 8 of the Municipal Elections Act.
- 1.4. **Clerk** means the Clerk (or his or her designate) of the Township of Muskoka Lakes.
- 1.5. **District** means The District Municipality of Muskoka.
- 1.6. **Election Sign** means any temporary notice, device or sign outside of any building that advertises or promotes a candidate in a federal, provincial or municipal election including an election of a local board or commission intended to influence persons to vote for or against any candidate or any question or By-law submitted to the electors under section 8 of the Municipal Elections Act, 1996.
- 1.7. **Highway** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- 1.8. **Officer** means an individual appointed as a By-Law Enforcement Officer by the Council of The Corporation of the Township of Muskoka Lakes.
- 1.9. **Official Sign** means a sign or device placed by the Township or District for the purpose of regulating, warning or controlling traffic and includes signs approved by the Ministry of Transportation and signs described in the Highway Traffic Act.
- 1.10. **Prescribed Legislation** means the Municipal Elections Act, 1996, S.O. 1996, c. 32, Schedule.
- 1.11. **Private Property** means lands which are not defined as Public Property or a Public Utility Facility including lands leased by the Township to others.
- 1.12. **Public Property** means property owned by or under the control of the Township of Muskoka Lakes or any of its agencies, boards or commissions, and shall be deemed to include public utility facilities, and shall also include municipal benches, municipal garbage containers or any other containers or structures regardless of whether they are owned by the Township but does not include that part of a boulevard as identified in section 3.14. of this by-law.
- 1.13. **Public Utility Facility** means a pole, transformer box, service container, equipment or other such structure owned or controlled by an entity that provides a public utility service.
- 1.14. **Registered Third Party** means an individual, corporation or trade union that is registered with the municipality in accordance with prescribed legislation.
- 1.15. **Restricted period** means the period during which an election sign used as a third party advertisement is permitted as outlined under prescribed legislation.
- 1.16. **Roadway** means the portion of the highway that is improved, designed or ordinarily used for vehicular traffic but does not include the shoulder.
- 1.17. **Sight Triangle** means the triangular space formed by the street lines and a line drawn from a point in one street line to a point in the other street line, each such point being 7.5 metres, measured along the street line from the point of intersection of the street lines. Where the two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projection of the street lines or the intersection of the tangents to the street lines.



- 1.18. **Sign Face** means the surface of the sign upon, against or through which the message of the sign is exhibited, but does not include the sign structure. An election sign may have a maximum of two (2) back to back faces with the interior angle of the two sign faces not exceeding 90 degrees.
- 1.19. **Sign Height** means the vertical distance from the ground on which the sign is installed to the highest physical point of the sign.
- 1.20. **Street Line** means the limit of a street or road allowance as the dividing line between a lot and a street or road.
- 1.21. **Third Party Advertisement** means a third party sign.
- 1.22. **Third Party Sign** means an election sign not installed or erected directly or indirectly by a candidate.
- 1.23. **Township** means the Corporation of the Township of Muskoka Lakes.
- 1.24. **Voting Place** means the entire property and all the boundaries associated with it, when such voting place is located within public premises and shall mean all of the privately owned property under common ownership as well as a condominium property including the common elements when the voting place is located on private premises.

GENERAL PROVISIONS

2. No candidate, registered third party or their agent or any other person shall affix, install or otherwise display an election sign except as specifically permitted in this By-law or under prescribed legislation.
3. No candidate, registered third party or their agent or any other person shall affix, install or otherwise display an election sign or permit an election sign to be affixed, installed or otherwise displayed:
 - 3.1. Prior to the issuance of writs for a provincial or federal election;
 - 3.2. Prior to closing of nominations for a municipal election;
 - 3.3. Longer than seventy-two (72) hours following the election date;
 - 3.4. Within 100 metres (328 feet) of a voting place;
 - 3.5. On a vehicle or trailer or any mobile device within 100 metres (328 feet) of a voting place;
 - 3.6. On private property without having first obtained permission from the property owner;
 - 3.7. Within 50 metres (164 feet) of any other election sign by the same candidate when on private property, on the same private property.
 - 3.8. On or overhanging public property, including a Township park or a facility that is owned or operated by the Township;
 - 3.9. On a public utility facility;
 - 3.10. On any official sign;
 - 3.11. On any tree, large stone or rock surface or other large natural object but not including a privately owned lawn, field, pasture or woodlot;

- 3.12. On any centre median, traffic island, or centre roundabout;
- 3.13. Within any sight triangle;
- 3.14. On any boulevard except as specifically indicated below:
 - 3.14.1 A sign is permitted to occupy a boulevard area provided the sign is less than or equal to 0.37 square metres (4 square feet) and is not located within 3 metres (10 feet) of the traveled portion of a roadway including the paved shoulder.

Maximum Sign Face Area	Minimum Setback from traveled portion of a Roadway including the paved shoulder
Less than or equal to 0.37 square metres (4 square feet)	3 metres (10 feet)

- 3.14.2 At no time shall a sign interfere with or hinder pedestrian traffic on a Township maintained sidewalk.
- 3.14.3 In no case shall a sign be placed on a boulevard area more than 30 days immediately preceding the election date.
- 3.15. That obstructs the view or interferes with pedestrian traffic, the driver of a motor vehicle, the visibility of any official sign or device, another election sign, or where it interferes with vehicular traffic movement in a manner that could endanger any person;
- 3.16. That obstructs or impedes any fire escape, fire exit, door, window, skylight, flue, air intake or exhaust so as to prevent or impede the free access of emergency personnel to any part of a building including fire department access to siamese connections and/or fire hydrants;
- 3.17. That is flashing, inflatable, obsolete, or affixed to a roof;
- 3.18. That can be confused with a traffic sign, signal or official sign;
- 3.19. On any location where the sign might interfere with underground services;
- 3.20. Unless the sign is maintained in a proper state of repair and remains safe and aesthetically pleasing;
- 3.21. That is indecent in any word, picture, symbol or the like;
- 3.22. Bearing a logo, corporate image, trademark or official mark of the Township of Muskoka Lakes;
- 3.23. Within 50 metres (164 feet) of any other election sign by the same candidate or registered third party when on a boulevard area as identified in section 3.14 of this by-law.
- 3.24. In contravention of the specified dimensions and setbacks as follows:

Maximum Sign Face Area	Minimum Setback from Street Line on private property	Maximum Height Of Sign From Grade	Minimum Setback from a Park, Cemetery, Public Use or School Lot Line	Minimum Setback from Any Other Lot Line
Less than or equal to 1.3 square metres (14 square feet)	1 metre (3.3 feet)	3.7 metres (12 feet)	15.2 metres (50 feet)	0.6 metres (2 feet)

Greater than 1.3 square metres (14 square feet) to less than 2.8 square metres (30 square feet)	3.0 metres (10 feet)	3.7 metres (12 feet)	15.2 metres (50 feet)	0.6 metres (2 feet)
Greater than 2.8 square metres (30 square feet)	Not permitted.			

3.25. That does not comply with prescribed legislation.

3.26. That is an unregistered third party advertisement election sign. For greater certainty, only a registered third party is permitted to erect or install a third party advertisement election sign. At no time is an unregistered third party permitted to erect or install a third party advertisement election sign.

4. Every candidate or registered third party to whom the election sign relates shall be responsible for the installation, maintenance or display of the election sign and shall ensure that all the requirements of this by-law have been met.
5. No person shall pull down or remove or relocate a lawfully installed election sign on a boulevard or private property without the consent of the candidate to whom the sign relates or the owner of the property on which the sign is installed.
6. No person shall deface or wilfully cause damage to a lawfully installed election sign.

ADMINISTRATION AND ENFORCEMENT

7. An Officer or any other individual assisting an Officer or designated by the Clerk may, at all reasonable times, enter upon land for the purpose of carrying out an inspection, taking photographs and obtaining evidence to determine whether the election sign complies with this by-law and an Officer may be accompanied by other Township of Muskoka Lakes employees/agents for this purpose;
8. Any sign, or part thereof, that has been installed, affixed or otherwise displayed in contravention of any provision of this by-law may be removed immediately without notice by an Officer or any other individual assisting an Officer or by any other individual designated by the Clerk;
9. No person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer or any other individual assisting an Officer or any other person designated by the Clerk in exercising a power or performing a duty under this by-law. Any person who is alleged to have contravened any of the provisions of this by-law shall identify them self to an Officer or any other individual assisting an Officer or designated by the Clerk upon request. Failure to identify upon request shall be deemed as obstruction.
10. The Township shall not be liable for any damage or loss to an election sign that was displayed in accordance with this by-law or that was removed by the Township pursuant to the provisions of this by-law.
11. Any impounded or seized sign shall be stored by the Township for thirty (30) days, during which time the sign owner may redeem the said sign.
12. Where a sign has not been redeemed within the thirty (30) day redemption period, the Township may dispose of the sign without notice.

OFFENCES AND PENALTIES

13. Any person who contravenes any provision of this by-law is guilty of an offence and is, upon conviction, liable to any penalty provided under the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
14. For the purpose of this By-law, each day of a continuing offence shall be deemed to be a separate offence.

VALIDITY AND SEVERABILITY

15. Where any provision of this by-law conflicts with any other by-law of the Township, this by-law shall prevail.

16. Every provision of this by-law is declared severable from the remainder and if any such provision of this by-law shall be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remainder of the by-law.
17. Where this by-law is silent on any matter related to signs, the regulations in the Township's general sign by-law shall apply.


FORCE AND EFFECT

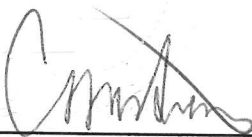
18. This By-law shall come into force and effect on the date of passage.

SHORT TITLE

19. This by-law may be referred to as the "Election Sign By-law".

Read a first, second and third time and finally passed this 18th day of May, 2018.



Mayor Don Furniss

Cheryl Mortimer, Clerk