Election Procedures for the 2018 North Perth Municipal Election

January 2018

Table of Contents

Version history

Version	Finalized on	Sections updated
1		Not applicable

Overview

The Municipal Elections Act, 1996 ("the Act"), gives the Municipal Clerk authority, as Returning Officer, to establish procedures and forms for voting and vote-counting equipment within the municipality. The Act further gives authority to the Municipal Clerk to provide for any matter or procedure that is not provided for in the Act.

Municipal Elections Act

The Act applies to and governs municipal elections in the Municipality of North Perth and is based on the following principles:

- The secrecy and confidentiality of the individual votes 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 is to be certainty that the results of the election reflect the votes cast
- Voters and candidates should be treated fairly and consistently within a municipality
- The proper majority vote governs by ensuring that valid votes be counted and invalid votes be rejected so far as is reasonably possible

Application of procedures

These procedures have been prepared to address issues and identify processes undertaken to conduct the 2018 municipal election in the Municipality of North Perth in accordance with the above principles.

Any matter not provided for in this procedure shall be dealt with as far as practicable in accordance with the principles of the Act.

In accordance with Section 12(1) of the Act, the Municipal Clerk may provide for any matter or procedure that is not otherwise provided for in the Act or regulation; and in the Municipal Clerk's opinion, is necessary or desirable for conducting the election.

These procedures are subject to change and may be updated as required up to voting day, October 22, 2018. The most up to date version of these procedures will be available on the Municipal's election website.

Election methods for 2018

By-law 64-2017 was passed under the authority of Section 42 of the Act authorizing the use of vote tabulators at voting locations. This by-law is available upon request from the Municipal Clerk.

Candidate nominations

Filing nomination papers

Nomination Papers may be filed for the following offices at the Municipal Clerk's Office from Tuesday, May 1, 2018 to Thursday, July 26, 2018 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, July 27, 2018, Nomination Day, for the following offices:

Mayor (1 to be elected at large)
Deputy-Mayor (1 to be elected at large)
Councillor, Elma Ward (3 to be elected)
Councillor, Listowel Ward (3 to be elected)
Councillor, Wallace Ward (2 to be elected)
AND:
Trustee - The Avon-Maitland District School Board (1 trustee to be elected from the Municipality of North Perth)
Trustee – The Huron Perth District Catholic School Board (1 trustee to be elected from the Municipality of North Perth)
Member – Le Conseil Scolaire De District Des Catholiques Du Sud-Quest
Member – Le Conseil Scolaire De District Du Centre-Sud-Quest

Candidates registering must be eligible electors from the time of filing their nomination papers through to voting day and if successful must maintain their eligibility throughout their term of office.

Information on where and when to file nomination papers will be posted on the Municipality's election website.

Municipal Freedom of Information and Protection of Privacy Act

Upon filing, nomination papers become part of the public record and shall be disclosed to members of the public upon request.

Upon receiving nomination papers, candidate information is posted to the Municipal's election website.

Certification of nomination papers

On Nomination Day, Friday, July 27, 2018, after 2:00 pm the Municipal Clerk shall examine each nomination paper filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the Act, the Municipal Clerk shall certify the nomination paper. If not satisfied, the Municipal Clerk shall reject the nomination and shall notify the person who sought to be nominated and all other candidates for that office. The Municipal Clerk's decision to certify or reject a nomination is final.

Third party advertiser registrations

In accordance with Section 88.6 of the Act, eligible third party advertisers may file a notice of registration with the Municipal Clerk in the prescribed form and with a declaration of qualification.

Registrations can be filed starting with the opening of the nomination period on May 1, 2018 until the Friday before voting day when the Municipal Clerk's Office is open which is October 19, 2018 until 4:30 pm.

Ballots

In accordance with Section 41(2) of the Act, the ballots will contain the names of all certified candidates. The Municipal Clerk has discretion to determine layout and formatting details with respect to ballots.

A composite ballot will be used and each ballot will contain the list of candidates for mayor, deputy mayor, ward councillors and, if applicable, school board trustee.

Voters will be instructed to mark their ballot in the designated space next to the name of the candidate of their choice. It is the voter's responsibility to mark the ballot according to the instructions in order for it to be valid and counted properly.
In accordance with Section 41(2) of the Act, the following additional rules apply to ballots:

- Only the names of certified candidates shall appear on the ballot.

- The candidates' names shall appear on the ballot in alphabetical order, based on their surnames and, in the case of identical surnames, their forenames.
- If the candidate wishes, and the Municipal Clerk agrees, another name that the candidate also uses may appear on the ballot instead of or in addition to his or her legal name.
- No reference to a candidate's occupation, degree, title, honour or decoration shall appear on the ballot.

If the surnames of two or more candidates for an office are identical or, in the Clerk's opinion, so similar as to cause possible confusion, every candidate's qualifying address shall appear under his or her name.

A space for marking the ballot shall appear to the right of each candidate's name or, in the case of a by-law or question, to the right of each answer.

All ballots for the same office or relating to the same by-law or question shall be identical or as nearly alike as possible.

The voters' list

The Municipality utilizes a database to manage the voters' list. The data is received by the Municipal Property Assessment Corporation (MPAC) who is responsible for the enumeration of voter information.

A paper list will be available for viewing at the Municipal Office. Upon request, candidates will receive an electronic copy of the voters list.

An initial voters' list and supplementary voters' list, after the advanced voting period, will be made available to candidates.

No person shall use the information obtained from these lists except for election purposes. The use or sale of these lists for commercial purposes is strictly prohibited.

Additions and revisions to the voters' list

Voters will be able to add themselves or revise their information on the voters' list using the Application to Amend the Voters' List. This form may be completed in a paper format and dropped off at the Municipal Office Reception desk.

A voter may also be added to the voters' list on voting day at any voting location provided they have the required proof of identity as prescribed. A list of acceptable voter identification is located on the Ministry of Municipal Affairs Website.

Additions and revisions for special voting locations

In accordance with Sections 45 (7) and (8) of the Act, special voting locations will be offered at institutions and retirement homes.

The following procedure will be used when making additions or revisions to the voters' list for residents of these locations.

1. The designated election official will contact the administrator of each institution which is to be a voting location under the Act and will request a current list of the residents of the institution in a manner agreed to by the designated official and the administrator.

2. This list and completed Form 9 will be considered proof of identification under O.Reg. 304/13 s.2.

3. The names of eligible voters on this list will be added to the voters' list.

4. The list will also serve as a request to remove residents who are no longer at this address from the list under the Sections 23 and 25 of the Act.

5. The administrator of the institution shall sign an oath indicating that the information provided is true and correct and those on the list are eligible to vote.

Secrecy

All election officials, candidates, scrutineers or other persons authorized to be in the voting place during voting hours are required to take the Oath of Secrecy in the form required and provided by the Municipal Clerk.

Every person who is present in the voting place or at the counting of the votes shall help to maintain the secrecy of the voting.

No person shall:
- Interfere with a voter or attempt to interfere with a voter who is marking a ballot;
- Obtain or attempt to obtain, at a voting place, information about how a voter intends to vote or has voted; or
- Communicate any information obtained at a voting place about how a voter intends to vote or has voted.

No voter shall take a photograph or video recording of his or her marked ballot or show his or her marked ballot to any person so as to reveal how he or she voted. If they require assistance in the voting location, an exception may be granted.

No person other than the voter shall be allowed to enter the voting screen while a

voter is voting or be in any position to see how a voter marks a ballot unless a voter requires assistance, in which case the voter and his/her designated assistant shall swear the appropriate oral oaths.

All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 and 90 of the Act.

Notices and communication

All advertisements relating to notices or information required pursuant to the Act will be published in the Listowel Banner and on the Municipal's election website.
The Municipal Clerk shall determine the date(s) of all advertisements including in which newspaper(s) the notices are to appear in order to comply with the requirements and principles of the Act.

The Municipal Clerk will also utilize a variety of social media tools to publicize and promote the municipal election.

At the end of September 2018, the Municipal Clerk will send a voter notification card (VNC) by mail to each voter whose name appears on the voters' list.

The Municipalities voters' list provider will generate a data file containing the names of voters for the Municipal Clerk to use in the preparation of the VNC's. Cards will include information on the advance and regular voting period, the voting locations, and hours of voting locations.

Any undeliverable VNC's will be returned to the Municipal Clerk's Office by Canada Post and will be stored within a secure storage area and securely destroyed after the election.

Voters who have misplaced their VNC may refer to the Municipal Website or call the Municipal Clerk's Office to get information on dates, time and voting locations.

Election officials

The Municipal Clerk shall in writing appoint election officials for the purposes of carrying out these procedures and may designate their titles and duties.

Candidates, their spouses and children are not eligible to be appointed as election officials in any capacity.

Municipal Clerk

The Municipal Clerk is responsible for preparing for and conducting the election and maintaining peace and order in connection with the election.

The Municipal Clerk may appoint such election officials as he/she considers necessary to assist with the election, shall make such appointments in writing and shall require all election officials to take an oath to protect the secrecy of the voting process and all related matters.

The Municipal Clerk may delegate such powers and duties to other election officials as he/she deems advisable, but shall retain and may continue to exercise any and all of the powers delegated to such election officials.

DRO

The Municipal Clerk appoints DRO's for each voting location to:
- Pick up ballots, tabulators and tabulator accessories at Municipal Office the morning of any voting day.
- Arrive at the voting place no later than 9:00 am.
- Be responsible for all election officials and ensure that staffing levels are sufficient at the voting place (is the final authority on any problems that arise at their assigned voting location and, where necessary, in consultation with the Municipal Clerk).
- Ensure that the voting place is set up in accordance to the voting place layout that traffic flow is adequate and all equipment is operational.
- Ensure that the proper administrative and legislative conduct of the voting place is maintained throughout the day (electors, candidates, scrutineers etc.)
- Set up the vote tabulator and initialize prior to the opening of the voting place.
- Set up of ballot box.
- Turn on the tabulator.
- Produce zero totals report and post at opening of voting place (10:00 am).
- Receive completed ballots in secrecy folders from voters.
- Process ballots through the vote tabulator.
- Advise voters of any potential errors and over votes on the ballot.
- Refer voters to Ballot Officer if they need to correct their ballot.
- Assist voters in the use of accessible voting equipment.
- At the close of the voting place, closing the vote tabulator as specified in procedures.
- Seal up ballot boxes after voting is complete.
- At 8:00 pm, after the last elector has voted, complete the closing of vote tabulator and collect all necessary forms.
- Complete voting place statement with the Poll Clerks and manage all closing procedures.
- Return tabulators, ballots and other supplies to Municipal Office after voting place has been fully closed.

DRO Revision Officer

The Municipal Clerk appoints Revision Officers for each voting location to:

- Arrive at the voting place no later than 9:00 am.
- Assist with posting of signage and with other opening procedures as required.
- Assist voters in completing an EL-15 Form Application to Amend the Voters' List and enforce revision requirements.
- Use voters' list to search, add the individual to the List and/or revise their property/voter information.
- Direct newly added or revised voters to their voting station in order to receive a ballot.
- Act as point of contact for all electors requiring assistance and assist with accessible voting.
- Assist DRO with signage take down and other duties.
- Assist DRO with packing and loading supplies (as needed).

Poll Clerks

The Municipal Clerk appoints Poll Clerks for each voting location to:
- Arrive at the voting place no later than 9:00 am.
- Assist with posting of signage and other opening procedures as required.
- Check that a voter's identification is sufficient before issuing a ballot.
- Issue written oaths of qualification to voters if identification is insufficient.
- Use voters' list to locate voters and strike them as voted.
- Direct voters to the Revision Officer if they need to be added to the voters' list or they require an amendment to their voter information.
- Assist voters as required or issue oaths to 'friends of voters'.
- Complete all the necessary forms (ballot statements)
- Assist the DRO with the removal of signage and loading of supplies for delivery to Municipal Office.

DRO Assistants

The Municipal Clerk appoints DRO Assistants for each voting location to:
- Arrive at the voting place no later than 9:00 am.
- Assist with posting of signage and with other opening procedures as required.
- Issue ballots to voters in secrecy folders and brief them on voting procedures.
- Assist Managing Officer with tabulator closing procedures and clean up.
- Assist Managing Officer with packing and loading supplies (as needed).

Greeter

The Municipal Clerk appoints Greeters for each voting location to:
- Arrive at the voting place no later than 9:00 am.
- Assists with Voting Location set up and take down, opening and closing.
- Greets electors upon entry in a friendly and helpful manner.
- Assists voters in any capacity, as required. For example, opening doors if required.
- Ensure that voters do not go into areas that do not relate to voting
- Ask voters who have their voter notification card to have acceptable identification ready to present to the Poll Clerks.

- Direct voters to the Revision Officer if they need to be added or change their information on the voters list.
- Direct voters to the correct voting location if they are unable to vote at that location.
- Ensure the voter leaves the voting location after voting – no loitering.

How often a voter may vote

A qualified voter is entitled to vote:
- only once;
- for as many candidates for an office as there are members to be elected, but only once for each candidate; and
- only once on any by-law or question included on a ballot.

A voter is entitled to **one ballot only** in the Municipality of North Perth regardless of the number of properties he or she may own in separate wards. A voter who owns multiple properties must vote in the ward in which they reside.

A person who has been appointed as a voting proxy is still entitled to vote in their own municipality, notwithstanding that he/she has voted as a voting proxy for another voter.

Appointment of a voting proxy

If a voter is unable, for any reason, to vote on any of the available voting days, they shall be able to appoint another person to act and vote on their behalf as their voting proxy using the prescribed form.

A proxy must be someone who is eligible to vote in the Municipality of North Perth.

In accordance with Sections 44(4) and 44(6) of the Act, proxy forms will be issued and certified during regular business hours Monday to Friday starting July 30, until October 22, 2018.

In order to be appointed as a proxy, a person shall:
- complete an application in the prescribed form at Municipal Office with the Municipal Clerk or designate, including the statutory declaration that he or she is the person appointed as a voting proxy; and
- if the Municipal Clerk or designate is satisfied that the person who appointed the voting proxy is a qualified elector and that the person appointed is a qualified elector to act as the voting proxy, the Municipal Clerk or designate shall certify the document.

The Municipal Clerk or designate shall provide a certified copy of the original document to the voting proxy in order for them to present this at a voting location.

When a proxy has been certified by the Municipal Clerk or designate this shall be entered and indicated as such on the voters' list.

A person acting as a voting proxy must present the certified document and acceptable identification to an election official distributing ballots at a voting location and must take the prescribed oath.

The election official at a voting location will confirm that the voter is indicated as a proxy on the voters' list, in addition to reviewing the certified proxy document, before issuing the ballot. The election official at a voting location will add a note to confirm that the voter has cast a ballot as a proxy.

A person shall not appoint more than one (1) voting proxy to vote on their behalf. A voter is allowed to act as a proxy only once for a non-related person or is allowed to act as a proxy more than once if he or she is voting on behalf of immediate family members (spouse, sibling, parent, children, grandparent, and grandchild). However, they cannot act as a proxy for both family members and a non-related person for the same election.

A person who votes as a voting proxy is also entitled to vote in his or her own right.

Candidates and scrutineers

Candidates may appoint scrutineers in writing to represent them at the voting place. Scrutineers must show their EL12A written appointment form to election officials upon entry and upon request in accordance with Section 16(6) of the Act. Election officials are responsible for the conduct of the voting location and no candidate or scrutineer has a right to interfere with an election official in the discharge of his/her duties. If a scrutineer or candidate is found to be obstructive in any way, he or she will be removed by an election official.

During the fifteen minutes prior to the opening of the voting place, scrutineers are permitted to inspect, without touching, the ballots, the voters' list and all other papers, forms and documents relating to the vote but not so as to delay the timely opening of the voting place.

Pursuant to Section 42(4) of the Act, only one scrutineer per vote tabulator will be permitted to be a witness at each voting location at a time. If a candidate or another scrutineer working on behalf of the same candidate enters the voting place, the prior scrutineer shall be required to leave. Candidates themselves are only permitted to be in a voting location for the purposes of casting their ballot or serving in the capacity of a witness for their own campaign. Outside of this, no candidate shall be allowed to have more witnesses than vote tabulators in a voting location at one time.

Scrutineers shall provide any necessary supplies themselves, as sitting directly at the tables provided for election officials is not permitted.

Scrutineers are not allowed to enter a voting screen or to be in a position to witness how a voter marks their ballot.

If a voter is objected to by a scrutineer, the election official shall note the objection and require the voter to take a prescribed oath of qualification prior to the issuance of a ballot. Election officials have the final word as to whether a voter is qualified to cast a ballot. To uphold the secrecy of the vote, scrutineers will not be permitted to examine or object to ballots as they are being processed by way of the vote tabulator.

Scrutineers may place their seal on the ballot transfer box after tabulation has occurred and only after the election official seals the ballot transfer box, in order that ballots cannot be deposited or withdrawn without breaking said seal.

After tabulation, the election official shall provide a candidate/scrutineer with a printout of the results signed by the election official if requested.

Vote tabulators

The Municipal Clerk shall provide at least one vote tabulator at each designated voting location during the advanced voting period and on voting day. The Municipal Clerk will only provide a Ballot Box at each special voting location (Caressant Care Nursing Home and the Listowel Memorial Hospital).

Programming vote tabulators

The vote tabulators shall be programmed so that a printed record of the number of votes cast for each candidate can be produced upon the close of voting locations.

The vote tabulators shall be programmed so that the following ballots will be returned by the tabulator to the voter for inspection:

1. A ballot that is damaged or defective or has been marked in such a way or not marked sufficiently, that it cannot be properly processed by the vote tabulator.

2. A ballot with more designated voting spaces marked for an office than which a voter is entitled to vote, known as an over-vote.

3. A ballot which has no designated voting spaces marked, known as a blank ballot.

The vote tabulators will be programmed to accept and will not return a ballot which has some designated voting spaces marked for an office but with fewer votes cast than that which is allowable, known as under-votes.

If a damaged or defective ballot is returned, the voter will be given the opportunity to complete another ballot.

If a voter indicates to an election official that they wish to cast an over-voted ballot, the election official will override the system and cast the over-voted ballot. Only those offices correctly marked will be counted as part of the election results.

Testing vote tabulators

Prior to voting day, the Municipal Clerk shall have the vote tabulators tested to ensure that they will accurately count the votes for all candidates that are marked with the pen provided and with a valid mark in the designated area.

When testing the vote tabulators, adequate safeguards shall be taken to ensure that the system, or any part of it, that is used for processing and tabulating votes is isolated from all other applications or programs and that no remote devices are capable of gaining access to the system.

There are several testing phases before the voting equipment is ready for use during the advance voting period or for voting day.

Testing Vote Tabulators (Diagnostic Testing)
This test will ensure that the clock, LCD display, system memory, printer, serial port, auxiliary port, and ballot reader are all functioning properly.

Testing Memory Cards
This will test every memory card to ensure it is not defective.

Testing Ballots
Once the ballots have been printed and received, a test deck must be prepared and tested on each machine. A test deck shall include every type of ballot and be comprised of samples of blank ballots, under-voted ballots, over-voted ballots, and properly completed ballots.

If an error is detected in any test, the cause of the error shall be ascertained and corrected. The test will be repeated until an errorless count is confirmed.

Testing ballots

The test shall be conducted as follows:

1. Assign a varying number of votes to a pre-audited group of ballots marked with the designated black ballot marking pen in designated areas;

2. Manually count each valid vote and record the results;

3. Tabulate the pre-audited ballots using the vote tabulator; and

4. Count Test - proceed with Count Test Ballots and press YES to Print Zero Ballots. Once the report is finished printing, press NO in response to recirculate ballots message. The display will now show the Poll ID and the Total Count information as well as whether the deflector is operable. Insert each ballot in the test deck. Once all ballots have been fed into the scanner, feed the Ender Card while pressing the YES and NO buttons. Once ended and locked, the display will prompt Print Test Results? Press YES.

5. Compare the output of the tabulator with the pre-audited results.

Defective machines and spare tabulators

In the event that a memory card or vote tabulator must be replaced, a new vote tabulator, which has previously been tested, will be put into operation.

Prior to voting day, any spare vote tabulators shall be tested using the same procedures along with the other vote tabulators.

Test documentation

A complete record of all testing phases shall be retained. In the event that the competency of the voting equipment is questioned, all printouts, reports, and the test decks shall be retained for verification purposes. The Municipal Clerk shall, at the completion of the test, retain the programs, test materials and ballots in the manner provided for in the Act for the keeping of election records. The Municipal Clerk shall have access to the pre-audited group of ballots and other materials used in the programming of the vote tabulators.

Re-Testing of Vote Tabulators

In the event that a tabulator malfunctions during the voting process, it may be necessary for an adjustment or replacement of the "read heads" on the tabulators. If this is necessary, the following procedure is to be followed:

1. The DRO shall pack up the faulty equipment and seal the ballot box that has received ballots read by the vote tabulator prior to the fault occurring. The sealed ballot box shall be clearly labelled as "counted ballots" and set aside in a secure area until the close of voting

2. The DRO will use a new ballot box clearly labelled as "not yet counted ballots" that has been verified as empty prior to its use in accordance with established procedures, and use this new ballot box to manually receive marked ballots.

3. Prior to the close of voting, the DRO will consult with the Municipal Clerk as to whether a replacement vote tabulator will be brought to the

Voting Place, or if all of the sealed ballot boxes are to be brought to Municipal Office

4. The Clerk shall test the replacement vote tabulator in accordance with the Testing of Vote Tabulator Procedures and once satisfied, shall use the vote tabulator to count the marked ballots from the ballot box labelled "not yet counted ballots."

Voting locations

An Advanced Voting Location will be held in the North Perth Council Chambers on Saturday October 13th, 2018 from 10:00 a.m. until 4:00 p.m. and at the Elma Logan Complex on Wednesday, October 17th, 2018 from 4:00 p.m. until 8:00 p.m.

Voters will cast their ballot at the following voting locations on October 22, 2018 between the hours of 10:00 a.m. and 8:00 p.m.:
- Parkview Gardens - Listowel Ward Residents vote at Parkview Gardens, 575 Elizabeth St. E., Listowel
- Wallace Community Centre - Wallace Ward Residents vote at the Wallace Community Centre, 6670 Perth Line 88, Kurtzville
- Elma Memorial Community Centre - Elma Ward Residents vote at the Elma Memorial Community Centre, 251 Main St., Atwood

Reduced Voting Locations will be at Caressant Care, 710 Reserve Avenue South, Listowel between the hours of 10:00 a.m. and 12:00 noon and the Listowel Memorial Hospital, 255 Elizabeth Street East, Listowel between the hours of 1:00 p.m. and 3:00 p.m.

A list of the Voting Locations will be at the Municipal Clerk's Office or found on the Municipality's Election website at www.northperth.ca.

Opening voting locations

The DRO will set up the vote tabulator and ballot box.

Using the security key, the election official will access the administration menu and will initiate the "open voting location" process.

At the opening of each voting location, for each vote tabulator, the DRO shall:

1. In the presence of all scrutineers and election officials present, cause the vote tabulator to print a copy of all totals on the memory card before the opening of the voting place confirming zero totals.

2. If the totals are zero for all candidates, the election official shall ensure that two zero printouts are printed, one to remain affixed to the vote tabulator and one posted at the location until the results are printed by the vote tabulator after the close of the vote. Election officials and

candidates/scrutineers may sign the zero totals report, if they so desire.

3. If the totals are not zero for all candidates, the election official shall immediately notify the Municipal Clerk and shall conduct the vote using the back-up ballot box until the vote tabulator is made operational or the Municipal Clerk provides a back-up vote tabulator to the voting location.

Re-opening voting locations

On subsequent days of continuous voting during the advanced voting period or with subsequent special voting locations, an election official shall:

1. Pick up the vote tabulator and other election supplies from the Municipal Office and set up at the advance voting location;

2. Plug in the vote tabulator and verify the number of ballots cast on the display with the number of ballots cast from the previous count; and

3. Remove the seals on the ballot box and the vote tabulator, and voting is to resume.

Live voters' list

Election officials at all the advance voting and voting day locations will utilize a voters' list. All voters will be struck off the voters' list and this will be recorded after a voter has received a ballot.

Accessible voting options

The Deputy Returning Officer may permit an Elector who needs assistance in voting to have such assistance as the Deputy Returning Officer considers necessary. The Support Person, upon the completion of the prescribed oath, may accompany the Elector behind the voting screen to assist the Elector in the voting process. Each voting place will be equipped with magnifiers for any voter requiring assistance with visual impairment.

Staff communication

The DRO at each voting location shall act as the single point of contact for all other voting location staff and shall be responsible for communicating questions and requests to the appropriate staff member.

This includes contacting the Municipal Clerk's Office if supplies are needed at the voting location, if there is a security concern, or if the DRO is otherwise unable to answer a question from staff or the public.

Staff communication will be conducted by telephone.

Normal circumstances

If an individual arrives at a location and indicates that they are not yet on the voters' list they will be directed to the revision table. If the individual has an acceptable piece of identification, an election official shall:

1. review his/her identification and VNC to confirm that the individual meets the criteria to be a voter in the Municipality of North Perth ;

2. have the voter complete an application to amend the voters' list;

3. add the voter to the live voters' list; and

4. direct the voter to the ballot issuing table.

If the individual does not have an acceptable piece of identification, an election official shall decline to add them to the voters' list.

If a voter arrives at a location and indicates that they are already on the voters' list they will be directed to the ballot issuing table. An election official will review his/her identification to validate his/her identity and ensure that their name appears on the voters' list. If he/she does not have the prescribed identification but is listed on the voters' list, the election official will have the voter swear the prescribed EL26 oath of qualification and complete a Form 9 declaration of identity. When satisfied that the voter's identity is validated, the election official shall:

1. provide the appropriate initialed ballot to the voter;

2. provide a secrecy folder to the voter;

3. briefly explain the voting procedure; and

4. strike the voter off of the live voters' list.

Upon receiving the ballot, the voter shall:

1. immediately proceed to an unoccupied voting screen, and

2. using the ballot marking pen provided, vote by filling in the designated space next to the candidate of their choice for each office.

After marking the ballot behind the voting screen, the voter shall:

1. insert the ballot into the secrecy folder with the election official's initials showing;

2. leave the voting screen without delay; and

3. deliver the secrecy folder containing the ballot to the election official at the vote tabulator.

The election official at the vote tabulator, in the presence of the voter and without removing the ballot from the secrecy folder, shall:

1. verify the initials of the appropriate election official; and

2. insert or assist the voter to insert the secrecy folder containing the ballot, with the initials of the appropriate election official face down into the feed area of the vote tabulator until the vote tabulator draws the ballot from the secrecy folder in full view of the voter.

Extraordinary circumstances

Vote tabulator detects a blank ballot

A blank ballot shall be identified as such when placed through the vote tabulator and shall be returned to the election official who will provide the voter an opportunity to review their ballot.

If the voter who delivered the ballot is present but declines to review or accept another ballot, or is not present, the election official shall override the vote tabulator to accept the ballot and re-insert it into the ballot feed of the vote tabulator.

Vote tabulator determines an over-vote

If the vote tabulator display shows that the ballot contains an over-vote, the election official shall offer the voter a replacement ballot and mark the over- voted ballot "spoiled/replaced", place the ballot in the "replaced/declined" envelope and deliver another ballot to the voter. The replacement ballot will then be re-inserted into the ballot feed of the vote tabulator.

If the voter who delivered the ballot is present but declines to accept another ballot, or is not present, the election official shall override the vote tabulator to accept the ballot and re-insert it into the ballot feed of the vote tabulator. Votes for over-voted races will not be counted.

Vote tabulator determines an under-vote

An under voted office on a ballot shall not be identified as such when placed through the vote tabulator. A ballot with under votes for any office will automatically be accepted and processed by the vote tabulator. Votes will only be counted for those offices marked by the voter.

Vote tabulator cannot read or rejects a damaged or defective ballot

If a ballot is returned by the vote tabulator and the voter who delivered the ballot is present, the election official shall re-insert the ballot into the feed area of the vote tabulator.

If the vote tabulator again rejects the ballot, the election official shall mark the ballot "spoiled/replaced", place the ballot in the "replaced/declined" envelope and deliver another ballot to the voter. After the replacement ballot has been marked by the voter, it will then be re-inserted into the ballot feed of the vote tabulator.

If the voter who delivered the ballot is present but declines to accept another ballot, the election official shall mark the ballot "declined" and insert the original ballot into the "replaced/declined" envelope.

If the voter who delivered the ballot is not present, the election official shall re-insert the ballot into the feed area of the vote tabulator.

Vote tabulator is not operational

If a vote tabulator is not operational at the time that a voter casts his/her ballot, the appropriate election official shall:

1. insert the ballot into a backup ballot box until the vote tabulator becomes operational; and then

2. process all ballots stored in the backup ballot box through the vote tabulator after the close of the voting location.

Vote tabulator malfunctions during the voting process

In the event that a tabulator malfunctions during the voting process and the memory card is still functional, it may be necessary for an adjustment or replacement of the tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare vote tabulator.

The following steps shall be performed in order to smoothly and quickly replace the faulty equipment and resume the regular voting activities.

1. The election official shall remove the memory card from the malfunctioning tabulator, and insert the memory card into the replacement tabulator.

2. The election official shall pack up the faulty equipment and set up the substitute vote tabulator. In an effort to expedite the replacement, the election official who delivered the replacement tabulator may assist in packing up the faulty equipment.

3. The election official shall turn on the replacement tabulator and proceed to print a re-start tape. No results are displayed on this tape. The election official shall then sign the re-start tape and leave the tape attached to vote tabulator. The existing ballot box continues to be used to accept ballots that are to be fed through the replacement tabulator for the remainder of the day.

In the event that a memory card malfunctions, the election official shall immediately contact the Municipal Clerk's Office. Once a replacement tabulator with new memory cards has been provided, the election official shall:

1. Verify that the replacement vote tabulator and memory cards are operational, power down the malfunctioning tabulator and set it aside in a secure location until the close of the voting location.

2. Affix the new operational tabulator and memory cards onto the ballot box to accept ballots that are to be fed through the tabulator for the remainder of the day.

3. The election official shall turn on the vote tabulator and proceed to print, verify and sign the zero totals report, as was done prior to the opening of the voting location.

4. The ballots in the backup ballot box will be fed through the vote tabulator after the close of the voting location.

At no time shall a voter be prevented from voting.

Closing voting locations

Advanced voting

At the designated time at which the voting must end on each advanced voting day, an election official will announce that the voting location is closed and lock the doors. They will allow any voters who are in the voting location at the time of the announcement to complete the voting process.

If a vote tabulator has been used for advance voting, the procedures contained in this Section shall be followed by the DRO or election official to close the advance voting place.

1. The DRO or election official shall, after the close of the advance voting, check to ensure all ballots have been processed.

2. Look at the display on the vote tabulator and write down the number of ballots processed through the unit. The number will later be recorded on the statement form.

3. Turn the vote tabulator off and place it in the carry case provided; Note: if the tabulator is to be used on a daily basis, the DRO shall ensure that the memory packs and tabulators are individually secured.

4. Seal the ballot box to ensure the box cannot be re-opened without breaking the seals and to cover the ballot slot.

5. In full view, remove the Zero Totals Report from the vote tabulator and unsecure the metal plate on the vote tabulator and remove the memory pack. Place the memory pack and the Zero Totals Report into the security envelope and seal the envelope.

6. Make out a statement in duplicate of the number of
   a)   ballots received from the Clerk
   b)   ballots counted by the vote tabulator;
   c)   cancelled ballots;
   d)   defective ballots; and
   e)   unused ballots.

7. Sign and place the original copy of the statement in the return envelope to be delivered to the Clerk.

8. Ensure that the original signed statement, the security envelope (containing the Zero Totals Report and the memory pack) and the copies of Application of Entry on Voters' List at the Voting Place forms are all placed in the return envelope. Seal the return envelope and set aside.

9. Place all other used forms, unused forms and supplies into the ballot transfer carrying container. Seal the case in such a way so that it cannot be reopened without breaking the seal.

10. The DRO shall deliver the transfer carrying container, all ballot boxes, voting compartments, the vote tabulator and the return envelope to the Clerk.

Voting day

At 8:00 pm on voting day, an election official will announce that the voting location is closed and lock the doors. They will allow any voters who are in the voting location at the time of the announcement to complete the voting process.

1. The election official shall, after the close of voting, check the back-up ballot (if required) box for ballots to ensure all ballots have been processed.

2. Look at the display on the vote tabulator and write down the number of ballots processed through the unit. The number will later be recorded on the statement form.

3. Then secure the vote tabulator against receiving any more ballots by invoking the "close voting location" procedure for the tabulator.

4. Seal the ballot box to ensure the box cannot be reopened without breaking the seal and to cover the ballot slot.

5. The DRO will then obtain a printed record of vote results given for each candidate.

6. The DRO sign the certificate portion of the printed record along with any scrutineers or candidates who are present and wish to sign.

7. The DRO will remove the zero totals report and attached printed record of vote results from the vote tabulator and place them in the statement envelope;

8. The DRO will provide additional copies of printouts for any scrutineer upon request.

9. Turn off the vote tabulator;

10. Communicate by telephone the results to the Clerk's Office

11. Make out a statement in duplicate of the number of,
    a)   ballots received from the Clerk;
    b)   ballots counted by the vote tabulator;
    c)   cancelled ballots;
    d)   defective ballots; and
    e)   ballots unused.

12. Sign and place the original copy of the statement in the statement envelope;

13. Attach the duplicate copy of the statement and all ballots that have been counted by the vote tabulator to the Voters' List;

14. Ensure that the original signed statement, the security envelope (containing the Zero Totals Report with one copy of Election Results Report as provided by the vote tabulator) and the copies of Application of Entry on Voters' List at the Voting Place forms are all placed in the return envelope. Seal the return envelope and set aside.

15. Place all other used forms, unused forms and supplies into the ballot transfer carrying container. Seal the container in such a way so that it cannot be reopened without breaking the seal.

16. The DRO shall deliver the transfer carrying container, all ballot boxes, voting compartments, the vote tabulator and the return envelope to the Clerk.

17. If a vote tabulator has been used to tabulate votes cast in a voting place but the tabulation of the votes cannot be completed because the vote tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the election official shall, after the close of the voting and after determining the tabulation cannot be completed:

   a. seal the ballot box in such a manner that it cannot be opened or any ballots be deposited in it without breaking the seal;

   b. secure the vote tabulator against receiving any more ballots;

   c. deliver the ballot box, all supplies, and vote tabulator to Municipal Office where a back-up vote tabulator is located;

   d. run an open voting location tape and ensure that the totals of the back-up vote tabulator are zero for all candidates, by-laws and questions;

   e. insert all the ballots from the ballot box into the back-up vote tabulator, and;

   f. follow the closing procedures outlined above.

No Vote Tabulator Provided

If a vote tabulator has not been provided to tabulate votes cast in a voting place, the DRO shall immediately after the close of voting:

1. The DRO will seal the ballot box to ensure the box cannot be re-opened without breaking the seal and to cover the ballot slot;

2. The DRO make out a statement in duplicate of the number of,

       a) ballots received from the Clerk;
       b) ballots used;
       c) cancelled ballots, and
       d) ballots unused.

3. The DRO will sign and place the original copy of the statement in the statement envelope;

4. The DRO will attach the duplicate copy of the statement to the Voters' List;

5. Ensure that the original signed statement, the security envelope and the duplicate copies of Application of Entry on Voters' List at the Voting Place forms are placed in the return envelope. Seal the return envelope and set aside;

6. Place all other used forms, unused forms and supplies into the ballot transfer carrying container. Seal the container in such a way so that it cannot be reopened without breaking the seal.

7. The DRO shall deliver the transfer carrying container, all ballot boxes, voting compartments, the vote tabulator and the return envelope to the Clerk.

Results

Advanced and special voting locations

The Act provides that the total number of votes cast for each candidate at an advanced voting location or at a special voting location that has reduced opening hours shall not be printed and closing procedures not followed until after 8:00pm on voting day.

Once the advanced voting period and the special voting place voting closes, the vote tabulator and ballot boxes containing the ballots cast during the advanced voting period will be securely stored by the Municipal Clerk until 8:00pm on voting day at which time they will then be tabulated by an election official at Parkview Gardens Listowel using the same procedure outlined above.

Once the votes have been tabulated, the DRO at each voting location will communicate the results by telephone to the Clerk or designate at the Municipal Office. The results will be posted on the Screens in the Council Chambers and Committee Room at the Municipal Office.

If, at the close of the voting, the Municipal Clerk is of the opinion that it is not possible to count the votes with the vote tabulators, he or she may direct that all the votes cast in the election shall be counted manually following as far as practicable the provisions of the Act governing the counting of votes. The total of votes cast for each candidate, as tabulated by any such manual vote counting process as accepted by the Municipal Clerk is deemed to be final.

The Municipal Clerk shall, at the completion of the count, retain the programs, memory cards, test materials and ballots in the same manner as is provided for in the Act for the keeping of election records and shall not alter or make changes to the materials.

Unofficial results will be made available when all the necessary information has been received and verified.

The Municipal Clerk will make an official declaration of election results as soon as possible after voting day.

Recounts

In accordance with Section 60 of the Act, if a recount of votes is held, the votes shall be counted in the same manner with the same vote tabulators that were used on voting day.

All vote tabulators to be used in the recount shall be the same tabulators used in the regular election.

The Municipal Clerk shall attend the recount and bring the ballot boxes, vote tabulators, statement envelopes and all documents that, in the opinion of the Municipal Clerk, are relevant to the recount.

The procedure at the recount shall be as follows:

1. A memory card will be inserted into each vote tabulator to be used for the recount.

2. A zero tape will be generated to ensure that no votes are recorded for any candidate.

3. After each tabulator has completed the processing of ballots, a results tape will be generated.

4. Statistics on the results tape relating to offices that are not subject to the recount, will be severed by an election official to ensure that the recount is in compliance with the direction of Council.

5. Municipal staff will replace each memory card in its respective tabulator, and re-package and seal the tabulator.

Municipal staff will process ballots and tabulate the results as follows:

1. Ballot transfer boxes will be opened by breaking the seals one box at a time for each vote tabulator in use. Subsequent ballot transfer boxes will be opened in the same manner only after the preceding ballots have been processed and the ballots returned to and sealed inside their original ballot transfer box.

2. Ballots will be inserted into the vote tabulators face down. Candidates and other observers present during the audit will not be permitted to examine ballots as they are processed through the vote tabulators, and will not be permitted to dispute the validity of any ballot or how the votes on any ballot are counted by the tabulators.

3. In the event of that a ballot is torn or otherwise not accepted by a vote tabulator, where there are marks on the ballot in the designated voting space(s) the following procedure will be followed:

a. the ballot will be marked "spoiled/replaced";
b. a replacement ballot will be prepared in full view of any candidates or scrutineers present by marking a new ballot with the same marks made on the original ballot, and the replacement ballot shall be clearly labeled "replacement" and given a serial number which shall also be recorded on the spoiled ballot;
c. a replacement ballot will be substituted for the spoiled ballot and fed into the vote tabulator; and,
d. the spoiled ballot will be placed in the appropriate envelope.

At the conclusion of the recount, the Municipal Clerk will announce the results of the recount and provide a copy of the final recount report to each candidate for the office of the position that was recounted.

A recount shall not be conducted in any other manner or using any other procedure unless otherwise ordered and specified by a judge.

Financial filings

Candidates

Candidates are responsible for all financial aspects of their own election campaign. The provisions relative to the financial responsibilities are found under Sections 88.8 to 88.32.

A candidate shall file with the Municipal Clerk a financial statement in accordance with the legislation reflecting the candidate's election campaign finances.

Financial statements are still required from candidates who have withdrawn their nomination.

In accordance with Section 88.25 of the Act, a candidate shall file with the Municipal 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 on or before 2 p.m. on December 31 in the year of the election.

The Municipal Clerk or designate will review all financial statements and identify any contributions made to candidates (and third-party advertisers) in excess of the legislated limit. If there are any apparent contraventions, it is required that the Municipal Clerk report these to the Municipal Election Compliance Audit Committee for further investigation.

Candidates and third party advertisers must file their financial statement on or before 2:00 pm Friday, March 29, 2019.
If a candidate/third party advertiser feels that they will not meet the deadline, they may apply to the courts for an extension prior to the March 29, 2019 deadline

Third party advertisers

In accordance with Section 88.29 of the Act, 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, on or before 2 p.m. on December 31 in the year of the election.

Compliance audit

Every municipality is required to appoint a Compliance Audit Committee. The purpose of this Committee is to receive and review any applications that may be received by an eligible elector who believes that a Candidate has contravened the Act relating to campaign finances.

Candidates should familiarize themselves with the campaign finance requirements and penalty provisions under the Act for themselves or any contributor to their campaign.

The Municipality of North Perth has partnered with the other municipalities in Perth County to establish one Compliance Audit Committee to act on behalf of each of the municipalities.

Election records

Candidates

Use of the voters' list, list of changes to the voters' list and all other documentation containing personal voter information shall be protected by the candidate and shall not be used for any other purpose other than the 2018 Municipal Election.

All voter information obtained by the candidate during the 2018 Municipal Election shall be destroyed by the candidate after the election, either by returning the documents to the Municipal Clerk for destruction or by securely shredding or deleting it from the candidate's computer or other devices.
As per the proper use of voters' list form signed by each candidate, the voters' list is for election purposes only and if records are shared by the candidate with others, such as campaign workers, they are prohibited by the Act from using the list for commercial or any other purposes and all shared and associated election records shall also be protected and destroyed, once the election has taken place.

Municipal Clerk and election officials

Subject to a judge's order or recount proceedings, after 120 days from the declaration of the election results the Municipal Clerk shall destroy the ballots in the presence of two witnesses. The Municipal Clerk may also destroy any other election documents and materials related to the election records with the exception of the campaign financial statements filed by the candidates, in accordance with Section 88 of the Act.

Prior to the destruction of records, a "records destruction form" must be completed and approved by the Municipal Clerk's Office in accordance with the Municipality of North Perth retention by-law and corporate destruction process. As the destruction of election records is carried out, the two witnesses shall complete the "witness statements as to the destruction of ballots" form.

The ballots and any other documents shall not be destroyed if a court orders that they be retained or if a recount has been commenced and not finalized within 120 days.

The Municipal Clerk shall retain candidate financial statements and auditor's report until the next regular election has taken place to elect members of council or a local board for the following term.

Corrupt practices, offences and penalties

Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.

These include a person who:

- votes without being entitled to do so;
- votes more times than this Act allows;
- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a ballot to anyone;
- deals with a ballot, without having authority to do so;
- attempts to do something described above.

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of $25,000 and or a maximum imprisonment of six (6) months.

Emergencies

In accordance with Section 53 of the Act, the Clerk may declare an emergency if he/she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act.

Upon declaring an emergency, the Clerk is authorized to make any arrangements he/she considers advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

The emergency continues until the Clerk declares that it has ended.

Definitions

For the purposes of these procedures,

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

Advanced voting period— means the period of voting prior to voting day in accordance with the Act.

Ballot— means a ballot prepared under subsections 41(1), 41(2) and 41(6) of the Act.

Ballot-Marking Pen— means the designated ballot-marking pen provided by an election official for the use of a voter to mark the ballot.

Ballot transfer box— means the box in which the ballots are placed at the close of a voting location which is used to transport the ballots to a location designated by the Clerk.

Blank ballot— means a ballot that could not be read by the vote tabulator because the ballot was completely blank or the marks on the ballot were in an area where the marks could not be read by the vote tabulator.

Candidate— means a person who has filed a nomination paper and has been certified by the Clerk.

Clerk— means the Returning Officer for the municipal election or his/her designate.

Election official— means any person designated by the Municipal Clerk to perform

certain election functions. The term "election official" includes but is not limited to the following: Deputy Returning Officer (DRO), DRO Revision Officers, Poll Clerks, DRO Assistants and Greeters.

Election website— means the 2018 Municipal Election website w ww.northperth.ca/municipal elections.

Memory card— means a removable device where all tabulated ballot totals are stored.

Municipal VoterView (MVV) — means the electronic voters' list management system provided by the Municipality's Voters' List provider.

Office— means an elected position which is governed by the Act (i.e. Mayor, Councillor, School Board Trustee).

Over-vote— means when an office on the ballot has been marked to select more than the number of candidates indicated as permitted on the ballot. At voting locations, the tabulator will indicate when a ballot has over-voted offices and the voter will be given an opportunity to remark a new ballot or cast the over-voted ballot. If a ballot is cast with an over-voted office, no votes will be counted for that office.

Proxy voter— means an appointed voter who casts a ballot on behalf of another voter who is unable to vote. A person is allowed to act as a proxy only once for a non-related person. A person is allowed to act as a proxy more than once if they are voting on behalf of immediate family members (spouse, sibling, parent, children, grandparent, and grandchild). However, they cannot act as a proxy for both family members and a non-related person for the same election. A voting proxy is appointed using a proxy form that is certified and approved by the Municipal Clerk's Office.

Scrutineer— means a person appointed in writing by a candidate to oversee the voting process at a specific voting place or during results tabulation.

Secrecy folder— means an apparatus in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot.

Special voting locations— means a voting place that has been designated in accordance with Section 45. (7) of the Act.

Under-vote— means when a ballot has been marked to select less than the number of candidates indicated as permitted on the ballot. Voters are allowed to under-vote a ballot if they choose. If a paper ballot is cast with an under- voted office, the tabulator will not indicate this, and those votes cast will be counted.

Valid mark— means a mark made, in accordance with the instructions on the

ballot, in the designated space on the ballot next to a candidate's name using the black ballot-marking pen provided by the election official.

Vote tabulator— means a machine that digitally scans the ballots to read the votes and tabulate the results on a memory card.

Voter — means a person who meets the qualifications as determined under the Act and appears on the voters' list or is added to the list during the revision period.

Voters' list— means information prepared by the Municipal Clerk, enumerating the names and voting entitlement of voters as provided by the Municipal Property Assessment Corporation (MPAC) and as amended in accordance with the Act.

Voters' list provider— means Datafix.

Voter notification cards (VNC's) — means the correspondence containing election information to be sent by the Municipal Clerk to all voters on the voters' list in North Perth at the end of September 2018.

Voting day— means the day on which the final votes will be taken in accordance with Section 5 of the Act. This Municipal Election voting day will be Monday, October 22, 2018.

Voting location— means the physical location (building) and its surrounding property which has been designated by the Municipal Clerk under Section 45 of the Act and where voters may attend to cast their vote using a vote tabulator in the Municipal Election.

Voting screen— means an area designated to provide privacy to a voter while they mark the ballot.

Contact information

For more information about the 2018 Municipal Election, you can contact the Clerk's Office by:

Telephone   519-292-2062

Email   pberfelz@northperth.ca

Website   www.northperth.ca

In-person   Municipal Office
                   330 Wallace Ave. N.,
                   Listowel, ON
                   N4W 1L3

APPENDIX A
Table 1 - Index of forms for the 2018 Election

Provincial Statutory Forms	
Form Number	**Form Name**
Form 1	Nomination Paper
Form 2	Ballot
Form 3	Appointment for Voting Proxy - English
Form 3	Appointment for Voting Proxy - French
Form 4	Financial Statement – Auditor's Report
Form 5	Financial Statement – Subsequent Expenses
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration (Question on the Ballot)
Form 8	Financial Statement Auditor's Report (Question on the Ballot)
Form 9	Declaration of Identity
Municipal Forms	
Form Number	**Form Name**
EL07	List of Certified Candidates
EL08	Certificate of Election Results
EL11	Appointment and Oath of Election Officials
EL12(A)	Appointment of Scrutineer by Candidate
EL12(B)	Oral Oath of Secrecy for Scrutineer or Candidate
EL14	Candidate's Declaration – Proper Use of Voter's List
EL15(A)	Application to Amend Voters List - English
EL15(B)	Application to Amend the Voters List - French
EL16	Application for Removal of Another's Name from the Voter's List
EL17(A)	Nomination Paper
EL17(B)	Notice of Additional Nominations
EL18(A)	Declaration of a Qualified Candidate – Mayor and Council
EL18(B)	Declaration of a Qualified Candidate - School Trustee
EL19	Withdrawal of Nomination
EL20	Declaration of Acclamation
EL22	Certificate of the Voters' List
EL25(A)	Certificate and Receipt for Ballots
EL25(A)	Certificate and Receipt for Ballots (Advanced)
EL25(A)	Certificate and Receipt for Ballots (Managing Officer/Rover)
EL25(A)	Certificate and Receipt for Ballots (Managing Officer)
EL26(A)	Oral Oath of Qualification - English
EL26(B)	Oral Oath of Qualification - French
EL27(A)	Oral Oath of Friend or Interpreter or Incapacity to Vote Without Assistance - English
EL27(B)	Oral Oath of Friend or Interpreter or Incapacity to Vote Without Assistance - French
EL29(A)	Voting instructions (Manual Count Ballot)
EL32	Declaration of Election Candidate
EL35	Notice of Offence, Notice of Corrupt Practice
EL37(A)	Certificate of Maximum Campaign Expenses - Candidate
EL37(B)	Certificate of Maximum Amount of Contributions - Own Campaign
EL37(C)	Certificate of Maximum Amount of Expenses for Parties Etc. - Candidate

EL38	Witness Statements as to Destruction of Ballots
EL39	Notice of Recount
EL40	Recount Results
EL41	Declaration of Recount Results
EL42(A)	Notice to Candidate of Filing Requirements
EL42(B)	Notice to Registered Third Party of Filing Requirements
EL43(A)	Notice of Default - Candidate
EL43(B)	Notice of Default – Registered Third Party
EL46	Ballots Account
EL46 (A)	Managing Officer's Final Statement (Advance)
EL46 (B)	Managing Officer's Final Statement
EL46 (C)	Managing Officer's/Rover Final Statement
EL47(A)	Election Official Application - Internal
EL47(B)	Election Official Application - External
EL50	Proxy Voting Procedures
EL51(A)	Sample Voting Place Floor Plan – Regular
EL51(B)	Sample Voting Place Floor Plan – Special Voting Locations
EL53	Application to Re-issue Voter's Information Letter
Municipality of North Perth Forms	
Form Number	**Form Name**
NP 1	Acceptable Documents for Voter Identification
NP 2	Affidavit of Common Law Status
NP 3	Affidavit of Residence (no permanent lodging place)
NP 4	Application for Compliance Audit
NP 5	Election Signs Information
NP 6	Municipal Election Sign form
NP 7	Procedures for how to find out if someone is on the list and how to make changes to the list
NP 8	Oath of Representative of Institution Completing Form EL15 on behalf of Resident
NP 10	Vote Tabulator Statement (Advanced Voting Location)
NP 11	Vote Tabulator Statement (Rover)
NP 12	Record sheet of serial numbers for replaced/declined envelopes
NP 13	Notice of Collection and Consent to Release Personal Information

Required forms will be made available on the Municipality's election website as they are finalized.