



Township of Uxbridge  
**Candidate Handbook**  
2022 Municipal Election

Updated: April 2022

This document is available in alternate formats upon request.  
Please contact the Clerk's Department at 905-852-9181



The Corporation of the  
**Township  
Of  
Uxbridge**  
In The Regional Municipality of Durham

Dear Candidate:

This handbook has been prepared by the Township of Uxbridge Clerk's Department to assist you, as a candidate for elected office, in the upcoming Municipal Election. It includes information on legislative requirements, key dates, and procedures regarding nominations for office, election expenses, and qualification requirements for candidates. Additional information, including a brief summary of the duties and responsibilities of Council has also been included.

This Candidate handbook has been prepared for candidates seeking office to the Council of the Township of Uxbridge or local School Board. The contents of this document are intended only as a guide to certain relevant information and it not meant to cover all information required by a candidate in a municipal election.

Candidates should refer directly to the *Municipal Elections Act, 1996* for specific provisions and additional details. The Act is available from Publications Ontario (1-800-668-9938), or online at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

Candidates should also refer to the Ontario Municipal Elections Guides, published by the Ontario Ministry of Municipal Affairs in 2022. The guide is available at the following website: <https://www.ontario.ca/page/municipal-elections>

As the campaign progresses, candidates will receive additional information from the Clerk's Office. Therefore, it is **imperative that candidates notify the Clerk of any contact information changes.**

The primary mode of communication to candidates will be via email unless notice is required to be sent via registered mail. We encourage you to visit the Township's election website at <http://uxbridge.ca/elections> on an on-going basis for 2022 municipal election information.

Clerk's Department staff will be pleased to assist you with any questions you may have concerning the election process, forms, method of voting, voters' list or other matters related to the municipal election. Please contact our office at one of the numbers listed on the following pages or through email.

Regards,

Debbie Leroux  
Director of Legislative Services/Clerk

Josh Machesney  
Deputy Clerk

## Document Change Tracker

Change Date	Affected Section(s)
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## Introductions

### Clerk's Department Election Resource Staff

Debbie. Leroux, Director of Legislative Services/Clerk and Returning Officer  
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E-mail: [dleroux@uxbridge.ca](mailto:dleroux@uxbridge.ca)

Josh Machesney, Deputy Clerk and Deputy Returning Officer  
Phone: 905-852-9181 ext. 209  
E-mail: [jmachesney@uxbridge.ca](mailto:jmachesney@uxbridge.ca)

General Election Email for all inquiries:

[election@uxbridge.ca](mailto:election@uxbridge.ca)

Municipal Office Business Hours – Monday through Friday, 8:30 a.m. to 4:30 p.m.

### Key Dates

This is a schedule of important dates relating to the campaign. If there are any changes to the dates, you will be notified by the Clerk.

<b>Candidate Information Session</b>  Wednesday, April 13, 2022 @ 7 p.m.	Presentation from the Ministry of Municipal Affairs on general election rules and procedures to be held at the Regional Municipality of Durham headquarters at 605 Rossland Road, East, Whitby.
<b>Candidate Information Session</b>  Wednesday, April 20, 2022 @ 7 p.m.	Presentation from the Ministry of Municipal Affairs on general election rules and procedures to be held at the Uxbridge Seniors Centre, 75 Marietta Street, Uxbridge.
<b>Nomination Period</b>  Monday, May 2, 2022 to Friday, August 19, 2022 @ 2:00 p.m.	Nominations may be filed by candidates prior to Nomination Day at any time when the Clerk's office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m. except August 19 only till 2:00 p.m.)
<b>Third Party Advertiser Registration</b>  Monday, May 2, 2022 to Friday, October 21, 2022	Third party advertisers may register as a third party advertiser at any time when the Clerk's office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.)

<b>Campaign Period</b>  Monday, May 2, 2022 to January 3, 2023	The campaign period begins on May 2, 2022, or whenever a candidate files a nomination paper, whichever is later, and ends on January 3, 2023, unless the candidate withdraws the nomination, the Clerk rejects the nomination or the candidate is continuing their campaign after January 3, 2023, to erase a deficit.
<b>Nomination Day</b>  Friday, August 19, 2022 from 9:00 a.m. to 2:00 p.m.	Last day for filing nominations. Nominations may only be filed between the hours of 9:00 a.m. and 2:00 p.m.
<b>Withdrawal of Nominations</b>  Friday, August 19, 2022	Nominations may be withdrawn up until August 19, 2022, in writing by 2:00 p.m. to the Clerk.
<b>Certification of Nomination Papers</b>  Monday, August 22, 2022	The Clerk will certify nomination papers by 4:00 p.m.
<b>Acclamation</b>  Monday, August 22, 2022	The Clerk shall, after 4:00 p.m., declare the eligible candidate to be duly elected.
<b>Additional Nominations</b>  Wednesday, August 24, 2022	Where there is an insufficient number of candidates for a position, additional nominations will be accepted between 9:00 a.m. – 2:00 p.m.
<b>Withdrawal of Nominations</b>  Wednesday, August 24, 2022	Nominations made on August 24, 2022, may be withdrawn in writing by 2:00 p.m.
<b>Certification of Nomination Papers</b>  Thursday, August 25, 2022	The Clerk will certify nomination papers received on August 24, 2024 by 4:00 p.m.
<b>Additional Acclamation</b>  Thursday, August 25, 2022	The Clerk shall, after 4:00 p.m., declare the eligible candidate(s) who filed nomination papers on August 24, 2022 to be duly elected.
<b>Candidate Finance Information Webinar</b>  TBD	Ministry of Municipal Affairs and Housing will be conducting a candidate finance information session via webinar for all those running for office.

	<p>For more information regarding the webinars contact the Ministry of Municipal Affairs. 416-585-6226 (Local)</p> <p>1-800-668-0230 (Toll-Free)</p> <p>Email : MSOC.Admin@ontario.ca</p>
<p><b>Candidate Information Session Financial Provisions</b></p> <p>TBD</p>	<p>Presentation from the Ministry of Municipal Affairs on financial provisions regarding the election.</p>
<p><b>Voters' List</b></p> <p>Thursday, September 1, 2022</p>	<p>The Clerk shall make the voters' list available for election purposes only.</p>
<p><b>Revision – Application to Remove Deceased Persons</b></p> <p>Thursday, September 1, 2022, to Monday, October 24, 2022</p>	<p>An individual may make an application to the Clerk to remove a deceased person from the voters' list. The Clerk will determine if the name is to be removed.</p>
<p><b>Revision Period</b></p> <p>Thursday, September 1, 2022, to Monday, October 24, 2022</p>	<p>Eligible electors whose names are not on the voters' list or whose names were shown incorrectly on the list may be added to the voters' list or have the information on the list amended by filing an application with the Clerk's office. Dates, times &amp; locations are contained herein.</p>
<p><b>Election Signs</b></p> <p>Tuesday, September 6, 2022</p>	<p>Election signs may be erected in the Township of Uxbridge, including Regional Roads as of September 6, 2022. Signs shall be removed no later than forty-eight (48) hours following the Voting Day of the election for which the signs were erected.</p>
<p><b>Provide Certified Candidates with Voters List Changes (if requested)</b></p> <p>Thursday, September 15 - 26, 2022</p>	
<p><b>Certificate of Maximum Campaign Spending Limits</b></p> <p>Monday, September 26, 2022</p>	<p>The Clerk to provide the certificate of maximum campaign spending limits.</p>



<p><b>Vote by Mail Kits - Mailing</b></p> <p>Approximately September 26, 2022 to September 30, 2022</p>	<p>Voter Kits to be mailed.</p>
<p><b>Vote by Mail Kits</b></p> <p>Approximately October 3, 2022 to October 24, 2022</p>	<p>Voter Kits available from the Clerk for electors who didn't receive a Voter Kit in the mail until Voting Day at 8:00 p.m.</p>
<p><b>Election Day</b></p> <p>Monday, October 24, 2022</p>	
<p><b>Official Results</b></p> <p>Tuesday, October 25, 2022 – Friday, October 28, 2022</p>	<p>The Clerk will publicly declare to be elected, the candidate having the highest number of votes for each office, as soon as possible after Election Day.</p>
<p><b>Term of Office Commences</b></p> <p>Tuesday, November 15, 2022</p>	
<p><b>End of Campaign Period</b></p> <p>Tuesday, January 3, 2023</p>	<p>The end of the campaign period is Tuesday, January 3, 2023, unless a candidate withdraws the nomination, the nomination is rejected by the Clerk, or the candidate is continuing his or her campaign to erase a deficit. Candidates may not raise funds or incur expenditures beyond this date unless they have a deficit and have notified the Clerk of the extension to the campaign period.</p>
<p><b>Notification to the Clerk of a Deficit and Continuation of Campaign Period</b></p> <p>Tuesday, January 3, 2023</p>	<p>If a candidate has a deficit on January 3, 2023, and wishes to continue fundraising to eliminate the deficit, the candidate <b>must</b> notify the Clerk on the prescribed form on or before January 3, 2023. Failure to do so will mean that the campaign period ends on Tuesday, January 3, 2023.</p>
<p><b>Notice of Penalties &amp; Refund of Filing Fee to Candidates</b></p> <p>Wednesday, March 1, 2023</p>	<p>Clerk to provide written notice to certified candidates.</p>
<p><b>Deadline for Filing of Financial Statements</b></p> <p>Friday, March 31, 2023</p>	<p>This is the final date by which all candidates must file their financial statements by 2:00 p.m.</p>

<p><b>Filing of Financial Statement 30 Day Grace Period</b></p> <p>Monday, May 1, 2023, at 2:00 p.m.</p>	<p>Candidates can file their initial financial statement by Monday, May 1, 2023, at 2:00 p.m. provided they pay a \$500 late filing fee.</p> <p>A candidate who fails to file a financial statement or apply for an extension and does not pay a \$500 late filing fee is subject to penalties and forfeits their nomination fee.</p>
<p><b>Clerk's Report</b></p> <p>Tuesday, May 2, 2023</p>	<p>The Clerk will release a public report indicating whether each candidate has filed a financial statement and any violations of financial limits.</p>
<p><b>Deadline for Filing of Supplementary Financial Statements</b></p> <p>Friday, September 29, 2023, at 2:00 p.m.</p>	<p>This is the final date by which all candidates must file their supplementary financial statements by 2:00 p.m.</p>
<p><b>Clerk's Report</b></p> <p>Monday, October 30, 2023</p>	<p>The Clerk will release a public report indicating whether candidates who requested an extension filed a supplementary financial statement and violations of financial limits.</p>

### **Elected Offices**

Persons elected to office during this election will be elected for a period commencing November 15, 2022, until November 14, 2026 (a four-year term of office) for the following offices:

#### **Mayor**

One (1) member to be elected by all electors in the Municipality.

#### **Regional Chair**

One (1) member to be elected by all electors in the combined areas of the Region of Durham.

**Note:** Candidates for the Office of Regional Chair must contact the Regional Clerk of the Regional Municipality of Durham to obtain information on the duties and responsibilities of this office.

#### **Regional Councillor**

One (1) member to be elected by all electors in the Municipality.

### ***Ward Councillor***

Five (5) members to be elected – one in each of the five (5) wards.

### ***English Language Durham District School Board***

One (1) trustee to be elected by public school electors to represent the combined area of the Townships of Uxbridge, Brock and Scugog.

### ***English Language Durham Catholic District School Board***

One (1) Trustee to be elected to represent the combined area of the Townships of Uxbridge, Brock and Scugog.

### ***French Language Public District School Board***

One (1) Trustee to be elected by all French public electors in the Region of Durham, the Counties of Northumberland and Peterborough and the Cities of Kawartha Lakes, Peterborough and Quinte West.

### ***French Language Catholic District School Board***

One (1) Trustee to be elected by all French catholic electors in the Region of Durham, the Counties of Northumberland and Peterborough and the Cities of Kawartha Lakes, Peterborough and Quinte West.

**Note:** Candidates for school board offices are encouraged to contact the office of the Director of Education of the appropriate school board to obtain information on the duties and responsibilities of a trustee.

**The term of Council is from November 15, 2022 to November 14, 2026.**

### **Municipal Duties and Responsibilities**

It is the role of Council, as outlined in the *Municipal Act, 2001* to:

- represent the public and to consider the well-being and interests of the municipality as a whole;
- develop and evaluate the policies and programs of the municipality;
- determine which services the municipality provides;
- ensure that administrative practices and procedures are in place to implement the decisions of Council;
- maintain the financial integrity of the municipality; and
- carry out the duties of Council under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.

It is the role of the Head of Council (Mayor) as outlined in the *Municipal Act, 2001* to:

- Act as the Chief Executive Officer of the Municipality;
- Preside over Council Meetings;
- Provide leadership to Council;
- Represent the municipality at official functions; and
- Carry out the duties of the head of Council under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.

Members of Council fulfill a variety of responsibilities from a ward, constituent, municipal and corporate perspective. Councillors also share responsibilities for local boards and committees. Responding to ward constituent needs and participating in ward specific initiatives and projects will be an ongoing role of each Councillor. Members of Council are also involved in corporate initiatives and receive a variety of invitations to community meetings and events. Candidates should be aware of the significant time commitments for a member of Council.

Council meets twice per month at 10:00 a.m.. In addition, all members of Council sit on the following committees (which form General Purpose and Administration Committee [GPA – Committee of the Whole]):

- Finance Committee
- Tourism, Heritage and Community Programs Committee
- Parks, Facilities and Arena Committee
- Environment and Sustainability Committee
- Public Works and Active Transportation Committee
- Planning Committee
- Administration, Emergency Services and Economic Development Committee

Committees meet twice per month at 10:00 a.m.

In addition, special meetings of Council, open houses, Council Education Sessions and Statutory Public Meetings are held as the need arises.

## Remuneration

The following table summarizes the 2022 remuneration paid to the Mayor, Regional Councillor, and Ward Councillors:

<b>Position</b>	<b>Salary</b>	<b>Expenses – Vehicle</b>
Mayor	\$46,101.90	\$4,620.00
Regional Councillor	\$29,903.90	\$2,400.00
Ward Councillor	\$29,903.90	\$2,400.00

## Election Process

### Voting Technology – Vote by Mail

The Vote by Mail system is quite simple. Instead of using traditional polling places where voters go to cast ballots on Voting Day, a ballot is mailed to each qualified elector who is on the Voters' List. The ballot is then marked and returned, either by mail or personal delivery, to the Clerk to be counted.

The Vote by Mail kits include: a voting instruction sheet, composite ballot indicating all candidates running for office, a ballot secrecy envelope, voter declaration form, and yellow return voting envelope with prepaid postage.

Upon receipt of the Vote by Mail kit, an elector will:

1. Complete the ballot, place it in the black and white ballot secrecy envelope and SEAL the envelope;
2. Complete and sign the voter declaration form and place it in the yellow return voting envelope, together with the SEALED ballot secrecy envelope;
3. Mail or personally deliver the SEALED yellow return voting envelope to the Municipal Office, Clerk's Department, 51 Toronto Street South, Uxbridge Ballot Return Station (listed below).

If an elector did not receive a Vote by Mail kit, misplaced it, inadvertently discarded it, or erroneously marked the ballot, they may receive a replacement Vote by Mail kit at the following location:

Clerk's Department, 51 Toronto Street South, Uxbridge **for all elected offices.**

In the event that an elector is issued a replacement Vote by Mail kit, the elector will be required to sign a declaration stating that they have not already voted in the current election.

### Proxies

As the Township of Uxbridge is conducting the 2022 Municipal Election using a mail-in ballot process, in accordance with Section 42(5) of the *Municipal Elections Act, S.O. 1996*, there is no requirement for and no opportunity to vote by proxy.

### Ballot Counting Procedures

The Township of Uxbridge will be counting ballots through the use of automated vote tabulators leased from Dominion Voting Systems. Ballots will be scanned through the tabulator in batches. The results of each batch will be released following the close of polls on Voting Day. The use of an automated vote tabulator will ensure consistency in how each ballot is interpreted and should assist in an expedited results reporting process.

The results will be posted on the municipal website, after the close of the polls on Election Day. Results posted are considered “unofficial” until the Clerk certifies the results (October 25-28, 2022).

### **Vote by Mail Procedures**

The use of an alternate form of voting is authorized by section 42 of the *Municipal Elections Act, 1996*, as amended, and adopted by by-law. In addition, the Clerk is required to prepare detailed procedures to accommodate this method of election which are prepared and maintains the spirit of the Act. **The Vote By Mail & Centralized Scanner/Tabulators procedures, approved by the Municipal Clerk, shall be available to the public via the municipal elections website at [www.uxbridge.on.ca/elections](http://www.uxbridge.on.ca/elections)** Amendments to such procedures, if required, are prepared and approved at the sole discretion of the Clerk and not subject to Council approval.

### **Nomination Procedures**

Candidates must be qualified on the day they file their nomination paper.

### **Qualification**

You can run for Council if you meet the following qualifications:

- A Canadian citizen;
- At least 18 years of age;
- A resident of the Township of Uxbridge; or
- The owner or lessee of property in the Township of Uxbridge or the spouse of such owner or tenant;
- Not legally prohibited from voting; and
- Not disqualified by any legislation from holding municipal office.

### **Disqualification**

The following are disqualified from being elected as a member of Council or holding office as a member of Council:

- Employees of the Township of Uxbridge except during a leave of absence. (Note: employees must be on leave of absence prior to filing their nomination paper. They must provide the Clerk with the original documentation showing that they have taken a leave of absence and the effective date);
- A judge of any court;
- A member of the Provincial Legislature, the Federal House of Commons or Senate who has not resigned from his or her office by the close of nominations (2:00 p.m., Friday, August 19, 2022). Proof of resignation **must** be provided by 2:00 p.m., Friday, August 19, 2022, or the Clerk shall reject the nomination;
- A candidate who failed to file the necessary financial statements in the last municipal election (2018).

**Please note that a Member of Council must maintain their qualifications throughout the entire term of office, or their seat will become vacant.**

### **Nomination Forms and Fee**

Nomination Day is **Friday, August 19, 2022**. Nominations may be filed on that day between the hours of 9:00 a.m. to 2:00 p.m. at the Clerk's Department, 51 Toronto Street South, Uxbridge. Nomination forms may also be filed at any time that the Clerk's Department is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.) beginning on Monday, **May 2, 2022**.

A candidate must file their prescribed **Nomination Form** (Form 1) prior to raising any campaign funds or incurring any campaign expenses.

Candidates must also file the prescribed **Endorsement of Nomination Form** (Form 2) which must be endorsed by at least twenty-five (25) persons who are eligible electors within the municipality. Persons may endorse more than one nomination. The onus is on the candidate to ensure that the endorsement signatures are from eligible electors. Electors must be eligible to vote at the time of signing. **Township staff are not permitted to endorse a Candidate during the hours that Town Hall is open.**

School board trustee candidates are not required to submit endorsement signatures.

At the time of filing, each candidate must pay the nomination fee of \$200 for candidates for mayor and \$100 for all other positions. Payment must be made by cash, certified cheque, money order, or debit payable to the Township of Uxbridge. **A personal cheque or credit card is NOT acceptable.**

The candidate or agent of the candidate must file the nomination forms in person. The declaration section of the nomination form **must** be signed by the candidate. The agent must also provide a copy of the candidate's identification, as well as providing their own identification.

If a nomination for a candidate is filed by an agent, an agent authorization letter must be submitted at the time of filing which authorizes the agent to file on behalf of the candidate. The letter must be dated and signed by the candidate.

**Faxed or emailed nominations cannot be accepted, as original signatures are required on nomination forms.**

Upon accepting a Nomination Paper – Form 1 the Clerk will add the candidate's name to the unofficial list of candidates on the Township website along with any personal information permitted by the candidate.

The onus is on the candidate to file a bona fide Nomination Paper – Form 1 and Endorsement of Nomination – Form 2 ensuring that at least 25 endorsement signatures are from **ELIGIBLE ELECTORS**, which will be accepted by the Clerk at face value.

Once a Nomination Paper – Form 1 and Endorsement of Nomination – Form 2 has been filed with the Clerk, it will remain in the possession of the Clerk, but shall be open for inspection by any person during normal Clerk’s Office hours.

## Identification

All candidates must show proof of identity, citizenship and qualifying address within the Township of Uxbridge at the time the nomination form (Form 1) is filed. This is to ensure that only the names of qualified candidates appear on the ballot.

Acceptable pieces of identification are contained within O. Reg. 304/13. They include, but are not limited to:

- Government issued identification or form that contains the name and qualifying address e.g. driver’s license, income tax assessment, passport
- Township of Uxbridge property tax bill
- Ontario Health card (photo card)

**In the case of a person renting property (tenant), the Clerk, in their absolute discretion, may request the candidate to furnish a current lease/rental agreement for the purpose of determining eligibility to be a candidate.**

## Certification of Nomination Papers

The Clerk will certify nominations by 4:00 p.m. on **Monday, August 22, 2022**. Once a candidate is certified, their name will be placed on the ballot. **A certified candidate’s name will appear on the ballot. The Clerk cannot remove a candidate’s name from the ballot.** Nomination papers are public documents and are available for inspection in the Clerk’s Office.

## Withdrawal of Candidacy

A candidate who wishes to withdraw their nomination must notify the Clerk in writing by **2:00 p.m., Friday, August 19, 2022**. Either the candidate or an agent of the candidate must file the withdrawal form in person. Upon receiving the withdrawal form, the nomination filing fee refund will be processed following the submission of a financial statement covering all financial transactions up to the time of the withdrawal.

The candidate or agent must provide identification at the time of filing the withdrawal form. In addition, if an agent is filing the withdrawal form on behalf of a candidate, the Clerk will contact the candidate to confirm their intention to withdraw.

## Death/Ineligibility of a Certified Candidate

In the event of the death of a certified candidate or if the candidate becomes ineligible to hold the office, the following provisions apply:



- If there continues to be a contest between two (or more) candidates, the election will proceed as if the candidate who dies or becomes ineligible had not been nominated. In the event ballots have been printed, the Clerk will advertise the removal of the candidate.
- **If there is only one candidate who would be elected by acclamation, the election for that office is void and a further by-election is required to fill the office.**

## **Advertisements**

### **Mandatory Information**

All advertisements purchased by, or under the direction of the candidate, must identify the candidate.

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

The following information must be provided to the publisher and/or broadcaster in writing:

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

### **Obligations to Publishers/Broadcasters**

The publisher and/or broadcaster must maintain the following information for a period of four (4) years after the date the advertisement appears and shall allow the public to inspect such records during normal business hours:

- The name of the candidate;
- The name, address, and telephone number of the individual who deals with the publisher/broadcaster under the direction of the candidate;
- A copy of the advertisement or the means of reproducing it for inspection; and,
- A statement of the charge made for its appearance.

### **Use of Corporate Resources**

The Municipal Elections Act, S.O. 1996, as amended, prohibits a municipality from making a contribution to a candidate. The Act also prohibits the candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution. Since contributions may take the form of money, goods, or services, any use by a candidate of the municipality's resources for their election campaign would be viewed as a contribution and, therefore, a violation of the Act.

Information made available to the public on the municipality's website does not constitute a contribution to a candidate. This information may include the phone number

and email address provided by the candidate on their nomination form, as well as a hyperlink to the candidate's website.

Candidates shall not:

- Use corporate resources (including business cards, Township letterhead, etc.) and funding for election-related purposes;
- Enlist the use of staff to work in support of a municipal candidate during working hours;
- Use a constituency office or any municipally-provided facilities for election-related purposes, which includes the display of any campaign related signs in a window or on the premises, as well as displaying any election-related material in the office;
- Print or distribute any material paid for by the municipality that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office;
- Profile, or make reference to, in any material paid by the municipality, any individual who is registered as a candidate in any election;
- Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; minutes of Council and/or Committee meetings being exempt;
- Use any software licensed by the municipality, including a corporate Microsoft Teams account for any election-related purposes;
- Use the municipality's voicemail system to record election-related messages;
- Use the municipality's coat of arms, crest, logo, or tag-line.

**For more information please refer to the Township's Use of Corporate Resources for Election Purposes Policy.**

## **Campaign Finances**

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in municipal elections and also imposes requirements on the candidate to report the contributions received and the funds expended. The candidate should become familiar with these provisions.

### **Record keeping**

You are responsible for keeping records of the financial activities related to your campaign. The *Municipal Elections Act, 1996* does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

You should also review the Campaign Financial Statement (appended) that you will be required to file to make sure that you are keeping records of all the information that must be included on the Statement.

You are required to keep all your campaign financial records until November 2026 when the next council takes office.

You must keep the following records:

- the receipts issued for every contribution including when you accepted the contribution and the date you issued the receipt (Remember to issue receipts to yourself for any contributions you make)
- the value of every contribution, whether it is in the form of money, goods or services, and the contributor's name and address
- all expenses, including the receipts obtained for each expense
- any claim for payment of an expense that the campaign disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the monies received at a fundraising event or activity by donations of \$25 or more
- the terms of any loan received from a bank or other recognized lending institution

### **Campaign period**

**You are only allowed to accept contributions or incur campaign expenses during your campaign period.**

Your campaign begins on the day you file your nomination.

In most cases, your campaign will end on January 3, 2023. Exceptions are:

- If you withdrew your nomination, your campaign ends on the date you informed the Clerk in writing that you withdrew
- If you were not certified as a candidate and your name did not appear on the ballot, your campaign ends on Nomination Day (August 19, 2022)

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of:

- the day you notify the Clerk in writing that you will be ending your campaign and not accepting any more contributions; or,
- September 29, 2023
- If you no longer have a deficit

## **Bank account**

Once you have filed your nomination form, you are required to open a separate bank account for your campaign. Even if you are planning a very small campaign, you are not permitted to use your personal bank account for campaign finances.

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 (with the exception of the nomination fee).

**You are not required to open a bank account if you do not raise or spend money related to your campaign.**

## **Contributions**

Campaign contributions are any money, goods or services that are given to you for use in your campaign, including money and goods that you contribute yourself.

If you are given a special discount on a good or service that you are purchasing for your campaign, the difference between what you were charged and what an average person would be charged is considered to be a contribution.

### **Example:**

Your order for campaign signs would normally cost \$500, but the vendor agrees to sell them to you for \$300. You must record a contribution of \$200 in goods or services from the vendor. If a professional who would normally charge for a service gives you that service for free, the value of the service (i.e. what an average person would pay for it) is considered to be a contribution.

If you sell goods at a fundraising event for more than their market value, the difference between what the person paid you and what they would have normally paid for the item is considered to be a contribution if the amount is over \$25.00.

If you sell tickets to a fundraising event, the cost of the ticket is considered to be a contribution.

If you have inventory such as signs left over from a previous campaign and you use them again, the current market value of the signs (i.e. what it would cost you to buy those signs today) is considered to be a contribution that you make to your campaign.

If you or your spouse guarantees your campaign loan, and the campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor.

## **Things that are deemed not to be contributions**

If you have volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you.

The value of free political advertising, provided that such advertising is made available to all candidates and is in accordance with the Broadcasting Act (Canada) is not considered to be a contribution.

If you obtain a campaign loan from a bank or a recognized lending institution in Ontario, the amount of the loan is not considered to be a contribution. Note that loans may only be guaranteed by the candidate or spouse.

## ***When you can receive contributions***

You can only accept contributions after you have filed your nomination with the Clerk, and you cannot accept contributions after your campaign period has ended. Any contributions received outside the campaign period must be returned to the contributor. If you cannot return the contribution to the contributor, you must return it to the Clerk.

## ***Who can make a contribution***

You can accept contributions from:

- individuals who normally reside in Ontario
- yourself and your spouse

If your spouse is not normally a resident in Ontario, they can still make contributions to your campaign. They may not make contributions to any other candidate.

Groups such as clubs, associations or ratepayer's groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

## ***Ineligible contributors***

The following individuals and organizations are not allowed to make contributions to municipal and school board campaigns:

- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board
- a corporation
- a trade union
- an individual who is not normally a resident in Ontario

## ***Contribution limits***

There is a \$1,200 limit that applies to each person who contributes to your campaign. If a person makes more than one contribution (e.g. contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

The maximum total amount that a contributor can give to candidates in the same jurisdiction (i.e. running for the same council) is \$5,000.

Only a contribution that is \$25 or less can be made in cash. All contributions above \$25 must be made by cheque, money order, or by a method that clearly shows where the funds came from.

Candidates are required to inform contributors of contribution limits. **Candidates could consider including on their receipts the contribution limits as noted above.**

## ***Contributions from yourself and your spouse***

The maximum contribution by a candidate or spouse is the lessor of \$5,000 + \$0.20 per elector for councillors and \$7,500 + \$0.20 per elector for the head of Council.

The following chart illustrates the **preliminary** maximum limit for candidates and/or their spouse based on the number of eligible electors on September 15, 2018.

Position	Maximum	Formula
Mayor	\$10,813.00	\$7,500 + \$0.20 per elector
Regional Councillor	\$8,313.00	\$5,000 + \$0.20 per elector
Ward 1 Councillor	\$5,722.80	\$5,000 + \$0.20 per elector
Ward 2 Councillor	\$5,701.60	\$5,000 + \$0.20 per elector
Ward 3 Councillor	\$5,530.20	\$5,000 + \$0.20 per elector
Ward 4 Councillor	\$5,819.40	\$5,000 + \$0.20 per elector
Ward 5 Councillor	\$5,539.00	\$5,000 + \$0.20 per elector

If your campaign ends with a surplus, you can withdraw the value of contributions that you and your spouse made from the surplus. If you still have a surplus once you have withdrawn your contributions, **the surplus remaining must be returned to the Clerk.**

You are not permitted to refund contributions made by anyone other than yourself or your spouse.

### **Contribution receipts**

You must issue a receipt for every contribution you receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, you must determine the value of the goods or services and issue a receipt for the full value. Candidates could consider including the contribution limits on the bottom of the receipts.

If you receive a cheque from a joint personal account, the receipt must be issued only to the person who signed the cheque. The contribution can only come from one person.

You are required to list the names and addresses of every contributor who gives more than \$100 total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than \$100.

Note: Contribution receipts are not tax receipts. Contributions to municipal and school board campaigns cannot be claimed against provincial or federal income taxes.

### ***Returning ineligible contributions***

You are required to return any contribution that was made or accepted in contravention of the Act as soon as you learn that it was an ineligible contribution. If you cannot return the contribution, you must return it to the Clerk.

Contributions should be returned or paid to the Clerk if the contribution is:

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (e.g. someone who doesn't live in Ontario, a corporation, trade union, etc.)
- greater than the \$1200 limit or the \$5,000 total limit per jurisdiction
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

## **Fundraising**

Fundraising functions are events or activities held by you or on your behalf for the primary purpose of raising money for your campaign. If you hold an event to promote your campaign and you happen to receive some contributions or ask people to consider contributing to your campaign, this would not qualify as a fundraising event.

Similarly, if you have a sentence in your campaign brochure asking people to make a contribution or giving them information about how to contribute, this would not be a fundraising brochure since its primary purpose is to promote your campaign, not to raise money.

Fundraising events and activities can only be held during your campaign period. You must record the gross income (including ticket revenue and other revenue) and the expenses related to each event and activity on your campaign financial statement.

If you sell tickets to the event, the ticket price is considered to be a contribution to your campaign and you must issue a receipt to each person who purchases tickets. If the ticket price is higher than \$25, tickets cannot be paid for in cash.

If your ticket price is more than \$100, you must include these contributions in Table 1 on your campaign financial statement. If your ticket price is less than \$100 and a person who buys a ticket makes other contributions totalling more than \$100 (including the cost of the ticket), you must record these contributions – including the cost of the ticket.

If you raise funds by selling goods or services for more than fair market value, the difference between the fair market value and the amount paid is considered to be a contribution if the amount is over \$25.00.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution, but must still be recorded on your campaign financial statement as “revenue not deemed a contribution”.

If you host a party or make other expressions of appreciation after the close of voting, the spending limit is ten percent (10%) of your maximum spending limit as issued by the Clerk on September 26, 2022.

## **Expenses**

Campaign expenses are the costs that you incur (or that a person such as your campaign manager incurs on your behalf) during your campaign.

The first expense that you will incur is your nomination fee. It is the only expense that does not have to be paid from your campaign bank account (since you cannot open your campaign bank account until after you have paid the fee). The nomination fee must be reported on your campaign financial statement.

You can only incur expenses during your campaign period.



Goods and services that are contributed to your campaign are also expenses. They should be treated as if the contributor gave you money and you went out and purchased the goods and services – you must record both the contribution and the expense.

If you are given a special discount on a good or service that you are purchasing for your campaign, you should record the expense as if you were not given the discount (since the value of the discount is considered to be a contribution of the good or service to your campaign).

**Example:**

Your order for campaign signs would normally cost \$500, but the vendor lets you have them for \$300 because he wants to help out your campaign. You should record an expense of \$500 for the signs, and record a contribution of \$200 in goods or services from the vendor. (Note: the contribution would have to be a personal contribution from the vendor.)

Expenses must be paid from your campaign bank account. If you use a credit card to pay for purchases you should make sure that you keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

**Spending Limit**

There are limits on the amount a candidate may spend on expenses during the period commencing on the date the candidate is nominated under Section 33 of the Act and ending on voting day. The limits on campaign expenses are based on a formula that corresponds to the number of electors entitled to vote for the office for which the candidate is nominated and is the greater of the number of eligible electors on September 15, 2018 and September 26, 2022.

The following chart illustrates the **preliminary** maximum limit based on the number of eligible electors on September 15, 2018. The formal certificate of maximum campaign spending limits will be provided to all candidates on **September 26, 2022**.

Position	Maximum	Formula
Mayor	\$21,580.25	\$7,500 + \$.85 per elector
Regional Councillor	\$19,080.25	\$5,000 + \$.85 per elector
Ward 1 Councillor	\$8,071.90	\$5,000 + \$.85 per elector
Ward 2 Councillor	\$7,981.80	\$5,000 + \$.85 per elector
Ward 3 Councillor	\$7,253.35	\$5,000 + \$.85 per elector
Ward 4 Councillor	\$8,482.45	\$5,000 + \$.85 per elector
Ward 5 Councillor	\$7,290.75	\$5,000 + \$.85 per elector
Regional Chair, Region of Durham		Contact Region of Durham for this information
Durham District School Board Trustee		Contact Township of Scugog for this information.
Durham Catholic District School Board Trustee	\$7,863.65	\$5,000 + \$.85 per elector

Trustee for Conseil Scolaire de District du Centre Sud-Ouest		Contact City of Oshawa for this information
Trustee for Conseil scolaire catholique MonAvenir		Contact City of Oshawa for this information

### ***Types of Expenses***

The following are deemed to be expenses under the Act:

- replacement value of goods retained from any previous election and used in the current election
- the value of contributions of goods and services
- audit and accounting fees
- interest on loans
- cost of holding fundraising function
- cost of holding parties and other expressions of appreciation after the close of voting
- expenses related to a recount or a controverted election
- expenses related to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate’s disability and would not have been incurred if not for the election
- cost of election campaign advertisements

The cost of holding fundraising functions does not include costs related to events or activities that are organized to promote public awareness of a candidate and at which soliciting of contributions is incidental nor is promotional materials in which the soliciting of contributions is incidental.

The following expenses are not subject to the spending limit:

- audit and accounting fees
- expenses related to holding a fundraising function
- expenses related to parties and other expressions of appreciation after the close of voting (subject to limits explained below)
- expenses relating to a recount or controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate’s disability and would not have been incurred if not for the election

### **When the spending limit applies**

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit except for parties or other expressions of appreciation.

Note: If you incur an expense before voting day, but do not pay for it until after voting day, it would still be subject to the spending limit.

### **Campaign inventory**

If you ran in the last election and you want to reuse leftover goods such as signs or office supplies you must establish the current market value of the goods – what it would cost you to purchase them today. You must record the current market value as an expense.

If you have inventory left at the end of your campaign it becomes your personal property. If you wish to store materials such as signs for use in another election, any costs related to storage are personal costs, not campaign expenses.

**A note to accountants:** the value of all goods must be recorded as an expense regardless of whether the campaign ends with used or unused goods in inventory. Do not deduct the value of unused goods from the campaign expenses, as this will result in the campaign having a surplus on paper that the candidate does not actually have.

### ***Spending Limits for Parties after the Close of Voting***

Expenses related to parties and other expressions of appreciation after the close of voting are not subject to the spending limit established for the election campaign. However, the Act now contains a maximum spending limit for this item which is equal to 10% of the overall spending limit established for the campaign. If your spending limit is \$6800.00, the maximum eligible for parties and other expressions of appreciation would be \$680.00.

## **Campaign Financial Statement**

It is your responsibility as a candidate to file a **complete** and **accurate** financial statement **on time**.

The filing deadline is **2 p.m. on March 31, 2023**.

If you have a bookkeeper or accountant complete the financial statement for you, you are still responsible for ensuring that it is complete, accurate, and filed on time.

**If you filed a nomination form, you must file a financial statement.** This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

If you did not receive any contributions (including contributions from yourself) or incur any expenses other than the nomination filing fee, you are only required to fill out the first page of the financial statement and sign it.

If you received contributions or incurred any expenses beyond the nomination fee, you must complete the relevant parts of the financial statement.

If your campaign contributions (including contributions from yourself) or campaign expenses are greater than \$10,000 you must have your financial statement audited and include the auditor's report when you submit your financial statement to the Clerk.

Once filed, should you discover an error in the submitted financial statement, you may withdraw the statement and submit a corrected statement prior to the filing deadline.

If you think that you will be unable to file your financial statement by the deadline, you may apply to the Ontario Court of Justice for an extension before **March 30, 2023**.

If you do not file the financial statement or apply for an extension by the deadline, you may file it by **2 p.m. on May 1, 2023**, provided you pay a **late filing fee of \$500**. You will **not** be entitled to a refund of your nomination filing fee in this case.

If, at **2 p.m. on May 1, 2023**, you have not given the clerk your financial statement or written notice that you have applied to the court for an extension, you will forfeit your elected office (if you won the election) and you will be ineligible to run for office or be appointed to fill a vacancy until **after** the 2026 election.

### ***Extended campaigns***

Your campaign period ends on Tuesday, January 3, 2023. However, if your campaign has a deficit, you can extend your campaign in order to do some additional fundraising. If you want to extend your campaign, you must notify the Clerk using the Notice of Extension of Campaign form on or before January 3, 2023. Your campaign may be extended until June 30, 2023.

If you extend your campaign you must file two financial statements:

- a financial statement reflecting your campaign until January 3, 2023 (due at 2 p.m. on March 30, 2023)
- a supplementary financial statement which includes the information from your primary statement and adds financial information from your extended campaign (due at 2 p.m. on September 29, 2023)

### ***Surplus and Deficit***

If your campaign has a surplus after you have refunded any contributions made by yourself or your spouse (if an individual), you shall pay the surplus to the Clerk when you file your financial statement. The surplus will be held in trust, and you can use it if you incur expenses related to a compliance audit. If the surplus is not needed for these expenses it becomes the property of the municipality.

If your campaign expenses are greater than your campaign income, your campaign will be in deficit. You are not allowed to carry forward this deficit to your next campaign if you register as a third party advertiser in a subsequent election. The campaign deficit exists on paper. You are still obligated to pay any vendors that you owe money to.

## ***Auditor's Report***

If your campaign expenses or the contributions you received total more than \$10,000 you must have an auditor review your financial statement and provide a report.

The auditor's report must be prepared by an auditor licensed under the *Public Accounting Act, 2004*. Before you hire someone to prepare the report, you should ensure that they are properly qualified.

## ***Clerk's Report/Compliance Audit Committee***

The Clerk will prepare a report addressing whether each candidate has complied with the requirement to submit a financial statement and shall make the report available to the public on **May 2, 2023**.

In addition, the Clerk also has the responsibility to review the source of all contributions to ensure that the aggregate spending limit (\$5000) or \$1,200 individual contribution limit is not exceeded. In the event that this amount is exceeded, the Clerk will report same and automatically refer the matter to the Compliance Audit Committee. The Compliance Audit Committee shall consider the report and decide whether to initiate legal proceedings against the contributor.

## **Compliance & Enforcement**

### **Automatic penalties**

There are three contraventions of the Act where penalties apply automatically:

1. if you fail to file a financial statement or apply to the court for an extension by the filing deadline
2. if your financial statement shows that you exceeded your spending limit
3. if you fail to turn over your surplus to the Clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or be appointed to fill a vacancy until **after** the 2026 election.

### **Compliance audits**

Each municipality and school board must appoint a compliance audit committee.

If an eligible elector believes that you have contravened the election finance rules, they may apply for a compliance audit of your campaign finances even if you fail to submit a financial statement by the deadline. The application must be in writing and must set out the reasons why they believe you contravened the rules.

An application for a compliance audit must be submitted to the Clerk who conducted the election within 90 days of the deadline to file the campaign financial statement.

The compliance audit committee will consider the application and decide whether to grant or reject the application. You may appeal the committee's decision to the Ontario Court of Justice within 15 days after the decision is made.

If the committee grants the application, they will appoint an auditor to conduct a compliance audit of your campaign finances. The auditor is entitled to have access to all of the financial records related to your campaign. The auditor will produce a report, which you are entitled to receive.

The compliance audit committee will meet to consider the auditor's report. If the report concludes that there is an apparent contravention of the Act, the committee will decide whether to commence legal action.

The compliance audit committee does not have any authority to set penalties. Only the court can decide if you actually contravened the Act and, if so, which penalties should apply.

A person who does not want to or who is not able to apply for a compliance audit may decide to commence legal action on their own. A prosecution related to the 2022 election must be commenced before November 14, 2026.

## **Penalties**

If you are convicted of an offence, you may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to run until after the next general election (2026)
- up to six months in prison
- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

Prior to Voting Day, the Clerk shall provide each certified candidate a notice advising of penalties related to election campaign finances and the return of the nomination filing fee (if applicable) on the date the financial statement is submitted.

## **General Information**

### **Definition of Residence**

In determining the eligibility of electors, one must examine the meaning of residence.

Section 2 of the *Municipal Elections Act, 1996* reads as follows:

## **Residence**

2.1 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. 1996, c. 32, Sched. s. 2 (1).

## **Rules**

2 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. 1996, c. 32, Sched., s. 2 (2).

## **Exception, students**

2.1 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. 2009, c. 33, Sched. 21, s. 8 (3)

## **Rules if no permanent lodging place**

3 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. 1996, c. 32, Sched., s. 2 (3).

## **Enumeration**

The 2022 Preliminary List of Electors for the Township of Uxbridge will be prepared by the Municipal Property Assessment Corporation (MPAC). The list contains the names,

addresses and school support of each person who meets the qualifications of an elector. The enumeration process, conducted by MPAC, is anticipated to commence in late June or early July. The Voters' List will be available to candidates no later than September 1, 2022.

### Revisions to Voters' List

Applications for amendments to the Voters' List will be at the following locations and times:

- Clerk's Department, 51 Toronto Street South, Uxbridge, from **Tuesday, September 6<sup>th</sup>, 2022**, until **October 21<sup>st</sup>, 2022**, during regular business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m., and **October 24<sup>th</sup>, 2022**, (Voting Day) from 8:30 a.m. until the close of voting at 8:00 p.m.

Extended Clerk's Department hours will be as follows:

- Saturday, October 15, 2022 10:00 a.m. – 4:00 p.m.
- Thursday, October 20, 2022 4:30 p.m. – 7:00 p.m.
- Saturday, October 22, 2022 4:30 p.m. – 8:00 p.m.
- Monday, October 24, 2022 10:00 a.m. – 4:00 p.m.
- Uxbridge Arena & Recreation Centre, 291 Brock Street West from **Monday, September 12<sup>th</sup>, 2022**, until **Thursday, September 15<sup>th</sup>, 2022**, from 5:00 p.m. to 7:30 p.m.
- Uxbridge Arena & Recreation Centre, 291 Brock Street West, from **Monday September 26<sup>th</sup>, 2022**, until **Thursday, September 29<sup>th</sup>, 2022**, from 5:00 p.m. to 7:30 p.m.

Copies of the Voters' List may be viewed at the Clerk's Department, 51 Toronto Street South, Uxbridge during regular business hours, beginning **September 1, 2022**.

### Voters' List

In accordance with Section 23(4) of the *Municipal Elections Act, 1996*, a certified candidate will receive an electronic copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated. The Candidate shall submit a completed Voters' List Request Form and the Clerk's office shall provide the requested list.

Additional paper copies of the Voters' List shall be available to candidates at a cost of \$25.00 for individual ward and \$50.00 for all wards.



## Scrutineers

A candidate may appoint, in writing, any necessary number of persons to act as scrutineer and to represent him or her during the mail-in-voting process and the counting of the votes.

### ***Rules of Conduct for Scrutineers and Candidates:***

- (1) Election Stations: Ballot Return Stations and the Ballot Counting Centre
- (2) The Municipal Clerk, or designated Election Official, is responsible for the conduct of the Ballot Return Stations and the Ballot Counting Centre, and **no Candidate or Scrutineer has any right to interfere** with the Municipal Clerk, or designate, in the discharge of his/her duties.
- (3) Prior to entering any of the Election Stations, as listed in (1) above, every person appointed as a Scrutineer shall produce and show his/her Appointment of Scrutineer form to the Municipal Clerk or designate, and take the Oral Oath of Secrecy.
- (4) Upon being approved to enter any of the Election Stations, as listed in (1) above, every Candidate and Scrutineer shall, at all times while in any of the Election Stations, wear the assigned Identification Card in such a manner that it can be easily seen by the Election Officials.
- (5) Only one Scrutineer per vote counting equipment for each certified Candidate or the Candidate themselves may be present within any of the Election Stations as listed in (1), at any time. If the Candidate or another of his/her Scrutineers enters the Station, the other Scrutineer shall leave.
- (6) Scrutineers/candidates wishing to observe the count **must** be inside the Ballot Counting Centre prior to 8:00 p.m. At 8:00 p.m. the doors will be locked and only Election Officials will be permitted to access the Ballot Counting Centre after 8:00 p.m.
- (7) Scrutineers are reminded to provide a clipboard for their own use, as the candidates and Scrutineers shall be required to sit in the designated areas.
- (8) Scrutineers must not attempt to directly or indirectly influence how an elector votes.
- (9) Scrutineers shall not display any campaign material or literature anywhere within the Election Stations, as listed in (1) above. The boundaries of the property where the Election stations are located and includes the parking lot. Candidates, supporters, and scrutineers are **not** permitted to wear campaign material, handout campaign material, or park a vehicle displaying campaign material in the parking lot of the Ballot Counting Centre. Anyone

breaking these rules will be asked to remove the campaign material immediately.

- (10) Scrutineers and/or Candidates shall not, at any time, apply their signature or seal to any boxes used for the secure storage of sealed Ballot Secrecy Envelopes, completed Voter Declaration Forms, and Rejected Voter Kits.
- (11) Scrutineers and/or Candidates shall **not** touch any election equipment, materials and or documents, including but not limited to: scanning/tabulator equipment, computers, envelope openers, ballots, Ballot Secrecy Envelopes, Voter Declaration Forms, and Voting Return Envelopes. They are simply there to observe.
- (12) The total of votes cast for each candidate as counted by the scanning/tabulating equipment and as accepted by the Clerk, or designate, is final and the **ballots will not be recounted**. The Municipal Clerk or designate, shall provide to a Candidate or his/her Scrutineer, if requested, a report of the unofficial election results. The unofficial results will be posted on the Uxbridge municipal website.
- (13) Cell phones and/or other electronic communication or recording devices are **not** permitted in any Election Stations, as listed in (1) above.

## **Election Signs**

### Election Act Provisions

Candidates are guaranteed access to dwelling units within apartments, condominiums, non-profit housing, and gated communities between the hours of 9 a.m. to 9 p.m. for campaigning purposes. Tenants may post signage within their dwelling units. Landlords may prohibit the display of election signs within common areas of the premises.

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

### **By-Law to Regulate Election signs and Registered Third party advertisement Signs In the Township Of Uxbridge**

- Election signs shall not be erected until forty-eight (48) days prior to Voting Day **(September 6, 2022)**;
- The Region of Durham has repealed their Election Sign By-law and delegated authority to local municipalities to enforce their election sign rules on Regional roads.
- Prior to the placement of election signs a candidate must file a completed Election Sign Permit Application along with a \$250.00 non-refundable fee;
- Upon direction from the Manager of By-Law Services, staff are authorized to remove any sign that does not comply with the provisions of the by-law;

- All Election signs and third party advertisement signs shall be removed no later than 48 hours following the Voting Day of the election for which the signs were erected or installed;
- Signs cannot be animated, illuminated, attached to trees, or simulate a traffic control device;
- Mobile signs are prohibited;
- The municipality's logo, crest, coat of arms, tag-line, or seal cannot be used in whole or in part;
- A copy of the Election Sign By-law has been included in the Candidates' Package.

### **Special Provisions for Registered Third Parties**

- Signs erected by Registered Third Parties must include the name of the Registered Third Party, the municipality where the Third Party is registered, and a telephone number, mailing or email address where the Third Party may be contacted.

**For more information please refer to the By-Law to Regulate Election Signs and Registered Third Party Advertisement Signs in The Township of Uxbridge.**