

Town of Ingersoll



Third Party Advertiser's Information Package 2018 Municipal Election

This guide is provided for information purposes and is subject to change. Please reference the *Municipal Elections Act* for further information.

This guide will be made available in alternative formats upon request.

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Municipal Election – October 22, 2018
Procedures for the 2018 Municipal Election and
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1. INTRODUCTION

- 1.1 The 2018 Municipal Election will be held on Monday, October 22, 2018.
- 1.2 The Council of the Corporation of the Town of Ingersoll enacted By-law No.17-4930 on March 6, 2017, authorizing the use of Vote-counting equipment and Vote By Mail as an alternative voting method for the 2018 Municipal Election. Section 42(5) of the *Municipal Elections Act, 1996* provides that when a by-law authorizing the use of an alternative voting method is in effect, Section 43 (advance votes) and Section 44 (voting proxies) apply only if the by-law so specifies. Pursuant to By-law 17-4930, Council has authorized the elimination of advance voting and proxy voting other than the Ballot Return Station that will be located at the Municipal Office.
- 1.3 Section 42(3) of the *Act* requires that the Clerk establish procedures and forms for the use of any alternative voting method; and that a copy of such procedures and forms be provided to each candidate. The purpose of this document is to establish procedures for the use of the Vote By Mail method that is consistent with the principles of the *Municipal Elections Act, 1996*. It is noted that the Clerk, in the role

Returning Officer, may need to vary from these prescribed rules, or develop additional ones, from time to time if necessary.

- 1.4 Procedures and forms have been developed for this alternative voting procedure, as required by s. 42(3)(a), and will be revised as necessary.
- 1.5 The Clerk may at any time, up to and including Voting Day, amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.
- 1.6 With respect to matters of policy and procedures for alternative voting methods and vote-counting equipment, the Clerk's decision is final.
- 1.7 Questions regarding the procedures are welcome. For more information, contact the Municipal Office during regular business hours at 519-485-0120.

2. KEY DATES FOR 2018 MUNICIPAL ELECTION

Municipal Elections Act Reference Date or Time Period

Nomination Period (s. 33) May 1, 2018 – July 27, 2018

Alternative Voting Method Procedures (s. 42(3)(4)) On or before December 31, 2017

Voter's List Produced (s.23 (2)(a))(s.65(4)) On or before September 1, 2018

Nomination Day (s. 31) July 27, 2018 (9:00 a.m. – 2:00 p.m.)

Certification of Nominations (s.35 (1)(2)) before 4:00 p.m. on July 30, 2018

Revision Period for Voters List (s.24 (1)) September 1, 2018 -October 22, 2018

Voting Kits mailed to electors on or about September 24, 2018

Last Date for Guaranteed Mail-back through Canada Post - October 11, 2018

Voting Day (s. 5) - October 22, 2018

Official Declaration of Votes (s.55 (4)(a)) – approximately October 23, 2018

3. DEFINITIONS

“ASSISTANT RETURNING OFFICER” shall mean an employee designated within the Clerk's Department of The Corporation of the Town of Ingersoll with responsibility for

ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“BALLOT BOX” shall mean a sealed box secured at the Municipal Office, in which ballots are placed in advance of the close of voting and after being processed through a vote tabulator.

“BALLOT RETURN STATION” shall mean a voting place under the general supervision of a designated Election Official where electors, who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Clerk or designated Election Official rather than forwarding their ballots by mail. The Ballot Return Station will be located within the Town of Ingersoll Municipal Office.

“BALLOT SCANNING STATION” shall mean the station located within the Counting Location where the ballots will be processed through a vote tabulator

“CLERK” shall mean the Clerk of The Corporation of the Town of Ingersoll.

“CLOSE OF VOTING” shall be 8:00 p.m. Eastern Standard Time on October 22, 2018.

“CONTINUOUS DROP BOX LOCATION” shall mean

- a) a sealed ballot box available inside the Municipal Office at 130 Oxford Street (2nd Floor), Ingersoll, Ontario for the drop off of Return Envelopes during regular office hours except on Voting Day, when the office will be open from 8:30 a.m. to 8:00 p.m.; and
- b) the mail slot available on the outside of the Municipal Office located at 130 Oxford Street (2nd Floor), Ingersoll, Ontario for the drop off of Return Envelopes anytime, 24 hours a day, 7 days a week until 8:00 p.m. on Voting Day

“COUNCIL” shall mean the Council of The Corporation of the Town of Ingersoll.

“COUNTING LOCATION” shall mean a secured location within the Municipal Office located at 130 Oxford Street (2nd Floor), Ingersoll, Ontario.

“DATAFIX” shall mean the company secured to provide Voters List management and the production of the voters kits for the 2018 Municipal Election.

“DEPUTY RETURNING OFFICER” shall mean a person appointed by oath to carry out the counting of votes in a ballot box and other duties as may be delegated by the Returning Officer and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“DROP BOX” shall mean the sealed box in which Return Envelopes and Secrecy Envelopes are placed by persons delivering their ballots in person to either the

Continuous Drop Box Location or Ballot Return Station located within the Municipal Office.

“ELECTION OFFICIAL” shall mean a person, appointed by the Clerk, with responsibility to assist in the administration of the election process and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“LAST DATE FOR GUARANTEED MAIL” shall mean the date that is guaranteed for the return of voting packages deposited in mail boxes anywhere in Canada.

“MUNICIPAL OFFICE”, unless otherwise specified, shall mean the Town of Ingersoll Municipal Office located at 130 Oxford Street (2nd Floor), Ingersoll, Ontario.

“NOMINATION DAY” shall mean Friday, July 27, 2018 between the hours of 9:00 a.m. and 2:00 p.m.

“PROCESSING ROOM” shall mean the IT room located within the Municipal Office, 130 Oxford Street, Ingersoll, Ontario, wherein Return Envelopes will be processed under the control of the Clerk or designated Returning Officer or Election Official. Candidates, or their scrutineers, have the right to be present during all processing and counting of Return Envelopes, Inner Ballot Secrecy Envelopes and ballots. Ballots received daily by mail will be processed immediately upon their receipt.

“REPLACEMENT VOTING KIT” shall mean a set of documents which consists of: a Voting Instruction Sheet with detachable Voter Declaration Form, a Ballot(s), a Ballot Secrecy Envelope; a Return Envelope with prepaid postage, and such other necessary material as the Clerk or designated Election Official determines to replace a Voting Kit that has been lost or destroyed.

“RETURN ENVELOPE” shall mean a prepaid postage envelope addressed to the Municipal Office that should contain both a Voter Declaration Form and a Ballot Secrecy Envelope containing one (1) ballot and is either returned by mail to the Municipal Office or is dropped off at the Ballot Return Station.

“RETURNING OFFICER” shall mean the Clerk of The Corporation of the Town of Ingersoll with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures. As Returning Officer, the Clerk is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an *Act* or regulation and is, in the Clerk's opinion, necessary or desirable for conducting the election.

“SECURED ROOM” shall mean the vault located in the Municipal Office, 130 Oxford Street, Ingersoll, Ontario, wherein election materials will be stored under the control of the Clerk or designated Election Official.

“SEQUESTERED” shall mean the period of time after 1:00 p.m. on Voting Day during which Election Officials designated in Section 21, as well as any candidate or their appointed scrutineers are at the Counting Location. The Counting Location shall be

secured and personnel sequestered from 1 p.m. until all ballots are counted and successful tallies determined following the close of voting at 8:00 p.m. on Voting Day.

“VALID MARK” shall mean a mark made by marking an **X** in the designated box beside a candidate’s name, or a mark which clearly states the voter’s intention, provided there are no means by which to identify the voter.

“VOTE BY MAIL” shall mean the alternative voting method authorized by the Council to conduct the 2018 Municipal Election in the Town of Ingersoll.

“VOTE TABULATOR” shall mean an apparatus that optically scans a designated area on the ballots to read the votes and tabulate the results.

“VOTER DECLARATION FORM” shall mean the slip included in the Voting Kit upon which the voter must sign to declare his or her eligibility to vote in this election.

“VOTERS’ LIST” shall mean a list showing all eligible electors within the Town of Ingersoll, as provided by the Municipal Property Assessment Corporation (MPAC) and revised by the Returning Officer or Assistant Returning Officer pursuant to the provisions of the *Municipal Elections Act, 1996*.

“VOTING DAY” shall mean October 22, 2018.

“VOTING KIT” shall mean a set of documents which consists of: a Voting Instruction Sheet with detachable Voter Declaration Form, a Ballot(s), a Ballot Secrecy Envelope; a Return Envelope with prepaid postage, and such other necessary material as the Clerk determines.

4. ALTERNATIVE VOTING PROCEDURES - VOTE BY MAIL OVERVIEW

- 4.1 The Town of Ingersoll will be utilizing an alternative method of voting - VOTE BY MAIL - for the 2018 Municipal Election being held on October 22, 2018.
- 4.2 Voters will receive a Voting Kit in the mail during the week of September 24, 2018. The Voting Kit will contain all of the materials required to place their vote by mail. The voter simply follows the instructions in their kit, deposits their ballot in the mail using the postage paid response envelope, and Canada Post will deliver the ballots to the Municipal Office for counting on Voting Day.
- 4.3 Qualified electors added to the Voters’ List before September 12, 2018, will receive their Voting Kit by mail. The Voting Kit will contain a voting instruction sheet with detachable Voter Declaration Form; a composite ballot; a white ballot secrecy envelope; and a postage prepaid yellow return envelope in which to return the required materials to the Returning Officer.
- 4.4 Electors who do not receive their personal Voting Kit, or who receive a Voting Kit with incorrect information, must have their own information revised on the Voter's List in order to receive their own Voting Kit. After September 12, electors who

revise their own information on the Voter's List will be issued their Replacement Voting Kit at the time that they submit such revision. Any person who receives a Voting Kit addressed to another person should contact the Municipal Office to receive further information as it is against the law to exercise a vote other than your OWN vote.

- 4.5 Return Envelopes will be received daily by mail and also by drop-off at the Municipal Office. Designated Election Officials will remove the secrecy envelope from the return envelope, and update the Voter's Lists to show that the voter identified on the Voter Declaration Form has cast a ballot. The secrecy envelope will then be secured in a ballot box.
- 4.6 Should voters be unable, or choose not to mail their vote, the Ballot Return Station that has been established will protect their right to vote by allowing them to deliver their ballots in person right up to the close of voting on Voting Day. See Section 13.4 for location of Ballot Return Station.
- 4.7 Assistance will be available at the Municipal Office during regular office hours, or by calling 519-485-0120.

5. ELECTION OFFICIALS

- 5.1 The Clerk is responsible for conducting the Municipal Election, establishing the procedures and rules and interpreting the procedures and rules except as varied by a Court.
- 5.2 The Clerk may appoint, in writing, Deputy Returning Officers (DRO's) and such other designated Election Officials as required to assist in the administration, management, security and control of the Vote-by-Mail election system.
- 5.3 Written appointments of designated Election Officials and delegation of duties shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act, 1996*, as amended.

6. SCRUTINEERS

- 6.1 Candidates may appoint, in writing, on the designated form, scrutineers to represent them.
- 6.1.2 All scrutineers must comply with the procedures that are set out on their Appointment Form and identified in Appendix "A" attached hereto.

7. NOTICES

- 7.1 When required under the *Act*, notices will be published in the newspaper with the widest general circulation in the municipality, being the Oxford Review. In addition, at the discretion of the Returning Officer, notices will also be posted on the

Municipal Website, and where possible on local radio stations. All notices will be published/posted in the English language only.

The following essential notices shall be issued:

- (i) Notice of Election Information: The notice of election information will provide the location of the Ballot Return Station, the dates and times on which the station will be opened, and other relevant information as determined by the Clerk. The notice will be published and posted on or before July 27, 2017 (Nomination Day).
- (ii) Notice of Revision of Voters' List: The period for revisions to the Voters' List is from September 4, 2018 to the Close of Voting on Voting Day. The notice will be published and posted on or before September 1, 2018.
- (iii) Notice of Nomination: The nomination period is from May 1, 2018 until 2:00 p.m. on July 27, 2018 (Nomination Day). The notice will be published and posted on or before May 1, 2018.
- (iv) Notice of Additional Nominations: Notice will be given on July 30, 2018 if the number of nominations received and certified by the Clerk is less than the number required. If so, additional nominations can be accepted between 9 am and 2 pm on August 1, 2018. The Clerk shall review and certify any additional nominations before 4:00 pm on August 2, 2018.
- (v) Certified Election Results: The certified election results shall be published as soon as possible after Voting Day.

7.2 The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

8. PRELIMINARY LIST AND VOTERS' LIST

8.1 The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Town of Ingersoll with the Preliminary List for municipal elections. The Preliminary List, as corrected by the Clerk under Section 22 of the Municipal Elections Act, 1996, shall constitute the Voters' List.

8.2 The preliminary list and the Voters' List are public documents and may be inspected by the public at the Municipal Office during regular office hours from 8:30

a.m. to 4:30 p.m., Monday to Friday. On Voting Day, the office will be open from 8:30 a.m. through to the Close of Voting.

- 8.3 No person shall use information obtained from these lists, except for election purposes. The use and sale of these lists for commercial purposes is PROHIBITED.
- 8.4 Upon receipt of a written request from a candidate for an office, the Clerk or designated Election Official shall provide him/her with a copy of the part of the Voters' List that contains the names of the voters who are entitled to vote for that office. Candidates will be required to sign a declaration, stating that the Voters' List will be used for election purposes only.

9. VOTERS' QUALIFICATIONS

- 9.1 A voter is entitled to vote once in a municipality where he or she resides or in the case of a school board, the area of jurisdiction of the school board where he or she qualifies as an elector. Even if the voter has more than one qualifying property address, a voter may only have one permanent residence.
- 9.2 Qualifications of Electors and Persons Prohibited from Voting are outlined under Section 17(2) and 17(3) of the Municipal Elections Act, 1996.
- 9.3 A voter must complete the Voter Declaration Form provided in the Voting Kit to declare his or her eligibility to vote in this election.

10. REVISION OF THE VOTERS' LIST PROCEDURE

The period for revisions to the Voters' List is from September 4, 2018 to the Close of Voting on Voting Day.

- 10.1 Persons, upon application in writing on the appropriate form established by the Clerk, may have their name added, removed, or information added or amended on the Voters' List.
- 10.2 A voter will be asked to provide, to the designated Election Official, the prescribed proof of identity and residence or complete an application on the prescribed form, including a statutory declaration, to prove his/her right to vote. Such proof of identity and residence shall include the person's name, qualifying address, and signature.

In addition, a voter may be asked to provide proof of citizenship, such as a birth certificate, Canadian Citizenship certificate or other such documentation.

- 10.3 Applications to revise the Voters' List must be made in writing on the appropriate form established by the Clerk and shall be filed in person by the applicant or in

person by an agent. Applications must be filed in accordance with Section 24 of the *Municipal Elections Act, 1996*.

- 10.4 Applications to remove another person's name from the Voters' List must be made in writing on the appropriate form established by the Clerk and shall be filed in person by the applicant or in person by an agent. Applications must be filed in accordance with Section 25 of the *Municipal Elections Act, 1996*.
- 10.5 Revisions to the Voters' List will be conducted at the Municipal Office, during regular office hours up to and including Voting Day. On Voting Day revisions can take place from 8:30 a.m. to 8:00 p.m.
- 10.6 Upon determination of all applications for revision to the Voters' List received on or prior to Nomination Day, the Clerk will compile a statement of all changes and within ten (10) days after Nomination Day, send a copy of the statement to each person who was provided with a copy of the Voters' List. After the Statement of Changes to the Voters' List has been compiled, the original list and the Statement of Changes together make up the Voter's List.
- 10.7 The clerk may correct any obvious error in the preliminary list and shall notify the Municipal Property Assessment Corporation of the corrections
- 10.8 The clerk may use any information that is in the local municipality's custody or control.
- 10.9 Clerk shall certify the Voters' List as revised. Only persons on this Voters' List and those added by revision are entitled to vote.
- 10.10 All deletions, amendments and additions to the Voter's List shall be maintained electronically.

11. NOMINATIONS

- 11.1 Nominations are to be filed with the Clerk or designated Election Official at the Municipal Office, in person or through an agent during normal office hours beginning May 1, 2018 until July 27, 2018. The nomination paper may not be faxed or e-mailed.
- 11.2 On Nomination Day, July 27, 2018, the prescribed filing time is 9:00 a.m. to 2:00 p.m. and nominations will be accepted at the Municipal Office only. Only those persons within the Municipal Office during the prescribed filing time will be considered for filing.
- 11.3 Nominations must be on the prescribed form and shall bear original signatures, accompanied by the prescribed fee.

Nominations must be endorsed by at least 25 persons and accompanied by the prescribed declaration by each of the persons endorsing the nomination and be

accompanied by a declaration of qualification on the prescribed form, signed by the person being nominated.

Persons endorsing a nomination must be eligible to vote in the election for the Town of Ingersoll, and they may endorse more than one nomination.

Fees are: Councillor - one hundred dollars (\$100), Deputy-Mayor – one hundred dollars (\$100) and Mayor – two hundred dollars (\$200), paid by debit, cash, money order or certified cheque. Credit cards or non-certified cheques are not accepted.

- 11.4 All candidates must provide designated Election Officials with proof of identity and qualifying address within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide a copy of the candidate's proof of identity as well as their own.
- 11.5 The surname on the nomination form and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Bill for William), subject to approval of the Clerk.
- 11.6 Nomination forms will be reviewed for completeness when filed and will be certified at a later date, on or before 4:00 p.m. on July 30, 2018.
- 11.7 An unofficial list of persons, who have submitted nomination forms and the office that they are seeking election to, shall be updated as soon as practical after receipt of nomination papers. The list will also be included on the Town of Ingersoll website www.ingersoll.ca and in the Clerk's Office.
- 11.8 An official list of nominated persons shall be posted in the same manner as specified in Section 11.7 once nomination forms have been certified and the nomination period has expired.
- 11.9 A candidate is entitled to a refund of the nomination filing fee if the documents required under subsection 88.25 (1) of the Municipal Elections Act are filed on or before 2 p.m. on December 31, 2018.

11.10 Withdrawal of Nominations

A candidate may withdraw their nomination by filing a written withdrawal in the Clerk's Office before 2:00 p.m. on Nomination Day. The candidate shall appear in person, with identification in order to withdraw the nomination; or the candidate's agent shall appear in person, with identification and a Letter of Authorization to represent the candidate, in order to withdraw the candidate's nomination.

11.11 Additional Nominations

If the number of nominations filed for an office and certified by the Clerk is less than the number of persons to be elected to the office, additional nominations may

be filed between 9 a.m. and 2 p.m. on August 1, 2018. The Clerk shall review and certify any additional nominations before 4:00 pm on August 2, 2018.

12. ACCLAMATIONS

- 12.1 If, after the close of nominations on Nomination Day, the number of candidates nominated for any office is equal to or less than the number that are required to be elected to that office, the Clerk will, after 4:00 p.m. on July 27, 2018, declare the candidate(s) acclaimed and prepare a Declaration of Acclamation.
- 12.2 The Clerk will call for additional nominations if the number of certified candidates is fewer than the number of positions to be elected. The additional nominations may be filed on August 1, 2018 between 9:00 a.m. and 2:00 p.m. The Clerk will certify the nominations by 4:00 p.m. on August 2, 2018.
- 12.3 The Clerk will post this list on the bulletin board located at the Municipal Office and on the municipal website. The Clerk will also provide a copy of the declaration to the acclaimed candidate(s) and will place a copy of the declaration in the candidate's file.

13. VOTE BY MAIL PROCEDURES

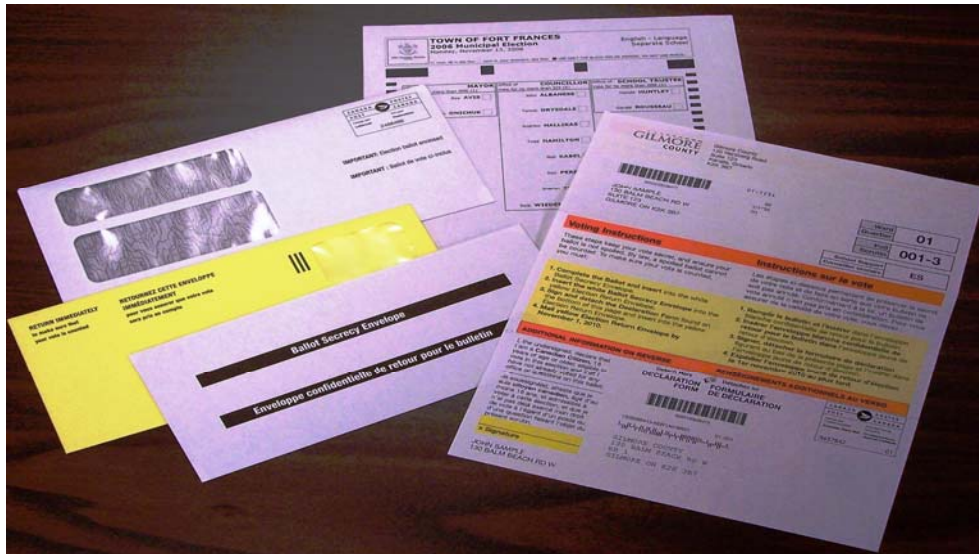
Where an election is required to be held for an Office, the Vote by Mail procedure shall be as follows:

- 13.1 The Municipality, in conjunction with DataFix, will provide a Vote-by-Mail Kit to every person who qualifies to be an elector up to the Close of Voting on Voting Day.
- 13.2 During the week of September 24, 2018, delivery of Voting Kits to those that are on the Voter's List as of September 12, 2014 will commence. After this date,

Voting Kits will be provided by the Clerk or designated Election Official, either by mail or in person at the Municipal Office.

13.2.1 A Voting Kit shall consist of:

- A Voting Instruction Sheet with a detachable Voter Declaration Form (with bar code)
- A Composite Ballot
- A White Ballot Secrecy Envelope
- A Yellow Return Envelope with prepaid postage; and
- Such other material as the Clerk determines.



13.2.2 In addition to the Voting Kits mailed, the Clerk will receive blank Voting Kits for the municipality. Once received, the Voting Kits will be counted and the numbers recorded.

13.2.3 Blank Voting Kits will be stored in the Secured Municipal vault under the control of the Clerk or designated Election Official.

13.2.4 The number of Voting Kits distributed by the Clerk or designated Election Official to persons qualifying to be voters after September 12, 2014 will be recorded.

13.3 Upon receipt of the Voting Kit, each voter should follow the instructions provided in the Voting Kit exactly. The instructions require the voter to:

- Complete the ballot;
- Insert the ballot into the ballot envelope marked “Ballot Secrecy Envelope”;

- SEAL the Ballot Secrecy Envelope;
- Complete and sign the Voter Declaration Form. If a voter requires assistance in voting, he/she shall make their mark (ie. an “x”) on the signature line and have a witness sign in the signature area of the Voter Declaration Form and print their name below;
- Place the completed Voter Declaration Form and the SEALED Ballot Secrecy Envelope into the yellow prepaid business reply envelope;
- Seal the yellow prepaid business reply envelope; and
- Mail the yellow prepaid business reply envelope by October 11, 2018 or deliver it by some other means to the Municipal Office (Ballot Return Station) no later than 8:00 p.m. on October 22, 2018.

Note: The postage paid envelope is only applicable for mail originating within Canada.

- 13.4 In addition to using the mail system, a Ballot Return Station will be established for those voters who, rather than forwarding their ballots by mail, prefer to deliver or have delivered their completed ballots directly into the care of the Clerk or designated Election Official.

The Ballot Return Station shall be established as follows:

Ballot Return Station Location

Town of Ingersoll Municipal Office

130 Oxford Street (2nd Floor), Ingersoll, ON

Drop Off Times

During regular office hours, Monday through Friday 8:30 a.m. – 4:30 p.m.

In the after-hours drop box anytime, 24 hours a day, 7 days a week, until October 22, 2018 (Election Day) at 8:00 p.m.

- 13.5 The final day to deposit the Return Envelope in the mail to ensure delivery to the Clerk or designated Election Official is October 11, 2018.

13.5.1 Voters who have failed to mail their Return Envelope by October 11, 2018 are encouraged to take steps to ensure alternate delivery of the

Return Envelope to the Municipal Office by the Close of Voting on Voting Day.

13.5.2 Return Envelopes deposited in the Continuous Drop Box located at the Municipal Office by the Close of Voting on Voting Day will be considered as having been mailed.

13.6 DataFix has a record of all voters on the Voters' List provided by the Municipal Property Assessment Corporation (MPAC), and has received a list of all voters added to the list up to and including September 12, 2014.

13.6.1 Voters on or added to the list up to September 12, 2014 will receive their Voting Kit by mail.

13.6.2 Voters added to the list between September 12, 2014 and October 11, 2018 will receive their Voting Kit by mail or in person from the Clerk or designated Election Official.

13.6.3 After October 11, 2018, it is recommended that those persons making application to add their names to the list do so in person or by an agent at the Municipal Office.

(i) Those persons making application to add their names to the list will be asked to provide, to the designated Election Official, the prescribed proof of identity and residence, or complete an application in the prescribed form, including a statutory declaration, to prove his/her right to vote. Such proof of identity and residence shall include the person's name, qualifying address, and signature.

(ii) Agents acting on behalf of a voter will be asked to provide to the designated Election Official, the prescribed proof of identity for themselves, and in addition, the prescribed proof of identity and residence for the voter that they are agent for to prove the voter's right to vote. Such proof of identity and residence shall include the person's name, qualifying address, and signature.

(iii) In addition, proof of citizenship, such as a birth certificate, Canadian Citizenship certificate or other such documentation may be required for any voter.

(iv) If the application is certified by the Clerk or designated Election Official, a Voting Kit will be issued at that time. Those voters will have the option of returning the ballot at a later time or conducting their vote and depositing their Return

Envelope with a designated Election Official for placement in the Drop Box in the Municipal Office.

13.6.4 A list of names shall be maintained showing the name and address of each person who has been added to the Voters' List and has been issued a Voting Kit.

13.6.5 It must be emphasized that, in a Vote-by-Mail system, the onus is on eligible voters to ensure that their names are on the Voters' List.

Due to time constraints, the Clerk or designated Election Official cannot ensure that a Voting Kit mailed after October 11, 2018 will reach voters in time for them to exercise their right to vote. Where it is not possible to mail a Voting Kit to a voter, and at the request of the voter, the Clerk or designated Election Official may arrange for a Voting Kit to be delivered to the voter.

13.7 If a voter on, or added to, the Voters' List does not receive a Voting Kit, or if the Voting Kit is lost or destroyed, a Replacement Voting Kit may be issued. The voter or their agent must attend the Municipal Office to obtain a Replacement Voting Kit. A declaration form must be signed by the elector prior to the issuance of a Replacement Voting Kit. The Clerk or designated Election Official will confirm that the voter is qualified, and issue the Replacement Voting Kit.

13.7.1 If the Voting Kit is a Replacement Kit, the Voter Declaration Form will be marked with "RVK" and initialed by the Clerk or designated Election

Official to indicate that the voter has been issued a Replacement Voting Kit.

13.7.2 The designated Election Official shall ensure that each individual for whom a Replacement Voting Kit is issued, signs a declaration form attesting to the fact that they are:

- A qualified elector;
- Not in receipt of their Voting Kit;
- They were in receipt of their Voting Kit but it has been either lost or destroyed;
- They were not on the Master Voters' List and as such shall also be processed as an addition to the Master Voters' List.

13.7.3 A list of names shall be maintained showing the name and address of each person who has received a Replacement Voting Kit.

13.8 The completed Replacement Voting Kit declarations forms shall be kept in the custody of the Clerk.

13.9 Voters requiring technical assistance in any manner should attend at the Municipal Office or call the Town of Ingersoll at 519-485-0120 for assistance from election

staff. The Municipal Office will be open for assistance during normal office hours during the election period and on Voting Day from 8:30 a.m. to 8:00 p.m.

14. FORM OF BALLOT

- 14.1 The form of ballot will be a “Composite Ballot”.
- 14.2 The ballot shall be designed with the names of the candidates in alphabetical order based upon the last name.
- 14.3 The place for the elector to mark the ballot for each candidate shall be clear and unambiguous.
- 14.4 The ballot shall be designed so that the ballot can be counted using an optical scanning Vote Tabulator.

15. STORAGE OF BALLOTS & ELECTION MATERIAL

- 15.1 Utilization of a Vote-by-Mail process necessitates the storage of cast ballots, declarations, the Voters’ List, and Blank/Replacement Voting Kits, etc. in a secured location.
- 15.2 During the election period beginning May 1, 2018 through to Voting Day, all Ballot Boxes, the Voters’ List, and Blank/Replacement Voting Kits will be kept in the Secured Room and may only be accessed by either the Clerk or a designated Election Official. Such access to the Secured Room will be witnessed by an additional individual.
- 15.3 All designated Election Officials accessing election materials in the Secured Room will be required to sign a log noting the date and time of entry and exit. Entry shall

only be by a minimum of two persons at any time. There shall not be only one person in the Secured Room at any time.

- 15.4 The Drop Boxes located inside the Municipal Office, will be kept behind the main reception counter during regular office hours, and will be sealed and returned to the Secured Room at the close of business each day.

16. SECURITY OF VOTING KITS/BALLOTS PRIOR TO VOTING

- 16.1 Ballots will be printed under the supervision of DataFix and the number of Voting Kits/ballots printed will be forwarded to the Clerk.
- 16.2 DataFix will facilitate the mailing of a Voting Kit to each person identified on the revised Voters' List as of September 12, 2014 and this number of Voting Kits used will be forwarded to the Clerk.
- 16.3 In addition to the Voting Kits mailed, the Clerk will receive blank Voting Kits for the municipality. Once the Voting Kits are received, they will be counted and the numbers recorded.
- 16.4 The number of Voting Kits distributed by the Clerk or designated Election Official to persons qualifying to be voters after September 12, 2014 will be recorded.
- 16.5 If the Clerk runs out of ballots printed by Data Fix, the Clerk may photocopy as many ballots as deemed necessary and place his/her initials upon the back of such ballots. The number of ballots copied will be recorded.

17. SECURITY OF THE BALLOT DURING / AFTER THE VOTE

- 17.1 Upon receipt by mail or from the Drop Box, the Return Envelopes will be opened by the Clerk and/or designated Election Official and, upon verification of the Voter Declaration Form and Ballot Secrecy Envelope, the sealed Ballot Secrecy Envelopes will be stored in sealed ballot boxes. See Section 18 below for

processing of Return Envelopes. The number of yellow Return Envelopes processed shall be reconciled with the:

- Number of electors marked as having voted on the Voters' List
- Number of rejected ballots
- Number of secrecy envelopes deposited into the ballot box
- Number of Voter Declaration Forms
- Number of ballots (voting kits) issued

The reconciliation shall be recorded on the Daily Batch Reconciliation Form.

- 17.2 At the end of each day, the Clerk or designated Election Official(s) shall affix a seal to the Drop Boxes, initial the seal and place the sealed boxes in the Secured Room in the presence of another designated Election Official.
- 17.3 Each morning, the Clerk or designated Election Official(s) shall unseal and open the previous day's Drop Boxes and retrieve the ballots from the Drop Box and deposit the ballots into the Master Drop Boxes and reseal and both Officials shall initial the Master Drop Boxes. The daily drop boxes are to be confirmed empty and sealed in the presence of another designated Election Official. The Return Envelopes in the Drop Boxes will be processed as per Section 18. The Ballot Boxes will remain in the care of a designated Election Official to process all ballots returned by mail or in person during regular business hours. Upon completion, the Ballot Boxes will be sealed, initialed and placed in the Secured Room under the control of the Clerk or designated Election Official(s). The retrieval and depositing of the ballots from the daily Drop Boxes to be deposited into the Master Drop Boxes shall be completed in the presence of the Clerk and designated Election Official or two (2) Election Officials.
- 17.4 Beginning at 10:00 a.m. on Voting Day, the sealed Ballot Boxes will be transported by the Clerk or designated Election Official to the Counting Location, the Secrecy Envelopes will then be opened by designated Election Officials and the ballots packaged into bundles in preparation for counting.
- 17.5 Drop Boxes shall be maintained at the Ballot Return Station on Voting Day during the specified hours. At the Close of Voting, the Drop Boxes shall be sealed and transported to the Counting Location for processing.
- 17.5 When the count is complete, the Ballot Boxes will be sealed and initialed by the Clerk or designated Election Official prior to being transferred to the Secured Room under the control of the Clerk or designated Election Official for the statutory retention period.

18. PROCEDURE ON RECEIPT OF RETURN ENVELOPES

- 18.1 The Return Envelopes will be processed in the Processing Room.
- 18.2 All designated Election Officials entering the Processing Room while envelopes are being processed are required to sign a log noting the date and time of entry. Entry shall only be by a minimum of two persons at any time, i.e. there shall not, at any time, be only one person in the Processing Room while envelopes are being processed.
- 18.3 Mailed Return Envelopes
- 18.3.1 Return Envelopes will be received, on a regular basis, by designated Election Officials. The Clerk or designated Election Official shall in plain view, sort the Return Envelopes for processing and place them in a drop box for this purpose. These drop boxes will be placed in the Secured Room for safekeeping until the designated time for the Return Envelopes to be opened in accordance with the procedures set out in Section 19 below.
- 18.3.2 The opening of Return Envelopes from May 1, 2018 and including Voting Day is for the purpose of processing Voter Declaration Forms, updating the Voters' List, and placing sealed Ballot Secrecy Envelopes into the Ballot Boxes.
- 18.4 Dropped Off Return Envelopes
- 18.4.1 Voters attending in person at the Municipal Office to exercise their right to vote shall complete their vote in accordance with the instructions contained in the Voting Kit and deliver the Return Envelope to a designated Election Official. There will be an area designated at the Municipal Office for voters to complete their vote in privacy.
- 18.4.2 Return Envelopes will be deposited immediately in a secure receptacle (Drop Box) located behind the main reception counter. The receptacle shall be clearly marked as a "Drop Box" for return ballots in their Return Envelopes.
- 18.4.3 Designated Election Officials shall monitor the use of the Drop Box and request placement of its contents in the Secured Room as often as necessary. The contents of the Drop Box may be processed daily or as needed, with the mailed Return Envelopes. Designated Election Officials shall ensure that the Drop Box is sealed appropriately and placed in the Secured Room at the end of every business day.
- 18.5 On Monday to Friday, from approximately September 24, 2018 up to and including October 22, 2018, between the hours of 8:30 a.m. and 4:30 p.m., as required and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m., Return Envelopes

will be opened by designated Election Officials and dealt with in the manner outlined in Section 18.

- 18.6 Return Envelopes received after 8:00 p.m. on Voting Day will be date stamped, will not be counted and will be placed in the Secured Room and retained for the statutory document retention period.

19. OPENING OF BALLOT PACKAGES PRIOR TO COUNTING

- 19.1 The Clerk and designated Election Officials shall ensure that every vote possible can be counted.
- 19.2 In the Processing Room, on Monday to Friday, from approximately September 26, 2018 up to and including October 22, 2018, between the hours of 8:30 a.m. and 4:30 p.m., as required and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m., the Clerk or designated Election Official, in the presence of at least one other designated Election Official, will open Return Envelopes which have been received at the Ballot Returning Station, and will remove the Ballot Secrecy Envelope and Voter Declaration Form from the Return Envelope.

The designated Election Official will identify the voter from the Voter Declaration Form, and will confirm that the Voter Declaration Form is properly signed. At this time the designated Election Official will update the Voters' List to indicate that the Voter has exercised his/her right to vote.

19.2.1 If upon opening the Return Envelope, it contains an equal number of Ballot Secrecy Envelopes to Voter Declaration Forms, the ballots WILL BE COUNTED.

19.2.2 If upon opening the Return Envelope, the ballot is not contained within the Ballot Secrecy Envelope; however is accompanied by a signed Voter Declaration Form, the designated Election Official will insert the ballot into a Ballot Secrecy Envelope without examining the ballot and seal the envelope closed. The ballot WILL BE COUNTED.

19.2.3 If upon opening the Return Envelope, it contains a Ballot Secrecy Envelope; however there is no Voter Declaration Form, the designated Election Official will open the Ballot Secrecy Envelope to determine if the Voter Declaration Form has been inserted in the Ballot Secrecy Envelope.

- (a) If the designated Election Official finds the Voter Declaration Form contained in the Ballot Secrecy Envelope, the designated Election Official

will remove the Voter Declaration Form without examining the ballot. The Ballot Secrecy Envelope will be resealed by taping it closed.

(i) If the Voter Declaration Form is signed, the ballot WILL BE COUNTED.

(ii) See Section 19.2.5 if the Voter Declaration Form is unsigned.

(b) If the designated Election Official does not find the Voter Declaration Form contained in the Ballot Secrecy Envelope, the ballot WILL BE REJECTED.

19.2.4 If upon opening the Return Envelope, it contains more Voter Declaration Forms to Ballot Secrecy Envelopes, or more Ballot Secrecy Envelopes to Voter Declaration Forms, the designated Election Official will open the Ballot Secrecy Envelopes to determine if any Voter Declaration Forms or additional ballots have been inserted in such envelopes.

(a) If the designated Election Official finds more than one ballot is contained in the Ballot Secrecy Envelope and the number of ballots now equals the number of Voter Declaration Forms, the designated Election Official will remove the additional ballot without examining the ballot and insert it into a new Ballot Secrecy Envelope and seal or tape the Ballot Secrecy Envelopes closed.

(i) If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.

(ii) See Section 19.2.5 if the Voter Declaration Form is unsigned.

(b) If the designated Election Official finds that a Voter Declaration Form is contained in the Ballot Secrecy Envelope, the designated Election Official will remove the Voter Declaration Form without examining the ballot and seal or tape the Ballot Secrecy Envelope closed.

(i) If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.

(ii) See Section 19.2.5 in the Voter Declaration Form is unsigned.

(c) If after this process there remains a different number of Ballot Secrecy Envelopes than Voter Declaration Forms, the ballots WILL BE REJECTED.

19.2.5 If a Voter Declaration Form has not been signed by the voter, and where sufficient time permits, an attempt will be made to contact the voter to provide for an opportunity for the voter to sign the Voter Declaration Form. The Voter

Declaration Form together with the Ballot Secrecy Envelope will be kept in the Secured Room up to the Close of Voting on Voting Day.

- (i) If the voter attends the Municipal Office and signs the Voter Declaration Form prior to the Close of Voting on Voting Day, the ballot WILL BE COUNTED.
- (ii) If the Voter Declaration Form is unsigned at the Close of Voting on Voting Day, the ballot WILL BE REJECTED.

19.2.6 If, upon opening the Return Envelope, the Ballot Secrecy Envelope has not been sealed or in the event the Ballot Secrecy Envelope has been sliced open as a result of opening the Return Envelope, the Clerk or designated Election Official will seal or tape the envelope closed without examining the ballot and the ballot WILL BE COUNTED.

19.2.7 If the Secrecy Envelope contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify him or her, the ballot MAY BE REJECTED. Since ballot envelopes will be opened and separated from the ballot prior to counting, ballot envelopes dealt with in such a manner will not automatically be rejected. The decision of the Clerk in determining whether or not the ballot will be counted or rejected is final.

19.2.8 In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996* the following conditions will also cause a ballot to be considered rejected if:

- (i) upon opening the Return Envelope there is no Voter Declaration Form,
- (ii) upon opening the Return Envelope there is a different number of Ballot Secrecy Envelopes than Voter Declaration Forms;
- (iii) upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains more than one ballot; and
- (iv) upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains a ballot which has not been marked, it will be counted as a "Ballot Used but Unmarked by Elector".

19.2.9 Where a Ballot Secrecy Envelope is rejected, the reason for the rejection shall be recorded by numbering the Ballot Secrecy Envelope and noting the reason for the rejection on a separate Rejected Ballots Record.

19.3 The designated Election Official will place the Voter Declaration Form in a container, filed by last name. Voter Declaration Forms that have been processed

will be made available for viewing at the Municipal Office by the candidates or scrutineers to review or update their Voter's Lists, if desired.

- 19.4 The designated Election Official will place the Ballot Secrecy Envelope in the Ballot Box and keep a running tally of the number of Ballot Secrecy Envelopes in that box. (In order to facilitate counting on Voting Day, a maximum number of ballots per box will be predetermined). Once the box contains the predetermined number of ballots, the box will be sealed, numbered sequentially, dated and stored in the Secured Room under the control of the Clerk or designated Election Official. A new Ballot Box will then be utilized.

(i.e. Box 1 – once this box contains the predetermined number of Ballot Secrecy Envelopes, it will be numbered accordingly, sealed and placed in the Secured Room under the control of the Clerk or designated Election Official. A new Ballot Box, numbered Box 2 will be used).

- 19.5 After all Return Envelopes received each day have been dealt with, the Clerk or designated Election Official will affix a seal to each Ballot Box, initial the seal and place the sealed Ballot Box in the Secured Room under the control of the Clerk or designated Election Official.
- 19.6 On Voting Day the Ballot Boxes and other required election material will be transported to the Counting Location.

20. PROGRAMMING AND TESTING OF VOTE TABULATORS

- 20.1 For the purpose of counting ballots, the Town of Ingersoll will utilize two optical scanning Vote Tabulator. The Clerk or designated Election Official will facilitate the

training sessions for all Elections Officials using the Vote Tabulators and shall oversee the programming, testing and use of the Vote Tabulators.

20.2 Programming

The Vote Tabulator hardware and software shall be programmed so that:

- a printed record of the number of votes cast for each candidate is provided;
- the tabulator will stop when it hits a damaged or defective ballot;
- a ballot that is damaged or defective or has been marked in such a way that it cannot be properly processed by the scanner shall be returned to the Election Official;
- an over-voted race (i.e. where more votes are marked than are allowed) shall not be counted. The remaining races that have been properly voted on that same composite ballot shall be counted;
- an under-voted race (i.e. where fewer votes are marked than are allowed) shall be counted;
- a blank ballot (i.e. no votes indicated in any race on the composite ballot) shall be counted;

20.3 Prior to Voting Day the Clerk in the presence of a designated Election Official, shall have the Vote Tabulators tested to ensure that they will accurately count the votes for all candidates that are marked with a valid mark in the designated area.

20.4 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.

20.5 After programming the Vote Tabulators, a set of ballots shall be established for testing purposes. The back of these test ballots shall be stamped "sample".

20.6 The testing of the vote tabulators shall be conducted as follows:

20.6.1 Load the "smart cards" into the vote tabulator; (on the front left panel of the tabulator).

20.6.2 Tabulate a pre-audited group of ballots marked in the designated area, including ballots that fall into each of the following categories:

- ballots on which are recorded a pre-determined number of votes for each candidate;
- ballots that have over-voted races for each office;
- ballots that have under-voted races for each office;
- ballots that have no votes recorded; and
- ballots that are damaged or defective or has been marked in such a way that it cannot be properly processed by a vote tabulator with the message "Ballot misread."

20.6.3 Assign a varying number of votes to each candidate.

20.6.4 Compare the output of the tabulation with the pre-audited results.

20.6.5 If the Clerk or designated Election Official detects any errors in the test, efforts shall be made to determine the cause of the error and correct it. The test shall be repeated until an errorless count is made and certified by the Clerk or designated Election Official.

20.7 On Voting Day, before the commencement of the tabulation of the votes, the Clerk or designated Election Official shall have the Vote Tabulators tested in the manner described in Section 20.6 above.

20.8 The Clerk shall, at the completion of the test, retain the programs, test materials and ballots in a sealed envelope with the remaining election materials and records in accordance with the Act.

Opening the Poll

20.9 The Clerk or designated Election Official shall, in the presence of Election Officials and candidates/scrutineers (if in attendance), cause the vote tabulator to print a

copy of the totals before tabulating the votes to confirm zero (“0”) totals for each candidate.

- 20.10 If the totals are zero (“0”) for all candidates, the Election Official shall initial and ensure that the zero (“0”) printout remains affixed to the vote tabulator until the results are printed by the vote tabulator after the close of voting.
- 20.11 In the event that a scanner malfunctions during the counting process, it may be necessary for an adjustment on the scanner. Paper jams, multi-feeds, and other minor interruptions shall not be considered malfunctions and will not require that the system be re-tested.
- 20.12 The Clerk shall retain and have access to the pre-audited group of ballots referred to in Section 20.6 and other materials used in the programming and testing of the Vote Tabulators.

21. COUNTING LOCATION

- 21.1 The Counting Location is the lower level of the Municipal Office located at 130 Oxford Street, Ingersoll, Ontario, unless otherwise specified.
- 21.2 At 1:00 p.m., on Voting Day, the following persons shall be sequestered at the Counting Location, and shall remain at this location until the Close of Voting:
- Deputy Returning Officers
 - Designated Election Officials
- 21.3 At 1:00 p.m., the Clerk, or designated Election Official shall transport the sealed ballot boxes to the Counting Location. The following procedures apply to those persons sequestered at the Counting Location between 1:00 p.m. and the Close of Voting (8:00 p.m.) on Voting Day:
- 21.3.1 The doors of the Counting Location will be secured between 1:00 p.m. and 8:00 p.m. on Voting Day and only the Deputy Returning Officers, designated Election Officials, certified candidates and authorized scrutineers will be permitted to remain in the Counting Location.
- 21.3.2 Any person leaving the Counting Location between 1:00 p.m. and 8:00 p.m. on Voting Day will not be permitted to return (except for the Clerk and Assistant Returning Officer, as noted below). If leaving the Counting Location for the purposes of utilizing washroom facilities on the main floor, the sequestered worker

must be escorted to and from the Counting Location to ensure there is no communication with other individuals that may be present in the building.

21.3.3 The Clerk and Assistant Returning Officer shall be the only persons permitted to enter, or leave and re-enter, the Counting Location as necessary between 1:00.m. and 8:00 p.m. on Voting Day. (Except as noted in Section 21.3.2)

21.3.4 Persons permitted to be present at the Counting Location arriving after 1:00 p.m. and before 8:00 p.m. will be permitted to enter, but will be subject to all of the rules herein respecting sequestering.

21.3.5 No person will be permitted to enter the Counting Location after 8:00 p.m. (except for the Clerk and authorized designated Election Officials).

21.3.6 Cell phones or other similar equipment will not be permitted in the Counting Location other than for designated Election Officials as authorized by the Clerk. If such devices are brought into the Counting Location, they will be confiscated, labeled as to owner, and returned to the owner when they leave the premises.

21.4 Proceedings at a Counting Location are under the direction of the Clerk, or persons designated by the Clerk and no other person shall touch any ballot, or interfere in the proceedings in any way.

21.5 No campaign material will be allowed within the Counting Location.

22. OPENING OF SECRECY ENVELOPES

22.1 Commencing at 10:00 a.m. on Voting Day, the sealed Ballot Boxes, containing the Ballot Secrecy Envelopes received by the Clerk or designated Election Officials up to that time, will be taken by the Clerk or designated Election Official to the Counting Location. Designated Election Officials will open the ballot boxes, remove and open the Ballot Secrecy Envelopes and remove and sort the ballots in preparation for processing through the Vote Tabulator. The ballots will be bundled into groups for processing. No actual tally of the votes shall commence until 1:00 p.m. Scrutineers will be allowed to view the sealing of the ballot boxes after the ballots have been bundled in preparation for transfer.

22.2 The Return Envelopes received at the Ballot Return Station between 10:00 a.m. and the Close of Voting on Voting Day will be processed in accordance with Section 19 of these procedures.

22.3 In the event a ballot is accidentally slit by the opener or damaged by extraction in such a manner that it obviously cannot be scanned (i.e. torn, ripped, crumpled),

the Election Official shall set it aside for a designated Election Official to repair (tape) or replace in accordance with Section 23.11 of these procedures.

23. COUNTING AND TABULATING OF BALLOTS

- 23.1 Counting the ballots shall commence at 1:00 p.m. on Voting Day and continue until all ballots, including those ballots received in the Drop Box at the Municipal Office up to and including the Close of Vote, have been counted. No results shall be revealed until all votes have been tallied. The completion of the statements of results and handling of election materials will proceed as set out in the *Municipal Elections Act 1996*, subject to whatever modifications may be required due to the Vote by Mail process.
- 23.2 No ballot cast in the 2018 municipal election shall be counted prior to Voting Day.
- 23.3 No candidate or scrutineer shall interfere with the vote count in any manner or they will be required to leave the Counting Location.
- 23.4 The Clerk will appoint Election Officials to operate the Vote Tabulator. It is the operators' responsibility to ensure the fairness and accuracy of the vote count. It will be their responsibility to use whatever appropriate means they feel necessary to accomplish this goal, subject to direction by the Returning Officer.
- 23.5 On Voting Day, the sealed Ballot Boxes containing the Ballot Secrecy Envelopes stored in the Secured Room will be transported to the Counting Location for processing.
- 23.6 Once the Ballot Secrecy Envelopes have been opened the ballots will be bundled and placed back in the Ballot Box from which they were removed.
- 23.7 At 1:00p.m., the designated Election Official shall load and seal the smart card into the tabulator, and then insert the ballots into the Vote Tabulator one ballot at a time ensuring that each ballot is counted and drops into the sealed ballot box.
- 23.8 In the case of a technically damaged or defective ballot, the voting machine will report a misread, cease scanning, and return the damaged ballot. The damaged/defective ballot shall be isolated for action by the Municipal Clerk, or designate (either a second attempt at scanning or repaired).
- 23.9 Upon receipt of the technically defective ballot, the designate shall, using a new unused ballot, prepare a replacement ballot in plain view by marking the new ballot with the same marks contained in the designated voting spaces on the technically defective ballot, and the replacement ballot shall be clearly labeled "replacement" and given a number which shall also be recorded on the defective ballot (i.e. Duplicate #1011, Original #1011, Duplicate #1012, Original #1012, etc.). The

annotations on the Replacement ballot must be recorded only on the bottom edge of the ballot outside of the vote area.

- 23.10.1 The replacement ballot shall be substituted for the original used ballot and then tabulated by the Vote Tabulator.
 - 23.10.2 The original used ballot being replaced shall be placed in an envelope marked "Defective Ballots" by the Clerk or Election Official.
- 23.10 Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are elector identifying marks, in which case the entire ballot shall be rejected. There are appropriate spaces on the back of the composite ballot for numbering and noting objections to ballots. A corresponding list is provided to record the same number and summarize the objection.
- 23.11.1 If a ballot is rejected by the vote tabulator because it is not a proper Town of Ingersoll election ballot, the ballot shall not be tabulated and shall be placed in an envelope marked "Rejected ballots."
- 23.11 As soon as possible after 8:00 pm on October 22, 2018, after each of the Vote-by-Mail ballots have been scanned/counted in the vote tabulator the Municipal Clerk or designate will insert the voting machine closing key and close the voting machine poll. The voting machine will then print out the tabulated results for every inserted ballot. These results will be organized on the report tape into winners for each office/race within the election. Once the results have been certified by the Municipal Clerk, or designate, they will become the official results.
- 23.12 Once all ballots have been counted the ballots will be secured; the Ballot Boxes will be sealed and returned to the Clerk or designated Election Official for secure storage.
- 23.13 If the Clerk determines that it is impracticable to tabulate the votes with the Vote Tabulator, the Clerk may direct that the ballots be counted manually, following, as

far as practicable, the provisions of this procedure governing the tabulation of the votes by a Vote Tabulator.

24. ANNOUNCEMENT OF RESULTS

- 24.1 Unofficial results of the counting will be posted on the Town's website at www.ingersoll.ca and in the Council Chambers at the Town Office (Election Public Open House) following the conclusion of the count on Voting Day.
- 24.2 Official results will be announced and posted by the Clerk on the Municipal Website as soon as possible after Voting Day.
- 24.3 As soon as possible after voting day, the Clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:
- The number of votes for each candidate.
 - The number of declined and rejected ballots.

25. RECOUNT

- 25.1 The Clerk will conduct all recounts as per the regulations in the *Municipal Elections Act, 1996, Sections 56 to 64*. A recount is required when:
- 25.1.2 A tied vote where both or all candidates cannot be declared elected;
- 25.1.3 Requested by by-law or resolution of council;
- 25.1.4 Requested by by-law resolution of a local board;
- 25.1.5 Requested by order of the Ontario Superior Court of Justice; and
- 25.1.6 Requested by the Minister of Municipal Affairs.
- 25.2 The Clerk will conduct the recount in the same manner as with the original count, unless otherwise ordered by the judge who issued the order for the recount.
- 25.3 The Clerk will notify all involved parties of the recount and set a date, time and place of the recount.
- 25.4 If, after a recount is conducted, there is still a tie vote, the names of the candidates who tied will be placed in a container. The Clerk will blindly draw a name from the container. The name drawn will be the successful candidate.

26. DISPOSITION OF RECORDS

- 26.1 The Clerk will retain all documents and materials relating to the 2018 Municipal Election for 120 days after declaring the results of the election. The earliest date for destruction of election records is Tuesday, February 19, 2019.
- 26.2 Documents and materials destroyed will be witnessed by two people and the 'Witness Statement as to Destruction of Ballots' will be completed.
- 26.3 The Clerk shall retain the financial statement and auditor's report until the Members of Council elected at the next regular election have taken office.
- 26.4 The Clerk shall not destroy the ballots or documents if a court of competent jurisdiction orders that they be retained or a recount has commenced and is not finally disposed of.

27. ACCESSIBILITY

- 27.1 The Clerk shall have regard to the needs of candidates and electors with disabilities.
- 27.2 The Clerk shall ensure that the Ballot Return Station is accessible to electors with disabilities.
- 27.3 The Clerk shall ensure that the Counting Location is accessible to candidates and scrutineers with disabilities.
- 27.4 The Clerk shall prepare a Report to be submitted to the Council, 90 days after voting day, about the identification, removal and prevention of barriers that affect voters and candidates with disabilities.
- 27.5 Election Officials will be available for assistance during normal office hours from 8:30 a.m. to 4:30 p.m., Monday to Friday, during the election period and on Voting Day from 8:30 a.m. to 8:00 p.m.
- 27.6 The Town of Ingersoll has established Accessible Customer Service Policies, Practices and Procedures. The Municipal Election for the Town of Ingersoll will be conducted with having regard to the policies as established.

28. EMERGENCIES

- 28.1 It is impossible to predict if an emergency will occur, and if so, to what extent the conduct of the election will be affected. In the event of an emergency, the Clerk may, in accordance with Section 53 of the *Municipal Elections Act*, declare an

emergency and make such arrangements as deemed necessary for the conduct of the election.

29. GENERAL

29.1 Any person, corporation or trade union guilty of corrupt practices or contravening provisions of the *Municipal Elections Act 1996* may be prosecuted pursuant to the provisions of the *Municipal Elections Act 1996*.

30. AMENDMENTS TO THIS DOCUMENT

30.1 The Clerk at any time, up to and including Voting Day, has the right to amend this document to facilitate the vote, counting of the votes and security. A copy of the amendment will be forwarded to each candidate.

30.2 The Clerk's ruling on any interpretation of this document is final.

DATED at the TOWN OF INGERSOLL this 31st day of December, 2017.

Michael Graves
Clerk
Town of Ingersoll

APPENDIX "A"

PROCEDURES FOR SCRUTINEERS

1. GENERAL

- 1.1 A candidate may appoint scrutineers to represent him or her during the processing and at the tabulating of the votes, including during a recount.
- 1.2 The appointment of a scrutineer shall be in writing if made by a candidate or applicant for a recount.
- 1.3 A scrutineer shall, on request, show his or her appointment to the designated Election Official in charge of the Return Envelope and Inner Ballot Secrecy Envelope processing or of a place where votes are being tabulated.
- 1.4 Scrutineers may be present when Return Envelopes, Inner Ballot Secrecy Envelopes or ballots are being processed and when the votes are being tabulated. The scrutineers that may be present include:
 - 1.4.1 One (1) scrutineer appointed for each certified candidate for each vote tabulator in operation. (In this situation, the number of scrutineers who may be present is reduced by one while the candidate who appointed them is present).
 - 1.4.2 There is no age or relation to the candidate restriction relative to the appointment of scrutineers.
 - 1.4.3 The appointment of the scrutineer must be in writing on the Clerk's prescribed form.
- 1.5 Scrutineers will be provided an area within the "Counting Location" for their use. Cell phones or other equipment will not be permitted in the Counting Location other than for designated Election Officials. Scrutineers shall not interfere with the vote count in any manner either during the sequester period or during the vote counting procedure. Should they do so, they shall be required to leave the facility when so requested by the designated Election Official.
- 1.6 No campaign material will be allowed within the Counting Location on Voting Day.
- 1.7 A candidate or scrutineer arriving at the Counting Centre after 10:00 a.m. and before 8:00 p.m. on Voting Day will be permitted to enter, but will not be permitted

to return once they leave the Counting Centre, except for washroom breaks as outlined in Section 21.

- 1.8 A candidate or scrutineer will not be permitted to enter the Counting Centre after 8:00 p.m. on Voting Day.
- 1.9 The Clerk shall accommodate each candidate or scrutineer at the Counting Centre who intends to view the tabulation of vote and who, at least seven clear days before the election, notifies the Clerk in writing of that intention.

2. RIGHTS OF SCRUTINEERS (includes candidates)

- 2.1 To be present during all processing and counting of Return Envelopes, Inner Ballot Secrecy Envelopes and ballots;
- 2.2 To inspect the ballot boxes and the ballots and other papers, forms and documents relating to the vote (but not so as to unduly delay processing);
- 2.3 To examine each ballot as votes are counted (but not to touch the ballot);
- 2.4 To object to a Return Envelope, Inner Ballot Secrecy Envelope or a ballot or the counting of votes in a ballot;
- 2.5 To sign the Statement of Results prepared by the Deputy Returning Officer;
- 2.6 To place a seal on the ballot box after the counting of the votes when the Deputy Returning Officer seals the box;
- 2.7 A scrutineer may object to a ballot, or to the counting of some or all votes in a ballot, on the grounds that the ballot or votes do not comply with the prescribed rules. The Deputy Returning Officer alone shall decide all objections.
- 2.8 Notwithstanding Section 2.4 above, to protect the secrecy of the vote, candidates or scrutineers will not be able to examine ballots or to object to ballots as ballots are fed into the Vote Tabulators by the designated Election Official.

3. PROHIBITIONS ON SCRUTINEERS (includes candidates)

- 3.1 Scrutineers and candidates are prohibited from:
 - 3.1.1 Attempting directly or indirectly to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate at the Ballot Return Station.
 - 3.1.2 Displaying a candidate's election campaign material at the Ballot Return Stations during the election period and within the Counting Centre on Voting Day.
 - 3.1.3 Compromising the secrecy of the voting.

- 3.1.4 Interfering or attempting to interfere with an elector who is marking a ballot.
- 3.1.5 Obtaining or attempting to obtain, at a Ballot Return Station, any information about how an elector intends to vote or has voted.
- 3.1.6 Communicating any information about how an elector intends to vote or has voted.

AMENDMENTS TO THE PROCEDURES

None at this time



**Town of Ingersoll
Notice of Registration – Third Party - Form 7
Municipal Elections Act, 1996 (Sections 88.6)**

Please follow the link below to access the **Notice of Registration - Third Party - Form 7**. An individual, corporation or trade union must register with the Clerk to be a third party advertiser in a municipality.

Third Party Advertisers may register with the Clerk at Town Hall beginning on May 1, 2018, until the close of business on Friday, October 19, 2018.

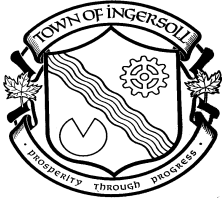
[Notice of Registration – Third Party - Form 7– Ministry of Municipal Affairs](#)



**Town of Ingersoll
Financial Statement – Auditor’s Report - Form 8
Municipal Elections Act, 1996 (Section 88.29)**

Please follow the link below to access the **Financial Statement – Auditor’s Report - Form 8**.

[Financial Statement – Auditor’s Report - Form 8 – Ministry of Municipal Affairs](#)



**CORPORATION OF THE TOWN OF INGERSOLL
BY-LAW NO. 08-4432**

**A By-law Respecting Miscellaneous Signs and Other Advertising Devices
Not Requiring Permits
Within The Town Of Ingersoll**

PART 1.0

TITLE, SCOPE AND INTENT OF NON PERMIT SIGN BY-LAW

1.1 TITLE

This By-law shall be known as the “Town of Ingersoll NO PERMIT Sign By-law”.

1.2 SCOPE

- (a) This By-law shall regulate the location, size, number, construction, alteration, repair and maintenance of all signs and advertising devices within the geographic boundaries of the Town of Ingersoll.
- (b) All schedules attached to this By-law form part of this By-law.
- (c) All signs and advertising devices located on public and private Property within the geographic boundaries of the Town of Ingersoll are subject to the provisions of the By-law.
- (d) This By-law does not apply to signs erected, located or displayed or caused to be erected, located, or displayed by federal, provincial or municipal governments, the Conservation Authority or a local board as defined in the Municipal Act, 2001, as amended, including, but not limited to signs designating a public arena, museum, signs required by the Town of Ingersoll to inform the public of planning applications submitted under the Planning Act and TODs signs.
- (e) Notwithstanding, subsection 1.2 (d), the applicable regulations under this By-law for Ground Signs or Wall Signs shall apply to signs that function as Ground Signs or Wall Signs.

1.3 INTENT

The purpose of this By-law is to regulate signs in the Town of Ingersoll with the intent of authorizing signs that:

- (a) are appropriate in size, number, and location to the type of activity or use to which they pertain;
- (b) provide reasonable and appropriate means for the public to locate and identify facilities, businesses, and services without difficulty or confusion;
- (c) are compatible with their surroundings;
- (d) protect and enhance the aesthetic qualities and visual character of the Town of Ingersoll;
- (e) do not create a distraction or safety hazard for pedestrians or motorists;
- (f) minimize adverse impacts on nearby public and private property;
- (g) regulate signs while impairing the public's right to expression as little as possible and in proportion to the purpose of this By-law.

2.0 ADMINISTRATION

This By-law shall be administered by a Municipal Law Enforcement Officer or the Chief Building Official for the Town of Ingersoll.

3.0 INTERPRETATION

- (a) Words importing the singular number or the masculine gender may include more persons, parties or things of the same kind than one, and females as well as males in the converse.
- (b) The word "shall" is mandatory and the word "may" is permissive.

4.0 DEFINITIONS

In this By-law:

"Abandoned sign" means a sign located on property which becomes vacant and unoccupied for a period of 90 days or more, or any sign that pertains to a time event or purpose that no longer applies.

"Advertising device" means any device or object erected or located so as to attract public attention to any goods or services or facilities or event and includes, flags, banners, pennants and lights.

"Banner" means a sign or advertising device made exclusively of one ply eighteen-ounce polar flex vinyl or approved equal.

"Candidate" shall have the same meaning as in the Canada Elections Act, the Election act (Ontario) or the Municipal Elections Act, 1996, as applicable, and shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law submitted to the electors under Section 8 of the Municipal Elections Act, 1996.

“Construction Information Sign” means a sign which identifies or provides information relating to or advertising the development or the construction of a building on the property on which the sign is erected, located, or displayed but does not include a New Home Development Ground Sign.

“Construction site sign” means a temporary sign that

- a) includes, in whole or in part, information promoting a development and may identify component parts of such building or structure and the persons involved in its design and construction.
- b) relates to or advertises the construction or sale of a building structure on the property.

“copy” means the graphic content of a sign surface in either permanent or removable letter, pictorial; symbolic, or numeric form.

“Council” means the Council of the Town of Ingersoll.

“Designated Official” means a Municipal Law Enforcement Officer for the Town of Ingersoll and or the Chief Building Official.

“Directional sign” means any sign on a property which gives directions or instructions for the control of vehicular or pedestrian traffic and shall include an entry and exit sign.

“Election Sign” means a sign advertising or promoting or relating to the election of a political party, candidate for public office in a federal, provincial or municipal election, or an authorized question on the ballot.

“Garage sale sign” means a sign advertising the sale of personal merchandise in a private garage sale held on a property zoned residential.

“Grade” means the average surface elevation of the finished ground below a sign or which is in contact with a ground sign.

“Height” means the vertical dimension between the average grade at the base of a building or structure and the highest point of such building or structure or part thereof.

“Incidental sign” means a sign containing information that has a purpose incidentally related to the use or occupancy of a property and which sign is intended to assist the public with the location of business facilities or provides courtesy or directional information but is not an advertisement.

“Inflatable sign” means a sign or an advertising device filled with air or gas and tethered to the ground, a vehicle or any structure and shall include balloons and any other inflatable advertising sign.

“Information sign” means a sign for public safety or convenience regulating traffic, parking or other functional subdivision of the property or a sign denoting sections of a building and bearing no commercial advertising.

“Official sign” means any sign required by a federal or provincial statute or regulation or by a municipal by-law and shall include a traffic sign, street name sign and a permanent sign erected, located, or displayed on a street to inform the public of the location of public buildings, hospitals, public libraries, places of worship, parks, recreational or educational facilities.

“Open House Directional sign” means a temporary portable sign intended to direct traffic to a residence for sale or lease, but not include a New Home Development Portable Sign.

“Owner” means the registered owner of the Property, or the person or the person’s authorized agent in lawful control of a property.

“Person” means any individual, association, proprietorship, partnership, syndicate, company, corporation, firm, business, authorized agent, trustee and the heirs, executors or other legal representatives, or any combination of the foregoing.

“Poster” means a printed notice conveying information intended to be displayed for a temporary period of time and includes but is not limited to a bill, handbill, leaflet, notice or placard.

“Premises” means a lot under registered ownership and includes all buildings and structures thereon.

“Property” means a parcel of land which can be legally conveyed pursuant to the Planning Act and includes any buildings and structures thereon.

“Public Property” means property, land, structure or building owned by the Town of Ingersoll or owned by the Federal or Provincial government(s).

“Real Estate sign” means a temporary non-illuminated sign displayed on property and advertising the sale, rent or lease of the property.

“Sidewalk Sign” means a freestanding sign which is typically shaped like an “A” or a “T” and has one or two sign faces.

“Sight Triangle” means the triangular space formed by the street lines of a corner lot, where such lot is located at the intersection of two (2) or more streets, and a line drawn from a point in one street to a point in the other street line, such point being nine (9) metres (29.5 ft) from the point of intersection of the street lines measured along the said street lines, and where the two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projected tangents of the street lines drawn through the extremities of the interior lot lines.

“Sign” means any surface, structure and other component parts, which are used or capable of being used as a visual medium or display to attract attention to a specific subject matter for identification, information or advertising purposes and includes an Advertising Device.

“Sign area” means the entire area of the surface of a sign including the border or frame, together with any material forming an integral part of the background of the display or used to differentiate the sign from the backdrop or building against which it is erected, located, or displayed. Where there is no border or the sign is composed of individually installed letters, numerals or shapes, the sign area shall include all of the area of the smallest polygon containing a maximum of eight right angle sides that enclose the surface of the sign or the grouping of letters, numerals or shapes.

“Sign Owner” means any person described on the sign, or whose name and address or telephone number appears on the sign, or who installed the sign, or who is in lawful control of the sign, or who benefits from the message on the sign, and for the purposes of this definition, there may be more than one sign owner.

“Street” means a public highway or public road under the jurisdiction of the Town of Ingersoll, the County of Oxford but does not include a lane or right-of-way.

“Unsafe” when used with respect to a sign or sign structure means a condition that is structurally inadequate or faulty, or could be hazardous to a pedestrian or motorist.

“Zone” means any land use zone established in the zoning by-laws of the Town of Ingersoll and passed under the Planning Act or any predecessor or successor Act.

PART 5

GENERAL PROHIBITIONS AND REGULATIONS

- 5.1 No person shall erect, locate, or display or cause to be erected, located, or display a sign on a premise:

- (a) for which a permit has not been obtained, if a permit is required under this By-law;
 - (b) which is not in compliance with this By-law or the conditions of any variance granted under this By-law;
 - (c) listed in Schedule 'A' which is not in compliance with any regulation listed in the Schedule for that sign type;
 - (d) which is not specifically permitted under this By-law;
 - (e) which is on Town of Ingersoll property except as permitted by this By-Law;
 - (f) which obstructs the view of any pedestrian or driver of a motor vehicle, obstructs the visibility of any traffic sign or device, or interferes with vehicular traffic in a manner that could endanger any person;
 - (g) which illuminates any adjacent property or the path of vehicular traffic;
 - (h) which is not maintained in a proper state of repair, becomes unsightly, becomes structurally inadequate or faulty, or could be hazardous to a pedestrian or motorist;
 - (i) which the Designated Official has directed be removed; or,
 - (j) which bears or displays the Town of Ingersoll logo, crest or seal in whole or in part, without the express written permission of the Town of Ingersoll;
- 5.1.2 A person shall be deemed to be erecting, locating, or displaying a sign if that person is the sign owner and directs, permits or fails to stop the erection, location or display of the sign.
- 5.1.3 No liability (including negligence) is borne by the Town of Ingersoll for damages or consequential losses arising from signs and/or related lighting that are erected or maintained which projects over any public highway, public right-of-way or public sidewalk in accordance with the provisions of this by-law. All signs and/or related lighting shall be the responsibility of the owner.
- 5.2 Banners Hanging Over Municipal Roads
- 5.2.1 No person shall erect, locate, or display a Banner except in accordance with the applicable regulations under Schedule 'A', the applicable general regulations under this By-law, and the specific regulations under this section of the By-law.
- 5.2.2 No Banner shall exceed 7.62 m (25 feet) in length or .61 m (24") in width.
- 5.2.3 A Banner shall have rope tunnels provided at the top and bottom of the banner. Such tunnels shall be securely sewn to the banner and of sufficient size to accommodate a minimum 1 cm (3/8") diameter poly or nylon rope. Brass eyelets will be sewn into the perimeter of the banner, approximately every .914 m (3 feet).

- 5.2.4 The Banner material will be one ply eighteen-ounce polar flex vinyl or approved equal and contain half moon openings to reduce wind loading throughout the face of the banner. Final approval of banner specifications, material, etc. must be obtained from the Town Engineering Services Co-Ordinator and Erie Thames Power, Operations Manager.
- 5.2.5 Cost per banner installation will be established by Erie Thames Power and payable to the Town of Ingersoll prior to installation.
- 5.2.6 Banners to be erected over Municipal Roads are subject to the approval of Erie Thames Power, Engineering Co-Ordinator and the Clerk for the Town of Ingersoll.
- 5.3 Banners – Private Property
- 5.3.1 No person shall erect, locate or display a Banner except in accordance with the applicable regulations under Schedule ‘A’, the applicable general regulations under this by-law, and the specific regulations under this section of the By-law.
- 5.3.2 No Banner shall exceed 7.62 m (25’) in length or .061 (24”) in width.
- 5.3.3 No Banner shall be erected, located or displayed on a Property for more than twenty-eight (28) days in one calendar year.
- 5.3.4 No Banner advertising a special event shall be erected, located, or displayed on fencing adjacent to a Street unless the special event is organized by a Charity or Community Organization and the Charity or Community Organization has obtained the permission of the Owner of the Property on which the fence is located.
- 5.3.5 Notwithstanding subsection 5.3.3, and subject to the other requirements for Banners in this by-law, one Banner, advertising a grand opening or closing promotional event, may be erected, located or displayed on a Property for seven (7) consecutive days, provided that:
- (a) the Banner shall advertise a grand opening or closing promotional event for a business only once;
 - (b) where the Banner advertises a grand opening or closing promotional event for a business, a Mobile sign shall not also advertise that grand opening or closing promotional event; and
 - (c) the Banner is attached only to a wall of the building containing the sign or only to a Ground sign.

5.4 Sidewalk Signs

- 5.4.1 No person shall erect, locate, or display a Sidewalk sign except in accordance with the applicable regulations under Schedule 'A', the applicable general regulations under this By-law, and the specific regulations under this section of the By-law.
- 5.4.2 No Sidewalk sign shall be more than 0.61 m (2') in width or 0.91 m (3') in height.
- 5.4.3 No Sidewalk sign shall be permanently secured to the ground, any structure or tree.
- 5.4.4 Where a Sidewalk sign is erected, located, or displayed on private Property, it shall be erected, located, or displayed against the front wall of the business it is advertising.
- 5.4.5 No Sidewalk sign shall be erected, located, or displayed on public Property except on a public sidewalk.
- 5.4.6 Where a Sidewalk sign is erected, located, or displayed on a public sidewalk, it shall be erected, located, or displayed adjacent to the curb opposite or against the front wall of the business it is advertising provided there is a minimum 1.5 metres (4.92 feet) of unobstructed sidewalk.
- 5.4.7 No person shall erect, display or locate a Sidewalk sign on a public sidewalk except during the hours of operation of the business the Sidewalk sign is advertising.
- 5.4.8 No Sidewalk sign shall be erected, located, or displayed on a public sidewalk without a permit issued by the Town of Ingersoll and the permit shall be valid for one (1) calendar year.
- 5.4.9 No Sidewalk sign shall be erected, located, or displayed on a public sidewalk without displaying a Validation Marker and the Sign Owner shall satisfy the Town of Ingersoll's requirements for liability insurance.

5.5 Poster

- 5.5.1 No person shall erect, locate, or display a Poster except in accordance with Schedule 'A' and the general regulations applicable under this By-law.
- 5.5.2 Notwithstanding Schedule 'A' and any general regulations applicable under this By-law, the Town of Ingersoll may remove and dispose of Posters without notice or compensation to any person.

5.6 Election Signs

- 5.6.1 No person shall erect, locate, or display an Election sign except in accordance with the applicable regulations under Schedule 'A', the applicable general regulations under this By-law, and the specific regulations under this section of the By-law.
- 5.6.2 The maximum size of an Election sign is 1.486 m² (16 ft²) square feet for each sign face.
- 5.6.3 No person or his agent shall erect, locate, or display an Election sign unless it is erected, located, or displayed on private property, except as a Poster subject to all of the regulations regarding Posters in this By-law and to subsections 5.6.4, 5.6.5 and 5.5.7.
- 5.6.4 No Election sign associated with a federal or provincial election shall be erected, located or displayed earlier than the date the writ of election is issued, with the exception of signage at a Campaign Office.
- 5.6.5 No Election sign associated with a municipal election shall be erected, located, or displayed earlier than twenty-eight (28) days prior to voting day, with the exception of signage at a Campaign Office.
- 5.6.6 Any sign used by a candidate during an election that is larger than an Election Sign shall comply with the regulations of this By-law with respect to permits, structure, location, dimensions, and characteristics.
- 5.6.7 All Election signs shall be removed no later than three (3) days after the voting day of the election for which the Sign was erected, located, or displayed. For the purpose of this subsection, the candidate shall be responsible for the removal of the Election signs.

PART 6

REGULATIONS FOR PARTICULAR TYPES OF SIGNS

- 6.1 The following signs are prohibited under this By-law and no person shall display
- (a) any flashing or animated sign, with the exception of an Electronic Message Display as permitted under this By-law;
 - (b) any projecting sign except as permitted under this By-law;
 - (c) any roof sign;
 - (d) any sign erected, located, or displayed within a sight triangle;
 - (e) any sign displayed on a vehicle, trailer or truck which is parked or located on property in a manner that is unrelated to its normal use as a vehicle and

is more consistent with the use of the vehicle as a sign, save and except a vehicle, trailer or truck owned by a non-profit organization that may be granted permission to obtain a permit for a period not to exceed 21 days and located on private property only;

- (f) any sign which obstructs or is erected, located or displayed in a parking space required by the zoning by-laws of the Town of Ingersoll.
- 6.1.2 Where a sign is not expressly permitted by this By-law, it shall be deemed to be prohibited.
- 6.1.3 Where a type of sign is not specifically permitted within a particular zone or on a property with a particular zoned use under Schedule 'A', it shall be deemed to be prohibited within that Zone or on that property.
- 6.1.4 Notwithstanding subsections 6.1.2 and 6.1.3 and subject to the approval of Council, signs of street furniture erected, located, or displayed by the Town of Ingersoll are exempt from this By-law.

PART 7 PENALTIES AND ENFORCEMENT

- 7.1 Every person who contravenes any provision of this By-law is guilty of an offence. Pursuant to the provisions of the *Provincial Offences Act*, upon conviction a person is liable to a fine of not more than \$5,000.00 exclusive of costs.
- 7.2 Where a person has been convicted of an offence, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy or penalty provided for by law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 7.3 Where a sign is erected, located, or displayed on, over, partly on, or partly over, property owned by or under the jurisdiction of the Town of Ingersoll and not in accordance with the regulations of this By-law, the sign may be removed immediately by the Town of Ingersoll without notice or compensation.
- 7.4 Where a sign is erected, located, or displayed in contravention of this By-law, the Designated Official may immediately pull down or remove any sign that he determines constitutes a safety hazard or a concern without notice of compensation.
- 7.5 Where a sign does not comply with this By-law or a permit issued under this By-law, the Designated Official may order the Sign Owner to remove or bring the sign into compliance in the manner and within the time specified in the order.
- 7.6 The order mention in section 7.5 may be served:

- (a) by personal service upon the Sign Owner;
 - (b) by prepaid registered mail sent to the last address of the Sign Owner, shown on the records of the Town of Ingersoll; or,
 - (c) by prominently posting a copy of the order either on the sign in respect of which the order is made, or on the property upon which the sign is erected, located, or displayed.
- 7.7 Where the order is served in accordance with section 7.6 it is deemed to have been received by the party being served upon the mailing or posting of the order.
- 7.8 Where a sign is not removed or is not brought into conformity as required by an order under section 7.5, the Designated Official may have the sign removed without notice or compensation. For this purpose, the Designated Official, an Inspector and their contractor or other agent may enter upon the property at any reasonable time.
- 7.9 The cost incurred by the Town of Ingersoll in removing a sign under this part of the By-law is deemed to be municipal taxes and may be added to the collector's roll and collected in the same manner as municipal taxes. Despite the foregoing, the cost incurred by the Town of Ingersoll in removing a sign under this part of the By-law is a debt payable to the Town of Ingersoll and may be recovered in any court of competent jurisdiction.
- 7.10 Any sign, including abandoned signs or unsafe signs, removed by the Town of Ingersoll shall be stored by the Town of Ingersoll for fourteen (14) days, during which time the Sign Owner may redeem such sign upon payment of the applicable fee prescribed on Schedule 'A'.
- 7.11 Where a sign has been removed by the Town of Ingersoll and has been stored for a period of fourteen (14) days and has not been redeemed by the Sign Owner, such sign may be destroyed or otherwise disposed of by the Town of Ingersoll without notice of compensation.

Part 8 CONFLICT

- 8.1 Where a provision of this By-law conflicts with a provision of any other by-law or any federal or provincial statute or regulation, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

PART 9 VALIDITY

- 9.1 If a court of competent jurisdiction declares any subsection, section or part of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

PART 10 REPEAL

10.1.1 Any by-law not consistent with this By-law is hereby repealed in their entirety on the day on which this By-law comes into force and effect.

PART 11 APPEAL FOR A SIGN VARIANCE

11.1 The Municipality recognizes that there may be exceptions to the rule and an appeal to Council may be made for a variance to the “Non-Permit Sign By-law”. The applicant must forward to the Clerk in writing the reason for such variance for Council’s consideration.

PART 12 EFFECTIVE DATE

12.1 This By-law comes into force and effect on. January 1, 2009.

READ a first and second time in Open Council this 14th day of July 2008.

READ a third and final time in Open Council this 14th day of July 2008.

Paul Holbrough, Mayor

Elaine Clark, Clerk

SCHEDULE 'A' TO BY-LAW NO. 08-4432

Signs not requiring Permits

No permit shall be required for signs meeting the following regulations:

SIGN TYPE	LOCATION/ZONE	REGULATIONS
Inflatable sign advertising a holiday or festival	Private Property	
Election Sign	Private Property	Refer to Section 5.6
No Trespass or Warning Sign	Private Property	Maximum sign area 0.2 m ²
Municipally erected signs including Information Signs, Official Signs	Public Property	
Commemorative sign, plaques, or corner stone of a non-advertising nature	Public and Private Property	Attached to the wall of the building
Emblem of religious organization	Private Property	
Flag of a country, province, territory, municipality, corporation, organization or association	Public and Private Property	

SCHEDULE ‘A’ TO BY-LAW NO. 08-4432

Signs not requiring Permits

No permit shall be required for signs meeting the following regulations:

SIGN TYPE	LOCATION/ZONE	REGULATIONS
Mural	Commercial Zone	Maximum sign area 50% of the wall on which the mural is displayed
Home Occupation Sign	Residential Zone	Maximum sign area 0.3 m ² (3.2 sq. ft). Signs must be attached to and flat against the wall of the related building. Signs must be non-illuminated.
Directional Sign	Public Property	Council approved events. Erection and removal of sign the day of the event. Maximum sign area 0.5 m ² . (5.4 sq ft)
Banner erected, located or displayed by a Charity or community organization	Private Property	Refer to Section 5.2
Real Estate Sign	Private Property/Residential Use	Maximum 0.2 m ² (2.15 sq ft). Display no longer than seven (7) days after a firm sale is reported to the local realtors association or seven (7) days after the property or space has been leased.
Sign erected, located or displayed by a person performing work or services on a residential property	Private property in Residential zones if the service is being performed at that property	Maximum sign area not exceeding 0.5 m ² (5.4 sq. ft) Only erected, located, or displayed on property for sale or rent. Display no longer than seven (7) days after completion of work or services

SCHEDULE ‘A’ TO BY-LAW NO. 08-4432

Signs not requiring Permits

No permit shall be required for signs meeting the following regulations:

SIGN TYPE	LOCATION/ZONE	REGULATIONS
Real Estate Sign	Private Property Commercial/Industrial Use	Commercial – Maximum sign area 2.0 m ² (21.5 sq ft). Only erected, located, or displayed on property for sale or rent. Industrial -Maximum sign area 4.0m ² (43.00 sq ft). Only erected, located, or displayed on property for sale or rent.
Open House Directional sign		Maximum sign area 0.5 m ² (5.4 sq. ft). Not erected, located, or Displayed on a traffic Median, traffic island, Light standard, or utility Pole or in a sight triangle. Located no closer than 0.3m (3.2 sq. ft) From the sidewalk. Displayed 72 hours maximum prior to the Open House and to be removed immediately at the close of the Open House.
Construction Information Sign	Private Property	Maximum sign 4.0 m ² 43 sq. ft). Display no longer than 30 days after project’s completion.
Sidewalk/Portable ‘A’ Type Sign	Downtown Commercial Core Area	On Town owned sidewalk extending no more than .60 metres (2 ft) from any building or structure. To be placed between 9 a.m. and 9 p.m. daily except for approved BIA Special Events Maximum size 1.2 m x .6 m (4’ height x 4’ wide)

SCHEDULE 'A' TO BY-LAW NO. 08-4432

Signs Not Requiring Permits

No permit shall be required for Signs meeting the following regulations:

SIGN TYPE	LOCATION/ZONE	REGULATIONS
Poster (including Yard & Garage Sales)	Not permitted on Thames St between Bell to Canterbury or in the defined Business Improvement Area	Paper or cardboard only on public property Maximum sign area 0.45 m (18") by 0.38 m (15") Only affixed by tape Maximum one poster per approved location. Maximum display period 24 hours prior to the yard/garage sale and to be removed within 24 hours of the yard/garage sale.
Incidental	Private	Maximum sign area 0.5 m ² .
Portable 'A' Sign	All Locations save and except downtown commercial core area	Maximum sign area 0.5 m ² 5.4 sq. ft) Not erected, located, or Displayed on a traffic Median, traffic island, Light standard, or utility Pole or in a sight triangle. Located no closer than 0.3m (3.2 sq ft) From the sidewalk. Displayed 72 hours maximum prior to the event and to be removed immediately at the close of the event.

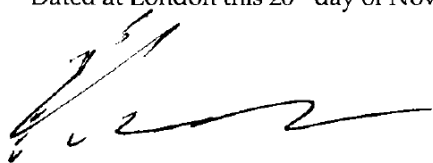
ONTARIO COURT OF JUSTICE

PROVINCIAL OFFENCES ACT

PART I

IT IS ORDERED pursuant to the provisions of the Provincial Offences Act and the rules for the Ontario Court of Justice that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-law No. 08-4432, of the Town of Ingersoll, attached hereto are the set fines for those offences. This Order is to take effect on November 26, 2008.

Dated at London this 26th day of November 2008.

A handwritten signature in black ink, appearing to read 'K. McGowan', with a long horizontal flourish extending to the right.

Kathleen E. McGowan
Regional Senior Justice
West Region

TOWN OF INGERSOLL
PART I Provincial Offences Act

By-Law No. 08-4432: Town of Ingersoll NO Permit Sign By-Law

ITEM	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1.	Erected sign without a permit	Part 5, Section 5.1 (a)	\$100.00
2.	Erected sign on Town property	Part 5, Section 5.1 (e)	\$100.00
3.	Sign obstructs view of pedestrian or motor vehicle	Part 5, Section 5.1 (f)	\$100.00
4.	Sign illuminates adjacent property or path of vehicular traffic	Part 5, Section 5.1 (g)	\$100.00
5.	Sign is not maintained in proper repair	Part 5, Section 5.1 (h)	\$100.00
6.	Used Town of Ingersoll logo without permission	Part 5, Section 5.1 (j)	\$100.00
7.	Banner did not meet Schedule 'A' regulations	Part 5, Section 5.2.1	\$100.00
8.	Banner exceeded length or width dimensions	Part 5, Section 5.2.2	\$100.00
9.	Banner did not have rope tunnels of proper size or brass eyelets	Part 5, Section 5.2.3	\$100.00
10.	Incorrect banner material	Part 5, Section 5.2.4	\$100.00
11.	Lack of half moon cut outs	Part 5, Section 5.2.4	\$100.00
12.	Banner not approved to hang over municipal roads	Part 5, Section 5.2.6	\$100.00
13.	Banner did not meet Schedule 'A' regulations	Part 5, Section 5.3.1	\$100.00
14.	Banner exceeded length or width dimensions	Part 5, Section 5.3.2	\$100.00
15.	Banner erected longer than 28 days in one calendar year	Part 5, Section 5.3.3	\$100.00

“NOTE: The general penalty provision for the offences listed above is Part 7, Section 7.1 of By-Law No. 08-4432, a certified copy of which has been filed.”

TOWN OF INGERSOLL
PART I Provincial Offences Act
By-Law No. 08-4432: Town of Ingersoll NO Permit Sign By-Law

ITEM	Short Form Wording	Provision Creating or Defining Offence	Set Fine
16.	Banner erected on a fence without permission from the land owner	Part 5, Section 5.3.4	\$100.00
17.	Used a banner and mobile sign to advertise a grand opening or closing	Part 5, Section 5.3.5(b)	\$100.00
18.	Banner not attached properly	Part 5, Section 5.3.5(c)	\$100.00
19.	Sidewalk sign did not meet Schedule 'A' regulations	Part 5, Section 5.4.1	\$100.00
20.	Sidewalk sign exceeded width and/or height dimensions	Part 5, Section 5.4.2	\$100.00
21.	Sidewalk sign permanently secured	Part 5, Section 5.4.3	\$100.00
22.	Sidewalk sign obstruct public sidewalk	Part 5, Section 5.4.6	\$100.00
23.	Display sign outside of business hours	Part 5, Section 5.4.7	\$100.00
24.	Erect sidewalk sign without permit	Part 5, Section 5.4.8	\$100.00
25.	Display sidewalk sign without validation marker	Part 5, Section 5.4.9	\$100.00
26.	Poster not in conformity with Schedule 'A'	Part 5, Section 5.5.1	\$100.00
27.	Election sign not in conformity with Schedule 'A'	Part 5, Section 5.6.1	\$100.00

“NOTE: The general penalty provision for the offences listed above is Part 7, Section 7.1 of By-Law No. 08-4432, a certified copy of which has been filed.”

TOWN OF INGERSOLL

PART I Provincial Offences Act

By-Law No. 08-4432: Town of Ingersoll NO Permit Sign By-Law

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
28.	Election sign exceeds maximum size	Part 5, Section 5.6.2	\$100.00
29.	Election sign displayed earlier than 28 days prior to the voting day	Part 5, Section 5.6.5	\$100.00
30.	Election signs not removed 3 days after voting day	Part 5, Section 5.6.7	\$100.00
31.	Displayed an animated or flashing sign	Part 6.1(a)	\$100.00
32.	Displayed a projecting sign	Part 6.1 (b)	\$100.00
33.	Displayed a roof sign	Part 6.1 (c)	\$100.00
34.	Displayed a sign within the sight triangle	Part 6.1 (d)	\$100.00
35.	Displayed a sign on a parked vehicle or trailer unrelated to its normal use	Part 6.1 (c)	\$100.00

“NOTE: The general penalty provision for the offences listed above is Part 7, Section 7.1 of By-Law No. 08-4432, a certified copy of which has been filed.”



Public Works

P. O. Box 1614, 21 Reeve Street, Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4711

Website: www.county.oxford.on.ca

April 2018

Attention: Candidates for 2018 Municipal Election

Dear Sir/Madam,

Re: Election Signs on Oxford County Road Allowances/ Municipal Buildings

Candidates in the upcoming municipal election are asked to adhere to the following requirements with respect to placement of election signs or any other election advertising material within Oxford County road allowances and on County owned property.

Placement of election signage is not permitted as follows:

- Within 25 meters of an intersection.
- In the median portion of Oxford Road 2, east of Oxford Road 4, in Woodstock.
- On the grounds of County owned facilities.

All election signs and any other election advertising must clearly identify the candidate or third party advertiser and shall not incorporate flashing lights or animation.

Placement of election signage that does not adhere to the requirements above or is deemed to cause visibility problems and/or constitute a hazard will be removed and the candidate may be invoiced for the costs. Any signs that are removed may be picked up at a County or Area Municipality facility (locations will be available upon request).

Please remove all election signs by no later than October 26, 2018.

If you have questions or comments, please contact Oxford County at 519 539-9800.

Sincerely,

David Simpson, P.Eng., PMP
Director of Public Works

2018

Guide for third party advertisers

Ontario municipal council and school board elections

2018 Guide for third party advertisers

Ontario municipal council and school board elections

This guide provides information to those wishing to register as third party advertisers for the 2018 municipal council and school board elections. The information also applies to any by-elections that may be held during the 2018-2022 council and school board term.

This guide is not meant to replace provincial legislation. It provides general information about the rules contained in the [Municipal Elections Act, 1996](#) and other legislation and regulations, such as:

- [Municipal Act, 2001](#)
- [City of Toronto Act, 2006](#)
- [Education Act](#)

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Quick links

The following links are provided in the electronic version of this guide:

Ontario Central Forms Repository – links to election forms:
www.forms.ssb.gov.on.ca (type “municipal election” in Quick Search box)

Ministry of Municipal Affairs – resources for municipal elections:
www.ontario.ca/municipalelections

Ministry of Municipal Affairs – election email address:
mea.info@ontario.ca

General information

Prior to 2018, third party advertising was not regulated for municipal council and school board elections. Those who wanted to advertise or distribute materials supporting or opposing a candidate did not have to identify themselves, were able to spend unlimited amounts of money, and did not have to report their advertising or financial activities to anyone.

Recent changes to the Municipal Elections Act, 1996 created a framework of rules for third party advertising. This guide provides information about who can register to be a third party advertiser, what registration allows them to do, and the rules that third party advertisers must follow.

The municipal clerk

Every municipality has a municipal clerk who is in charge of running the election.

The municipal clerk is the main contact for registered third party advertisers and those who are interested in becoming registered.

The clerk's office is where forms such as the registration form and campaign financial statements must be filed. The clerk is also responsible for providing information about spending limits and filing deadlines to third party advertisers.

If your municipality does not have a website, you could visit or contact the town hall for more information.

A municipality may have specific rules regarding issues such as where and when election signs may be displayed and whether third party advertising activities may occur on municipal property.

Contact your municipal clerk if you have questions about the election in your municipality.

What is third party advertising?

Third party advertising refers to advertisements or other materials that support, promote or oppose a candidate, or support, promote or oppose a "yes" or "no" answer to a question on the ballot. Third party in this context is a person or entity who is not a candidate.

Third party advertising is separate from any candidate's campaign, and must be done independently from a candidate. Any advertisements or materials that are made and distributed by a candidate, or under a candidate's direction, are part of the candidate's campaign.

Third party advertising is a way for those outside of the candidate's campaign to express support of or opposition to candidates (or a "yes" or "no" answer to a question on the ballot) and to try to persuade voters to vote a certain way.

A third party advertisement is an advertisement in any broadcast, print, electronic or other medium that promotes, supports or opposes a candidate, or a "yes" or "no" answer to a question on the ballot. Advertisement includes traditional ads as well as materials such as brochures or signs.

What is not a third party advertisement?

Activities that do not involve spending money, such as discussions or expressing an opinion about a candidate (or an answer to a question on the ballot) are not considered to be third party advertising. Examples include:

- speaking to friends and neighbours
- posting on social media, such as Twitter, Facebook or Instagram
- sending an email to a group or mailing list.

Internal communications from an employer to their employees, a corporation to its shareholders, directors, members or employees or by a trade union to its members or employees are not considered to be third party advertising.

Advertising about an issue, rather than a candidate or a "yes" or "no" answer to a question on the ballot is not considered third party advertising. For example, signs saying "Support local businesses" or "Keep the waterfront green" would not be third party advertising, even if a candidate has made those issues part of their campaign.

When do the rules apply?

The Municipal Elections Act, 1996 sets out a restricted period for third party advertising. This restricted period runs from May 1 in the year of the election to the close of voting on voting day. For the 2018 election, the restricted period is May 1, 2018 to the close of voting on October 22, 2018.

Candidates can begin filing their nominations on May 1. If any individual or group wanted to spend money before May 1 on signs or advertisements supporting someone who intended to become a candidate, or someone who they hoped would become a candidate, the third party advertising rules would not apply. However, once the restricted period begins on May 1, any signs or other advertisements would have to be taken down or discontinued.

Who can be a third party advertiser

Only those who have registered can spend money on third party advertising. The following are eligible to register as a third party advertiser:

- any person who is a resident in Ontario

- a corporation carrying on business in Ontario
- a trade union that holds bargaining rights for employees in Ontario.

If two or more corporations are owned or controlled by the same person or people, or if one corporation controls another, they are considered to be a single corporation. If the same person or people own or control multiple corporations, only one of those corporations may register to be a third party in a municipality.

There is no restriction against family members or campaign staff of candidates registering to be third party advertisers. However, third party advertising must be done independently of the candidate. If a person with close ties to a candidate wishes to register they should consider how these activities may look to the public and how they would be able to demonstrate that they were not working in co-ordination with the candidate.

Who cannot be a third party advertiser

A candidate running for any municipal council or school board office cannot register to be a third party advertiser in any municipality.

Groups, associations or businesses that are not corporations are not eligible to register and may not spend money on third party advertising in municipal elections. For example, neighbourhood associations, clubs or professional associations cannot register and cannot make contributions to third party advertisers. Members may register as individual third party advertisers and may contribute individually.

Candidates in the provincial election cannot register. They may register after the provincial election, when they are no longer candidates.

Federal and provincial political parties cannot register to be third party advertisers. Political parties are not permitted to be financially involved in municipal elections.

Registration

An individual, corporation or trade union must register with the municipal clerk to be a third party advertiser in a municipality. Third parties can register in any lower-tier or single-tier municipality (city, town, township, etc.). Third parties cannot register in an upper-tier municipality (a region or county).

Being registered in a municipality allows the third party to advertise to the voters in that municipality. A third party advertiser can support or oppose any candidate or candidates who will be voted on by the people in that municipality. This includes candidates running for local council, school trustee and candidates running for offices on an upper tier council.

Third party advertisers do not need to decide before they register which candidate or candidates they want to support or oppose, and they do not have to tell the clerk what their intentions are.

A third party can only advertise to voters in the municipality where they are registered. There is no limit on the number of municipalities where a third party can register. If a third party wants to advertise to voters in more than one municipality they must register in each municipality where they wish to advertise.

For example, if a third party wanted to advertise for or against a candidate running for an office that is voted on by people in more than one municipality, such as a school trustee or regional chair, they would need to register in each municipality.

Deadline to register

An individual, corporation or trade union can register to be a third party advertiser beginning on May 1, 2018, and can file a registration until the close of business on Friday, October 19, 2018.

Where to register

An individual or a representative of a corporation or trade union must file a [Notice of Registration \(Form 7\)](#) with the municipal clerk in person or by an agent. It must have an original signature – the form may not be a copy, and may not be scanned and submitted electronically. There is no registration fee.

The municipal clerk must be satisfied that that the individual, corporation or trade union is eligible in order to certify the registration, and may require that identification or additional documents be provided.

A person who is filing as the representative of a corporation or a trade union should make sure that they can provide proof that they are authorized to act on the corporation or trade union's behalf.

Registering in more than one municipality

If a third party advertiser registers in more than one municipality, each of those registrations is considered to be a separate advertising campaign. Once they register, they must keep each advertising campaign separate, and ensure that they follow the rules in each municipality where they are registered:

- The identification required on signs, advertisements and other materials must indicate that the third party is registered in that municipality.
- There must be a separate bank account for each campaign
- Contributions may not be shared between the advertising campaigns – if a contributor has given money to the advertising campaign in municipality A, that money cannot be used to fund expenses in municipality B.

- If the third party wants to use the same signs or the same advertisement in more than one municipality, the separate advertising campaigns can produce a “joint” advertisement. The advertisement would indicate that the third party is registered in both municipality A and municipality B, and each advertising campaign would pay for its share of the expense for the advertisement.
- The third party must file a separate financial statement in each municipality where they were registered. The financial statement must reflect the financial activities relating to advertising in that municipality.

Responsibilities of registered third parties

Third party advertisers are required to follow many of the same financial and reporting rules as candidates.

Unlike candidates, third party advertisers cannot appoint scrutineers to observe the voting, or to be present when votes are counted.

Identification on advertising

A third party advertiser must provide the following information on all of its advertisements, signs and other materials:

- the legal name of the registered third party (if the third party is a corporation or trade union, the name of the corporation or trade union must appear, not the name of the representative who filed the registration)
- the municipality where the third party is registered
- a telephone number, mailing address or email address where the third party can be contacted.

A registered individual cannot act on behalf of a group or organization that is not eligible to register as a third party advertiser. For example, if Chris Smith is the president of a business improvement association (BIA), the signs and materials must identify Chris Smith as the person responsible for the advertising, not the BIA.

If ads are going to be broadcast or published (e.g. on a radio station or in a newspaper), the ad must contain the information required above, and the third party advertiser must also provide the broadcaster or publisher with the following:

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

Any additional content of signs is not regulated under the act.

Sign bylaws

A municipality may have rules in place about when signs can be put up, and how signs may be displayed on public property.

The third party is responsible for removing their signs after voting day. The municipality may require a sign deposit or have penalties for failing to remove signs. Contact the municipal clerk for more information.

Advertising on voting day

The Municipal Elections Act, 1996 does not prohibit campaigning or advertising on voting day. While there are restrictions on advertising for federal and provincial elections on voting day, these “blackouts” do not exist for municipal council and school board elections.

The act prohibits campaign material in a voting place. The voting place could include the entire property of a building that has a voting place inside it, including the parking lot. A third party is not allowed to have brochures, buttons, signs or any other advertising material in the voting place.

Wrapping up the advertising campaign

After voting day, the third party advertiser must remove any signs or other advertisements that have been put up, including online ads.

The advertising campaign must end on December 31, 2018, unless it has a deficit and the third party informs the clerk in writing that they are going to extend their campaign. Once the campaign has ended, the third party should close the designated bank account and prepare the financial statement.

Financial statements must be filed with the clerk by 2 p.m. on Friday, March 29, 2019.

Finance rules

Third party advertising campaign

This guide refers to activities related to third party advertising as the “advertising campaign”.

Record keeping

Every third party is responsible for keeping financial records related to their advertising campaign. The Municipal Elections Act, 1996 does not require that third parties use any specific accounting system. A third party may want to consult with an auditor or an accountant to make sure that they are using a bookkeeping and accounting system that will suit their needs.

The third party should also look through the [financial statement \(Form 8\)](#) that they will be required to file to make sure that they are keeping records of all the information that must be included on the statement.

Every third party is required to keep all of their advertising campaign financial records until November 15, 2022 when the next council or school board takes office.

A third party must keep the following campaign records:

- the receipts issued for every contribution including when the contribution was accepted and the date the receipt was issued (receipts must also be issued to the third party for any contributions made to their own advertising campaign)
- the value of every contribution, whether it is money, goods or services, and the contributor’s name and address
- all expenses, including the receipts for each expense
- any claim for payment of an expense that the third party disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the terms of any loan received from a bank or other recognized lending institution.

Advertising campaign period

A registered third party can only accept contributions or incur campaign expenses during their advertising campaign period.

The advertising campaign begins on the day the individual, corporation or trade union is registered as a third party advertiser. Third parties can register beginning on May 1, 2018 until the close of business on Friday October 19, 2018.

As the advertising is meant to influence voters, there is little point in continuing to advertise after voting day. However, the advertising campaign period runs until December 31, 2018. This extra time can be used to accept contributions if the campaign has not paid for all of its expenses.

If a third party is certain that they will not have any more financial activity after voting day, they can end their advertising campaign at any time between voting day and December 31, 2018.

Extended campaigns

If the advertising campaign has a deficit, the third party can extend their campaign in order to do some additional fundraising. A third party can extend their campaign by notifying the clerk using the [Notice of Extension of Campaign Period \(Form 6\)](#) on or before Monday, December 31, 2018. The end date for the extended period will be the earliest of:

- the day the third party notifies the clerk in writing that they will be ending their advertising campaign and not accepting any more contributions
- June 30, 2019

Bank account

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

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

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

Contributions

Contributions are any money, goods or services that are given to a third party for use in the campaign, including money and goods that the third party contributes to their own campaign.

If a third party sells tickets to a fundraising event, the cost of the ticket is considered a contribution.

If a third party obtains a loan from a bank or other recognized lending institution and guarantees the loan, and the advertising campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor. If the third party is an individual, either they or their spouse may guarantee a loan.

Things that are not contributions

The value of volunteer labour (for example, if a team of volunteers helps to put up signs) 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 the third party may accept such donations without keeping track of who gave them. The total amount of money received from these donations must be reported on the financial statement.

If the third party obtains a campaign loan from a bank or a recognized lending institution, the amount of the loan is not considered to be a contribution.

Who can contribute

A third party can accept contributions from:

- any person who is a resident of Ontario
- corporations carrying on business in Ontario
- trade unions that hold bargaining rights for employees in Ontario.

If the registered third party is an individual, and their spouse is not normally resident in Ontario, the spouse can still make contributions to the third party's advertising campaign. They may not make contributions to any other registered third party, or to any candidates.

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.

Who cannot contribute

The following are not allowed to make contributions to third party advertising 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.

When contributions can be received

A third party can only accept contributions once they have registered as a third party advertiser, and cannot accept contributions after the advertising campaign period has finished.

Any contributions received outside the advertising campaign period must be returned to the contributor. If the contribution cannot be returned to the contributor, it must be turned over to the clerk.

Contribution limits

There is no limit on how much a registered third party (and, if the third party is an individual, their spouse) can contribute to their own advertising campaign.

There is a \$1,200 limit that applies to all other contributions. This amount includes the value of any goods or services donated to the third party advertiser. If an individual, corporation or trade union 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 third parties registered in the same municipality is \$5,000.

A contribution must come directly from the contributor – pooling contributions from others and giving them to a third party advertiser is not allowed. If a contribution is made from a joint account, it must be clear which person is making the contribution.

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 (e.g. certain debit, credit or electronic transfer transactions).

Third party advertisers are required to inform every contributor of the contribution limits. Contributors should keep track of their donations to ensure they don't end up giving more than is permitted.

Contribution receipts

Third party advertisers must issue a receipt for every contribution they receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, the third party must determine the value of the goods or services and issue a receipt for the full value.

If a third party receives 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.

Third party advertisers are required to list the names and addresses of every contributor who gives more than \$100 total to the advertising campaign in their financial statement. The financial statement is a public document.

A third party 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.

Contribution receipts are not tax receipts. Contributions to third party advertising campaigns cannot be credited against provincial or federal income taxes.

An easy way for third party advertisers to inform contributors of the contribution limits is to include the contribution limits on the receipt that is given for each contribution.

Review of contributions

The contributions that are reported on third party advertisers' financial statements will be reviewed by the municipal clerk to see if any contributors have given too much.

If the contributions reported on the financial statements show that a contributor gave more than \$1,200 to an individual third party advertiser, or if they show that a contributor gave more than \$5,000 to third party advertisers registered in the same municipality, the clerk will report this to the compliance audit committee. The compliance audit committee will hold a meeting and determine whether the municipality will begin court proceedings against the contributor.

Returning ineligible contributions

Third party advertisers are required to return any contribution that was made or accepted in contravention of the act as soon as they learn that it was an ineligible contribution. If the contribution cannot be returned, it must be turned over to the clerk.

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

- made outside the 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 business that is not a corporation, etc.)
- greater than the \$1,200 individual limit or the \$5,000 total limit
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them

Refunding unused contributions

If the advertising campaign ends with a surplus, the third party can withdraw the value of contributions that they made to their own campaign. If the third party is an individual, they can also withdraw the value of contributions made by their spouse. If there is still a

surplus once these contributions have been withdrawn, it must be turned over to the clerk.

A third party advertiser cannot refund any other unused contributions.

Contribution rebates

Some municipalities have established programs to provide rebates to those who make contributions to candidates. These programs only apply to candidates, and do not apply to contributions made to third party advertising campaigns.

Fundraising

Fundraising functions are events or activities held for the primary purpose of raising money for a third party's advertising campaign.

If a third party has created brochures or other advertising materials that include a sentence asking people to make a contribution or providing information about how to contribute, this would not be a fundraising brochure since its primary purpose is to persuade voters to vote a certain way, not to raise money.

Fundraisers can only be held during the advertising campaign period. Third party advertisers must record the gross income, including ticket revenue and other revenue, and the expenses related to each event and activity on their campaign financial statement.

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

If the ticket price is more than \$100, these contributions must be included in Table 1 on the [campaign financial statement \(Form 8\)](#). If the ticket price is less than \$100 and a person who buys a ticket makes other contributions, making their total contribution more than \$100, these contributions – including the cost of the ticket – must be recorded in Table 1.

Campaign income

If funds are raised 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 good or service is sold for \$25 or less, the amount paid is considered campaign income, and not a contribution.

Examples:

The campaign has 20 framed prints to sell at a fundraising function. The cost to the campaign is \$20 per print, and they are sold for \$50 each. Each person who purchases a print is making a \$30 contribution to the campaign.

The campaign has 100 t-shirts printed to sell at a fundraiser. The cost to the campaign is \$10 per shirt, and they are sold for \$25 each. Each person who purchases a shirt is not making a contribution. The \$2,500 that was raised by selling the shirts must be recorded as campaign income on the financial statement.

If goods (such as food and drink) are sold at market value, the revenue is not considered to be a contribution, but must still be recorded on the campaign financial statement as campaign income.

Expenses

Campaign expenses are the costs that are incurred during the campaign. These include costs directly related to producing, distributing or publishing advertisements, as well as indirect costs such as hiring someone to keep track of contributions and issue receipts.

Goods and services that are contributed to the campaign are also expenses. They should be treated as if the contributor gave the third party money and the third party went out and purchased the goods and services at fair market value – both the contribution and the expense must be recorded.

Example:

An individual spends \$120 on stakes for putting up signs and donates them to a third party's advertising campaign. The third party should record a contribution of \$120 in goods or services from the individual, and record an expense of \$120.

Expenses must be paid from the campaign bank account. If a credit card is used to pay for purchases, the third party should keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Any taxes such as HST paid on purchases should be included in the amount of the expense.

Third party advertisers can only incur expenses during their advertising campaign period, except for expenses related to the preparation of an auditor's report. If a third party advertiser is required to include an auditor's report with their financial statement,

they may incur these expenses after the advertising campaign period has ended. These expenses must also be reported on the financial statement.

Spending limits

The general spending limit for a third party's advertising campaign is calculated based on the number of electors who are eligible to vote in the municipality where the third party is registered. The formula to calculate the limit is \$5,000 plus \$0.05 per eligible elector, to a maximum of \$25,000.

Examples:

A third party advertiser registered in a municipality with 50,000 electors would have a spending limit of \$7,500.

A third party advertiser registered in a municipality with 500,000 electors would have a spending limit of \$25,000. \$5000 plus \$0.05 per elector is \$30,000, so the maximum \$25,000 applies.

There is a separate spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of the general spending limit.

Example:

A third party's general spending limit is \$20,000. The spending limit for throwing a party on voting night and making expressions of appreciation such as giving gifts to the members of the advertising campaign team would be \$2,000. These expenses do not count toward the \$20,000 general spending limit.

When a third party registers in a municipality, the clerk will give them an estimate of their general spending limit. This estimate will be based on the number of electors in the last election.

On or before September 25, 2018 the clerk must give a final general spending limit that is based on the number of electors on the voters' list for the current election.

If the initial spending limit estimate is different than the final spending limit received in September, the higher of the two becomes the official spending limit. The clerk will also provide the spending limit for expenses related to parties and other expressions of appreciation.

Types of expenses

Most expenses will be subject to the general spending limit.

Expenses are not subject to the spending limit if they are:

- related to holding a fundraising event or activity

- related to a compliance audit
- incurred by a registered third party who is an individual with a disability, and the expenses are directly related to the disability and would not have been incurred if not for the election
- audit and accounting fees

Any materials, events or activities must have fundraising as the primary purpose in order to be exempt from the spending limit. An incidental mention of contributions is not enough to qualify as fundraising.

When the spending limit applies

The spending limit covers expenses that are incurred between the beginning of the advertising campaign (the day the third party is registered) and voting day. Expenses incurred between the day after voting day and the end of the advertising campaign period are not subject to the spending limit.

If a third party incurs an expense before voting day, but doesn't get around to paying for it until after voting day, it would still be subject to the spending limit.

Expenses related to parties and expressions of appreciation after voting are subject to the specific spending limit regardless of whether they are incurred before or after voting day.

Advertising campaign financial statement

Every registered third party advertiser must file a complete and accurate financial statement on time.

The filing deadline is 2 p.m. on March 29, 2019.

Third party advertisers must use [Form 8](#). (Do not use Form 4, as that is the financial statement for candidates.)

If a bookkeeper or accountant completes the financial statement, the third party is still responsible for ensuring that it is complete, accurate and filed on time.

Financial statements do not require original signatures. Contact the clerk for information about whether a financial statement can be filed by a method such as fax or email.

If an individual, corporation or trade union registered in more than one municipality, they must file a separate campaign financial statement with each municipal clerk.

If a third party did not receive any contributions or incur any expenses, they are only required to fill out the first page of the financial statement and sign it.

If a third party received contributions or incurred any expenses, they must complete the relevant parts of the financial statement.

If the advertising campaign contributions or campaign expenses are greater than \$10,000, the financial statement must be audited and the auditor's report included when the financial statement is submitted to the clerk.

Filing early

A third party can file their campaign financial statement after they have ended their advertising campaign. If a third party files a statement early and then discovers that there is an error in it, they can submit a corrected statement at any time before the filing deadline on March 29, 2019. The original statement is deemed to be withdrawn when the corrected statement is filed. A third party cannot withdraw a financial statement without submitting a corrected one at the same time.

Applying for an extension

If a third party will be unable to file the financial statement by the deadline, they may apply for an extension to the Superior Court of Justice **before March 29, 2019**.

Grace period for filing

If a third party has not filed a financial statement by the deadline, they may file the financial statement within 30 days after the deadline if they pay the municipality a \$500 late filing fee. This 30-day grace period ends at 2 p.m. on Monday, April 29, 2019.

Penalty for filing late

If a third party has not filed a financial statement by the end of the 30-day grace period and did not apply to the court for an extension prior to the March 29th deadline, the individual, corporation or trade union will not be eligible to register as a third party advertiser in the municipality until after the 2022 election.

If a third party did not file a financial statement by the end of the 30-day grace period, they may still file it for the purposes of having their finances on the record. The clerk will accept the financial statement and make it available to the public. The penalty will still apply.

Extended campaigns

If a third party extends their campaign they must file two financial statements:

- a financial statement reflecting the advertising campaign until December 31, 2018 (due March 29, 2019)
- a supplementary financial statement that includes the information from the primary statement and adds financial information from the extended campaign.

The supplementary financial statement must be filed with the clerk by 2 p.m. on Friday, September 27, 2019. There is also a 30-day grace period for this deadline in which the statement can be filed late provided the \$500 fee is paid.

Surplus and deficit

If the campaign has a surplus after the third party has refunded contributions made by the third party (and, if the third party is an individual, their spouse), the remaining surplus must be paid over to the clerk when the financial statement is filed. The surplus will be held in trust, and the third party can use it if they incur expenses related to a compliance audit. If the surplus is not needed for these expenses, it becomes the property of the municipality.

If the third party's campaign expenses are greater than the campaign income, the campaign will be in deficit.

Note: If the financial statement reports that the advertising campaign ended with a deficit, this is a deficit on paper only. The third party is still obligated to pay any vendors they owe money to. Ending the campaign with a deficit may result in questions being raised about how those vendors were paid.

Auditor's report

A third party must have an auditor review the financial statement and provide a report if:

- the advertising campaign expenses exceed \$10,000, or
- the contributions received exceed a total of \$10,000, or
- both the expenses and contributions exceed \$10,000 each.

The auditor's report must be prepared by an auditor licensed under the Public Accounting Act, 2004. Before a third party hires someone to prepare the report, they should ensure that the person is properly qualified.

A third party can incur expenses relating to the auditor's report after December 31, 2018. These expenses do not count toward the spending limit. These expenses should be included on the financial statement that will be filed.

Compliance and enforcement

Automatic penalties

Under the Municipal Elections Act, 1996, a penalty applies automatically if:

- a third party fails to file a financial statement by the end of the 30-day grace period or fails to apply to the court for an extension by the filing deadline
- the financial statement shows that the third party has exceeded a spending limit
- a third party fails to turn over their surplus to the clerk when they file their financial statement.

The penalty is that the individual, corporation or trade union will not be eligible to register as a third party advertiser in the municipality until after the 2022 election.

Compliance audits

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

If an eligible elector believes that a third party has not followed the election finance rules, the elector may apply for a compliance audit of the third party's advertising campaign finances. The application must be in writing, and must set out the reasons why they believe the third party did not follow the rules.

An application for a compliance audit must be submitted to the clerk of the municipality where the third party is registered within 90 days of the deadline to file the advertising campaign financial statement.

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

If the committee grants the application, it will appoint an auditor to conduct a compliance audit of the third party's advertising campaign finances. The auditor is entitled to have access to all of the financial records related to the advertising campaign. The auditor will produce a report, which the third party is 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 a third party 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 2018 election must be commenced before November 15, 2022.

Penalties

If a person is convicted of committing an offence, they may be subject to the following penalties:

- a fine of up to \$25,000
- up to six months in prison
- ineligibility to register to be a third party advertiser until after the next regular election
- ineligibility to vote or run in the next regular election (in the case of conviction for bribery or other corrupt practices).

If a corporation or trade union is convicted of committing an offence, they may be subject to a fine of up to \$50,000, and ineligibility to register to be a third party advertiser until after the next regular election.

If any third party advertiser is convicted of exceeding a spending limit, they may also be fined the amount by which they exceeded the limit.

Completing the financial statement

Third party advertisers must use [Form 8](#).

All registered third party advertisers must complete Box A: Name of Registrant and Box B: Declaration. If the third party did not receive any contributions or incur any expenses, check the box indicating this, and complete the Declaration in Box B. No further information is required.

If the third party did receive contributions or incur any expenses, fill in the information in Box C, Box D, Schedule 1, and Schedule 2 as appropriate. It may be easier to fill out the form by starting with the more detailed sections such as the tables in Schedule 1 before filling in the Statement of Campaign Income and Expenses.

Any contributors that give more than \$100 in total must be identified and recorded in the tables in Schedule 1. There are separate tables for contributions of money or goods and services, contributed by individuals or corporations and trade unions. Record each contribution in the appropriate table.

Contributors that give \$100 or less in total do not have to be individually identified. The total amount contributed from these contributors will be recorded as a lump sum.

If the third party received contributions or incurred expenses in excess of \$10,000, an auditor's report must be included with the financial statement.

The completed financial statement must be submitted to the clerk by **2 p.m. on the last Friday in March (March 29, 2019)**.

Supplementary financial statements must be submitted to the clerk by **2 p.m. on the last Friday in September (September 27, 2019)**.

Where to find forms

Copies of forms can be obtained from the municipal clerk or downloaded from the Government of Ontario's Central Form Repository at www.forms.ssb.gov.on.ca.

Please note that this list only provides forms applicable to registering and fulfilling requirements for third party advertisers. For an exhaustive list of all forms applicable to municipal elections, please use the direct link.

[Direct link to all forms](#)

[Notice of Registration – Third Party \(Form 7\)](#)

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

[Financial Statement – Subsequent Expenses \(Form 5\)](#)

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

Contact us

If you have questions or would like to give feedback on this guide, please contact us at mea.info@ontario.ca.

You can also contact your regional Municipal Services Office:

Central Municipal Services Office

13th Floor, 777 Bay St.
Toronto ON M5G 2E5
Telephone: 416-585-6226 or 1-800-668-0230

Lower Tier, Upper Tier and Single Tier Municipalities (Barrie, Dufferin, Durham, Halton, Hamilton, Muskoka, Niagara, Orillia, Peel, Simcoe, Toronto, York)

Eastern Municipal Services Office

Rockwood House
8 Estate Lane
Kingston ON K7M 9A8
Telephone: 613-545-2100 or 1-800-267-9438

Lower Tier, Upper Tier and Single Tier Municipalities (Belleville, Brockville, Cornwall, Dundas/Glengarry, Frontenac, Gananoque, Haliburton, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville, Lennox & Addington, Northumberland, Ottawa, Pembroke, Peterborough, Prescott, Prescott-Russell, Prince Edward, Quinte West, Renfrew, Smith Falls and Stormont)

Northern Municipal Services Office (Sudbury)

Suite 40, 159 Cedar St.
Sudbury ON P3E 6A5
Telephone: 705-564-0120 or 1-800-461-1193

Districts (Algoma, Cochrane, Manitoulin, Nipissing, Parry Sound, Sudbury and Timiskaming)

Northern Municipal Services Office (Thunder Bay)

Suite 223, 435 James St. S
Thunder Bay ON P7E 6S7
Telephone: 807-475-1651 or 1-800-465-5027

Districts (Kenora, Rainy River and Thunder Bay)

Western Municipal Services Office

2nd Floor, 659 Exeter Rd
London ON N6E 1L3
Telephone: 519-873-4020 or 1-800-265-4736

Lower Tier, Upper Tier and Single Tier Municipalities (Brant, Brantford, Bruce, Chatham-Kent, Elgin, Essex, Grey, Guelph, Haldimand, Huron, Lambton, London, Middlesex, Norfolk, Oxford, Perth, St. Thomas, Stratford, Waterloo, Wellington and Windsor)

Ministry of Municipal Affairs

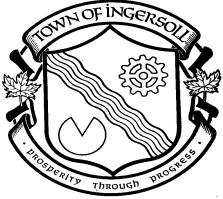
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**PRELIMINARY CERTIFICATE OF
MAXIMUM CAMPAIGN EXPENSES
REGISTERED THIRD PARTY**
Municipal Elections Act, 1996 (s. 88.21(15))

TO:

_____ (Name of Registered Third Party)		
_____,	INGERSOLL, ON	N5C 2V5
(Address)		(Postal Code)

FROM:

The Clerk, or designated election official, of

THE TOWN OF INGERSOLL

I hereby certify that the maximum campaign expenses that a registered third party is permitted to incur in the Municipal Election to be held **OCTOBER 22, 2018** is **\$5,434.65**.

Date

Municipal Clerk or Designate



Declaration of Qualifications (Third Party Advertiser) 2018 Municipal and School Board Election- Corporation

I, _____ , a representative of _____
(name of representative) (name of trade corporation)

am registering this corporation as a third party advertiser for the 2018 Municipal Election and,

Do solemnly declare that:

1. The corporation I am representing is qualified pursuant to the *Municipal Elections Act, 1996*, as amended, to be registered as a third party advertiser.
2. Without limiting the generality of paragraph 1, the corporation I am representing is a corporation that carries on business in Ontario.
3. The corporation I am representing, is not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Conflict of Interest Act* or any other Act to be a registered third party advertiser.
4. Third party advertisements made by the corporation shall not be under the direction of a candidate whose nomination has been filed under section 33 of the *Municipal Elections Act, 1996*.
5. I am an authorized representative of the corporation.

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

Declared before me at the Town of Ingersoll

this ____ day of _____, 2018

(Signature of representative of third party advertiser)

(Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process in the municipal election and will be available for public inspection in the office of the Clerk. Questions about this collection of personal information should be directed to the Clerk at 130 Oxford St. 2nd floor, Ingersoll ON, N5C 2V5.



**Declaration of Qualifications (Third Party Advertiser)
2018 Municipal and School Board Election- Trade Union**

I, _____ , a representative of _____
(name of representative) (name of trade union)

am registering this trade union as a third party advertiser for the 2018 Municipal Election and,

Do solemnly declare that:

1. The trade union I am representing is qualified pursuant to the *Municipal Elections Act, 1996*, as amended, to be registered as a third party advertiser.
2. Without limiting the generality of paragraph 1, the trade union I am representing is a trade union that holds bargaining rights for employees in Ontario.
3. The trade union I am representing, is not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Conflict of Interest Act* or any other Act to be a registered third party advertiser.
4. Third party advertisements made by the trade union shall not be under the direction of a candidate whose nomination has been filed under section 33 of the *Municipal Elections Act, 1996*.
5. I am an authorized representative of the trade union.

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

Declared before me at the Town of Ingersoll

this ____ day of _____, 2018

(Signature of representative of third party advertiser)

(Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process in the municipal election and will be available for public inspection in the office of the Clerk. Questions about this collection of personal information should be directed to the Clerk at 130 Oxford St. 2nd floor, Ingersoll ON, N5C 2V5.



Declaration of Qualifications (Third Party Advertiser) 2018 Municipal and School Board Election- **Individual**

I, _____ am registering as an individual third party advertiser for the 2018 Municipal Election and,

Do solemnly declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996*, as amended, to be registered as a third party advertiser.
2. Without limiting the generality of paragraph 1, I am an individual who normally resides in Ontario and I am not a candidate whose nomination has been filed under the *Municipal Elections Act, 1996*.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Conflict of Interest Act* or any other Act to be a registered third party advertiser.
4. Any third party advertisements which I may make shall not be under the direction of a candidate whose nomination has been filed under section 33 of the *Municipal Elections Act, 1996*.

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

Declared before me at the Town of Ingersoll

this ____ day of _____, 2018

(Signature of representative of third party advertiser)

(Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process in the municipal election and will be available for public inspection in the office of the Clerk. Questions about this collection of personal information should be directed to the Clerk at 130 Oxford St. 2nd floor, Ingersoll ON, N5c 2V5.