



Municipality of Lakeshore Clerk's Election Procedures

Municipal and School Board Election 2022

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Part 1 - General

1. Authority

- 1.1. The Municipal Elections Act, 1996 (the "MEA") states that the Clerk shall establish procedures and forms for the use of any voting and vote-counting equipment. The procedures shall be consistent with the principles of the MEA, and if consistent, shall prevail over anything in the MEA and its regulations.
- 1.2. Bylaw 108-2021, being a By-law to Authorize the Use of Optical Scan Vote Tabulators and Accessible Voting Equipment for the 2022 Municipal Elections, adopted pursuant to section 42 of the MEA, authorizes the use of vote counting equipment for the 2022 Municipal and School Board Election.
- 1.3. The Clerk, pursuant to section 12 of the MEA, may provide for any matter or procedure that is not otherwise provided for in the MEA, or its regulations, and that is necessary and desirable for conducting the Election. The Clerk may establish forms or oaths and require the use of such forms or oaths.

MEA Reference(s): section 12, 42

2. Application

- 2.1. These procedures have been developed under the authority of the MEA and shall be applied to the conduct of the 2022 Municipal and School Board Election in the Municipality.
- 2.2. Election, policies, procedures, and decisions made in the conduct of the Election shall be conducted in accordance with the following principles:
 - a) The secrecy and confidentiality of the voting process is paramount;
 - b) The election shall be fair and non-biased;
 - c) The election shall be accessible to the voters;
 - d) The integrity of the voting process shall be maintained throughout the election;
 - e) There is to be certainty that the results of the election reflect the votes cast;
 - f) Voters and candidates shall be treated fairly and consistently; and
 - g) The proper majority vote governs by ensuring that valid votes are counted and invalid votes are rejected so far as reasonably possible.

MEA Reference: section 12

3. Interpretation

- 3.1. References to items in the plural include the singular, as applicable. "They" or "their" may refer to both the singular and the plural and includes references to an individual or thing that is feminine, masculine or non-binary.
- 3.2. The words "include", "including" and "includes" are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list.
- 3.3. Headings are inserted for ease of reference only and are not to be used as interpretation aids.
- 3.4. Specific references to laws or by-laws are meant to refer to the current laws applicable at the time that this by-law was enacted and shall be interpreted to include amendments, restatements and successor legislation.

4. Accessibility

- 4.1. Please refer to Lakeshore's 2022 Municipal Election Accessibility Plan located on the Election Website.
- 4.2. The Municipality of Lakeshore conducts the election for the two French Language-District School Boards. As such, notices, forms and other information provided under the MEA in respect of the election of trustees to the French Language-District School Boards will also be made available in French.

MEA Reference(s): section 9.1

5. Election Officials

- 5.1. The Clerk will appoint in writing additional persons to serve as Election Officials, including Deputy Returning Officers, to carry out various tasks and responsibilities associated with the conduct of the Election.
- 5.2. Election Officials shall take an oath before commencing any responsibilities in connection with the Election, which oath shall include a statement that the Election Official uphold the principles of the MEA.
- 5.3. Election Officials shall be provided with the training and materials as required to fulfill their responsibilities in connection with the Election.

MEA Reference: section 15

Related form: [Appointment and Oath of an Election Official](#)

6. Offences and Corrupt Practices

- 6.1. The MEA sets out a number of offences and corrupt practices which are prohibited.
- 6.2. Complaints of offences or corrupt practices shall be directed to the Ontario Provincial Police – Lakeshore Detachment Crime Unit.

MEA Reference(s): section 89 –94. 2.

7. Definitions

Advance Vote means the location, dates and hours for casting a Ballot prior to Voting Day.

Advance Voter List means the list produced by the Supervising Deputy Returning Officer after the close of voting on each day of the Advance Vote showing the name of each person who has voted on that voting day and identifying the voter's Voting Place.

Ballot means paper including all choices available to an Elector and containing spaces in which the Electors mark their votes.

Ballot Box means a box which contains a compartment in which voted Ballots are received after tabulation by the Vote Tabulators. There is a separate compartment “Auxiliary Compartment” for the insertion of Ballots that have not been tabulated in the event of failure of the Vote Tabulator and which the box serves as the platform for the Vote Tabulator. **Ballot Box – Institution** means the Ballot Box used for collection ballots at Institutions prior to the tabulation.

Candidate means a Candidate whose nomination has been certified by the Clerk pursuant to section 35 of the MEA.

Counting Centre means the physical place where the votes will be counted, and final results will be confirmed.

Election means the 2022 Lakeshore regular municipal election for Mayor, Deputy Mayor and Ward Council Members for the municipal council and the trustees for school boards for which Lakeshore is responsible for conduct of the election as determined pursuant to O. Reg. 412/00 to the Education Act, R.S.O. 1990, c. E.2.

Election Official includes the Clerk, Deputy Clerk, Election Coordinator, Supervising Deputy Returning Officer, Ballot Officer, Tabulator Officer, Election Assistant and such

other persons appointed in writing by the Clerk to carry out Election duties.

Election Website means www.Lakeshore.ca/Election.

Elector means a person qualified to be an elector pursuant to the MEA.

Institution means a premise that on Nomination Day, occupies 20 or more beds by persons who are disabled, chronically ill or infirm; and a retirement home in which, on Nomination Day, 50 or more beds are occupied.

MEA means the Municipal Elections Act, 1996, S.O. 1996, C. 32.

Nomination Day means the final day on which nominations for office can be filed with the Clerk and is Friday, August 19, 2022.

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

- a) on Voting Day, or
- b) for a period of six weeks or more during the calendar year in which voting day of the Election is held.

Privacy Sleeve means a folder in which a Ballot is placed to conceal the names of the Candidates and the marks made by the Elector upon the face of the Ballot but does expose the initials of the Ballot Officer.

Proof of Identification means proof of identity and residence as prescribed in O. Reg. 304/13 of the MEA.

Recount means an additional count of Ballots following Voting Day.

Results Tape means the printed record generated from a Vote Tabulator at the close of voting on Voting Day, which shows the number of votes cast for each Candidate for each of the offices contested in the Election.

Scrutineer means a person appointed by a Candidate to represent them during voting and at counting of votes, including a recount.

Social Media means Facebook [Facebook.com/MunicipalityofLakeshore](https://www.facebook.com/MunicipalityofLakeshore) or Twitter

[Twitter.com/TweetLakeshore](https://twitter.com/TweetLakeshore).

Tabulator means a device that uses an optical scanner to detect a mark made by an Elector in the space provided for that purpose on a Ballot.

Tabulator Memory Card means a battery sustained hardware device inserted into the vote-counting unit, and programmed:

- a) with the names of all Candidates for each office to be contested in the Election or the particular Ward;
- b) with the alternative of “yes” and “no” for each question; and,
- c) to record and retain information on the number of acceptable marks made for each Candidate.

Time/Clock means the time as indicated on the clock located in the Clerk’s Office.

Town Hall means Lakeshore Town Hall located at 419 Notre Dame Street, Belle River, Ontario.

Unused Ballot means a Ballot that has not been issued to an Elector.

Vote Counting Centre means the physical place where the final results will be confirmed.

Voting Day means the final day on which the vote is to be taken in an Election and shall be Monday, October 24, 2022.

Voter Information Card (VIC) means a card provided to each Elector on the Voters’ List identifying the Elector’s identification number.

Voters’ List means the list of Electors produced by MPAC (Municipal Property Assessment Corporation) for each municipality and school board in the province as amended by the Clerk.

Voting Period means the period during which an eligible voter may cast their vote.

Voting Place means on Voting Day or an Advance Vote Day, the premises, including the land forming the property upon which the premises is situate, where Electors are invited to attend to vote.

Voting Station means the station in a Voting Place where an Elector attends to receive their Ballot.

Ward means the geographical division of the municipality identified by By-law 119-2012. The Municipality of Lakeshore is divided into 6 wards with 1 Councillor elected for each ward.

Zero Tape means the printed record generated from a Vote Tabulator before the acceptance of any Ballot at the opening of the Voting Place. It is also the printed record generated from a counting centre before the tabulation of used Ballots or at the beginning of any recount procedure, and which indicates as "zero" the number of votes for each Candidate.

Part 2 – Candidates, Scrutineers and Third-Party Advertisers

8. Candidate Nomination Procedure

Filing of Nominations

8.1. Nominations for the offices listed below shall be filed in person on the prescribed form (Nomination Paper – Form 1) (Council Candidates must also submit an (Endorsement of Nomination – Form 2) with the Clerk, at Municipality of Lakeshore Town Hall starting May 2, 2022, through August 18, 2022, during regular business hours and from 9:00 AM to 2:00 PM, Friday August 19, 2022:

Mayor – 1 position

Deputy Mayor – 1 position

Councillor, Ward 1 – 1 position

Councillor, Ward 2 – 1 position

Councillor, Ward 3 – 1 position

Councillor, Ward 4 – 1 position

Councillor, Ward 5 – 1 position

Councillor, Ward 6 – 1 position

**Trustee, Greater Essex County District School Board – Tecumseh/Lakeshore
Wards 1-6 – 1 Position – Nomination to be filed with Lakeshore**

**Trustee, Windsor-Essex Catholic School Board – English Separate
Wards 1-6 - 1 Position – Nomination to be filed in Lakeshore
Trustee, Conseil Scolaire Catholique Providence – French Separate**

**Lakeshore-Ward#6, Leamington, Pelee, Chatham-Kent Ward #1 Area/Secteur #5 -
1 Position – Nomination to be filed in Lakeshore**

**Trustee, Conseil Scolaire Catholique Providence – French Separate – Lakeshore
Wards #3, #4, #5 – Area/Secteur #7 -1 Position - Nomination to be filed in
Lakeshore**

**Trustee, Conseil Scolaire Catholique Providence – French Separate – Lakeshore
Wards #1 & #2/ Tecumseh Wards #1 - #3 – Area/Secteur #9 1 Position -
Nominations to be filed in Town of Tecumseh**

Trustee, Conseil Scolaire Viamonde – French Public

1 Position – to be filed with the Clerk of the City of Windsor

- 8.2. Nominations may be filed by the person seeking election to one of the offices above, or through an agent on behalf of that person. **Nominations may not be filed electronically. Original signatures are required.** A person may be nominated only if, on the day of the nomination, the person being nominated is qualified pursuant to the MEA.
- 8.3. Nominations can be filed during regular business hours (8:30 AM to 4:30 PM Monday to Friday, except holidays) at Town Hall from May 2, 2022, to Thursday, August 18, 2022, and between 9:00 AM and 2:00 PM on Friday, August 19, 2022 (Nomination Day). Nominations will not be accepted after this time unless the person wishing to file the Nomination Form is present in the foyer of Town Hall at 2 p.m. on Friday, August 19, in which case the person may file their form as soon as possible after 2 p.m.
- 8.4. If a person is running for municipal council, the person must submit original endorsement signatures from 25 Electors who are eligible to vote in the municipality. School Board Trustee Candidates are not required to submit endorsement signatures.
- 8.5. Persons filing a nomination form are required to provide the prescribed statement of qualifications, signed by the person being nominated. If a person has been nominated for an office, the first nomination shall be deemed to be withdrawn at the time the second nomination is filed.
- 8.6. The prescribed nomination filing fee is \$200.00 for Mayor or Deputy Mayor and \$100 for all other offices including school board trustees. This fee must be paid to the Clerk at the time the nomination form is submitted.
- 8.7. Persons filing a Nomination Form must provide Proof of Identification.
- 8.8. Nominations for School Board Trustee for Conseil scolaire Viamonde shall be filed with the Clerk of the City of Windsor.
- 8.9. Upon filing, Nomination Paper and Endorsement of Nomination Form become part public record and shall be disclosed to members of the public upon request. Subject to the consent provided on the Candidate Consent to Release Personal Information, some Candidate information is posted on the Election Website and may be shared with the public or media upon request.
- 8.10. The Clerk shall provide notice of the unofficial list of persons that have filed Nomination forms by posting on the Election Website a "List of Candidates" which is updated every 3 business days with the recent nominations.

- 8.11. Candidates must open a bank account exclusively for their campaign if they accept any contributions of money (including contributions from themselves or their spouse) or incur any expenses. Candidates are not required to open a campaign bank account if they do not spend any money and do not receive any contributions of money. If they receive contributions of goods or services, but no contributions of money, they are not required to open a bank account.
- 8.12. In the event that a Candidate's financial institution requires confirmation of nomination in order to open a bank account, the Candidate may use the copy of their Nomination Form to verify candidacy.
- 8.13. If a Candidate has a question regarding the Election, they can submit their question through the Candidate Portal CandidateQuestions@lakeshore.ca . Any election question asked by a Candidate will be posted to the Candidate Portal with a response to the question. The identity of the Candidate that asked the question will not be revealed. Answers to questions do not constitute legal or accounting advice. Any legal or campaign finance questions should be directed to the Candidate's lawyer or accountant, respectively.
- 8.14. If a person who has been nominated for an office is nominated for another office to which this Act applies, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed.

MEA References: section 29,(2) 3.

Related forms: [Nomination Paper – Form 1](#);
[Endorsement of Nomination – Form 2](#);
[Candidate Consent to Release Personal Information](#)

Withdrawal of Nominations

- 8.15. Any person that has filed a Nomination form wishing to withdraw their nomination shall submit a written withdrawal to the Clerk in the prescribed form (Withdrawal of Nomination) before 2:00 PM on Nomination Day, August 19, 2022.
- 8.16. The withdrawal may be filed in person or via an agent authorized to act on behalf of the Candidate.
- 8.17. If a Candidate files a letter of withdrawal after Nomination Day, the Candidate's name will still appear on the Ballot and any votes cast for that Candidate will be counted in the final results.

MEA Reference: section 36

Related forms: [Withdrawal of Nomination](#) (EL19)

Certification of Nominations

8.18. After 2:00 PM on Nomination Day, the Clerk shall examine each nomination filed and if satisfied that the person is qualified to be nominated and the nomination complies with the MEA, the Clerk shall certify the nomination. **The Clerk's decision is final.**

8.19. If a person is not qualified to be nominated or the nomination does not comply with the MEA, the Clerk shall reject the nomination. If a nomination is rejected, that Candidate, and all persons who filed a nomination for that office, will be notified via regular or registered mail or by phone call.

8.20. The Designated Election Official shall provide notice of the unofficial list of persons that have filed Nomination forms by posting on the Election Website a "List of Candidates" which is updated every 3 business days with the recent nominations.

8.21. The "Certified List of Candidates" will be posted by August 22, 2022 by 4:00 PM on the Election Website.

MEA Reference: section 35

Scrutineers

8.22. A Candidate may appoint one or more Scrutineer to represent them at:

- i. Voting Places during the following on Advance Voting Day(s) and Voting Day
 - a) Testing and opening of the voting system, during the voting period, during the
- ii. receipt of results, and during a recount, if applicable;
- iii. At the Counting Centre on Voting Day;
- iv. At Logic and Accuracy Testing.

8.23. The appointment of a Scrutineer shall be made, in writing, by using the prescribed form Appointment of Scrutineer.

8.24. Prior to being admitted to any Voting Place, Tabulation Centre, or Logic and Accuracy Testing the Candidate/Scrutineer will be required to show proof of their appointment and Proof of Identification to the Election Official in charge of the Voting Place at any time. The Candidate/Scrutineer will be required to complete the prescribed form Oral Oath of Secrecy and take the required oral oath administered by an Election Official.

- 8.25. Only one Scrutineer per Candidate is permitted to attend at each Voting Place or Counting Centre. Every Scrutineer that arrives at a Voting Place must be processed by an Election Official.
- 8.26. The Scrutineers and Candidates may place their own seal on the Ballot Box, immediately before the opening of the Voting Place, so that the Ballots can be deposited in the Box and cannot be withdrawn without breaking the seal. They may place their seal on the Ballot Box immediately after the close of the Advance Vote so Ballots cannot be deposited or withdrawn without breaking the seal.
- 8.27. A Scrutineer or Candidate may sign the statement of the results of the election prepared by the Deputy Returning Officer.
- 8.28. A Candidate or Scrutineer may object to a Ballot or to the counting of votes in a Ballot.
- 8.29. The number of Scrutineers who may be present is reduced by one while the Candidate who appointed them is in the Voting Place.
- 8.30. The Candidate is responsible for the conduct of their Scrutineer(s). In the event of a complaint regarding the conduct of a Candidates/Scrutineers, the Candidate/Scrutineer may be asked to leave by an Election Official. In the event a Scrutineer is requested to leave the Candidate will be contacted.
- 8.31. Any Candidate/Scrutineer that wishes to observe the operation of the Voting Place must comply with the requirement of these procedures. Candidates/Scrutineers must conduct themselves professionally and not interfere with the voting process or intimidate Electors.

MEA References: section 16, 42, 43, 47(2)(5), 54, 55

Related forms: [Appointment of Scrutineer by Candidate](#)

[Oral Oath of Secrecy](#)

9. Registration of Third Party Advertisers

- 9.1. Individuals, corporations, or trade unions wishing to register as a Third Party Advertiser shall file the prescribed form (Notice of Registration – Third Party – Form 7) in person, or via an agent authorized to act on their behalf, with an Election Official, at Town Hall from May 2, 2022 to October 21, 2022, during regular business hours.
- 9.2. The Clerk shall provide notice of the Third Party Advertisers that have filed forms by posting on the Election Website a “List of Registered Third Party Advertisers” which is updated every 3 business days.

9.3. A Candidate running for any municipal council or school board office cannot register to be a Third Party Advertiser for any municipality. Third party advertising is separate from any Candidate's campaign and must be done independently from a Candidate.

MEA Reference: section 88.6

Related forms: [Third Party Advertiser -Notice of Registration](#)

10. Eligibility to Vote

10.1. To vote in the Election, a person must be:

- a Canadian citizen; and
- at least 18 years old; and
- a resident of the Municipality or is the owner or tenant of land in the Municipality, or the spouse of such owner or tenant; and
- not prohibited from voting under any law.

10.2. An Elector may vote only once in the Election regardless of how many properties they own or rent within the Municipality.

10.3. An Elector cannot vote for a Ward Councillor for a Ward in which they do not reside or own property.

10.4. A person is prohibited from voting on Voting Day if they are:

- Serving a sentence of imprisonment in a penal or correctional facility;
- A corporation;
- Acting as executor or trustee, or in another representative capacity, except as a voting proxy in accordance with section 44 of the MEA; or
- Convicted of a corrupt practice described in section 90(3) of the MEA, if Voting Day is less than five years after the voting day in the election in respect of which they were convicted.

MEA Reference: section 17

11. Voters' List

11.1. Eligible Electors can determine if their information is correct on the Voters' List by logging into www.voterlookup.ca. An Elector can:

- Confirm or update their Electoral information;

- Add an Elector name to an address; and
 - Change school support for the purpose of voting in a School Board Election.
- 11.2. Starting August 31, 2022 through to and including October 23, 2022, an Elector wishing to amend the Voters' List must submit a written application to an Election Official, on the prescribed form (Application to Amend Voters' List), along with the appropriate documentation, which in the opinion of the Election Official is necessary to substantiate the amendment requested.
- 11.3. Applications to amend the Voters' List may be filed as follows:
- i. Electronically, from May 2, 2022, to 11:59 PM August 30, 2022 at www.VoterLookup.ca.
 - ii. In person, filed with an Election Official:
 - a. From August 31 to October 23, at Town Hall during regular municipal business hours (8:30 AM to 4:30 PM Monday to Friday, except holidays), or extended hours at the discretion of the Clerk;
 - b. On Voting Day from 10:00 AM through to 8:00 PM at the Voting Place.
- 11.4. Upon written request to the Election Coordinator, a Candidate will be provided with a copy of the part of the Voters' List that contains the names of the Electors who are entitled to vote for that office. Copies will be available after the release from MPAC and no later than September 1, 2022.
- 11.5. The Voters' List will be provided to each candidate in .CSV or .XLS format in an encrypted manner through a digital sharing platform (for example, Sharepoint). One print copy will be made available to Candidates, upon written request. Additional print copies of the Voters' List may be purchased for a fee of \$25.00 per copy.
- 11.6. On or after September 15, 2022, and before September 26, 2022, the Election Official will prepare an interim list of the changes to the Voters' List and give a copy of the Interim List to each Candidate. The Interim List will be distributed in the same manner as the Voters' List and may be purchased in the same manner.
- 11.7. Upon written request of a Candidate or Scrutineer and after the close of an Advance Vote Day, the Election Coordinator will give a copy of the Advance Voting List to the Candidate or Scrutineer that requested the list. The Advance Voting List will be distributed in the same manner as the Voters' List and may be purchased in the same manner.
- 11.8. The Clerk will prepare and certify the Voters' List for use in each Voting Place. In preparing the Voters' List, the Clerk shall;

- a) Determine which Electors appear on the Voters' List for each Voting Place;
- b) Remove the names that are shown in the Interim List as names to be removed.
- c) May make any other changes approved pursuant to the MEA. The Voters' List will be maintained electronically for use in the Voting Places provided to designated Officials for use on Voting Day.

11.9. No additional versions of the Voters' List will be produced for Candidates throughout the Election period.

MEA References: section 23, 27, and 28

Related forms: [Application to Amend Voters List](#)

[Declaration of Identity](#)

Part 3 – Voting

12. Voting Method

- 12.1. In-person voting method shall be used for the 2022 Municipal and School Board Election.
- 12.2. Accessible voting equipment and Tabulators will be used for voting and vote tabulation.

13. Pre-Vote Logic and Accuracy Testing

- 13.1. Logic and Accuracy testing is a fundamental part of any voting system deployment. It provides the user with a final system evaluation to ensure the voting system has been configured correctly and is functioning properly. Logic and Accuracy testing is the final check before the system is used for an Election.
- 13.2. Logic and accuracy testing of the voting system will take place prior to Advanced Voting and prior to Voting Day.
- 13.3. Logic and Accuracy testing will be conducted by Elections Officials and the Tabulator provider, in the presence of an election auditor, Candidates or their Scrutineers if any.

14. Voting Places

Establishing Voting Locations

- 14.1. The Clerk shall establish the number and location of Voting Places for an Election, and, where possible, will give consideration, of the following factors:
 - i. Accessibility of the venue;
 - ii. Convenience of location of the venue;
 - iii. Parking availability;
 - iv. Minimizing the distance for possible Electors to travel;
 - v. Confirmed availability; and
 - vi. Number of possible Electors in the Ward.
- 14.2. Venues for Voting Places may include any of the following:
 - i. Municipally owned buildings;
 - ii. A school board facility;
 - iii. An institutional building; or

- iv. A privately owned facility.
- 14.3. Locations will be confirmed in writing, ensuring each location will be open and clarifying what, if any, furniture will be provided by the owner.
- 14.4. A Voting Place venue must include the following, at a minimum:
- i. Accessible entrances, corridors and doorways;
 - ii. Accessible parking;
 - iii. Adequate space for the requisite number of polling stations;
 - iv. Adequate space for a Tabulator station; and
 - v. One accessible washroom for Election Officials and Electors.
- 14.5. Voting Places will be posted on the Election Website. Electors will be issued Voter Information Cards by lettermail to the address listed on the Voters' List, notifying the Elector of the Voting Place that the Elector should attend on Voting Day to vote, as well as Advance Voting dates and locations.
- 14.6. Where there are Voting Places, the entire property will be considered as the Voting Place. Campaign material, including signs, pamphlets, t-shirts, buttons or other materials depicting a Candidate or Third Party Advertiser, shall be prohibited. The Supervising Deputy Returning Officer will make periodic checks of the Voting Place to ensure that the location is free of campaign material and accessible.

MEA Reference(s): section 45

Voter Information Cards

- 14.7. Voter Information Cards will be issued to every Elector on the Voter's List by September 15, 2022. The VIC will inform the Elector of the date and time of Voting Day, as well as the dates, times and locations of Advanced Voting. The VIC will have the Elector's name and address as it appears on the Voter's List, as well as the Ward and Voting Place at which the Elector is eligible to vote.

Supplies and Equipment for the Voting Place

- 14.8. Each Voting Place will be supplied with:
- i. Tabulator Kits, laptops/tablets, Accessibility materials, Voting Place signage, Voting Place checklist, voter screens, marking pens, privacy sleeves, hand sanitizer, masks, safety screens and copy of lease agreement or school board permit for Voting Place.

- ii. A sufficient number of Ballots to supply the Electors on the voting list of their Voting Place. When providing the Ballots for a Voting Place to a Supervising Deputy Returning Officer, the Clerk shall certify the number of Ballots. Upon receiving them, the Supervising Deputy Returning Officer shall make a count of the Ballots and forward the receipt to the Clerk and shall keep the certificate for return to the Clerk with the other documents required to be returned to the Clerk.
- iii. Directional signs for the guidance of Electors for the purposes of the Voting Place, including emergency signage.
- iv. A paper copy of the Voters' List for that Voting Place.
- v. Anything else the Clerk deems necessary for the conduct of the Election.

Secrecy of the Vote

14.9. Every person who is present in a Voting Place or at the counting of the votes shall maintain the secrecy of the voting.

Conduct at the Voting Places

14.10.

- i. For the purposes of this section, "Voting Place" includes the immediate vicinity of the Voting Place designated by the Clerk.
- ii. No person shall:
 - a) display a Candidate's election campaign material or literature in a Voting Place.
 - b) while an Elector is in a Voting Place, attempt, directly or indirectly, to influence how the elector votes.
 - c) display a Candidate's election campaign material or literature in a Voting Place.
 - d) interfere or attempt to interfere with an Elector who is marking the Ballot;
 - e) obtain or attempt to obtain, at a Voting Place, information about how an Elector intends to vote or has voted; or
 - f) communicate any information obtained at a Voting Place about how an Elector intends to vote or has voted.
 - g) take a photograph or video recording of their marked Ballot;

- h) show their marked ballot to any person so as to reveal how they voted, except in connection with obtaining assistance in voting pursuant to these procedures or the MEA.

MEA Reference(s): sections 48 and 49.

15. Opening of Voting – Zero Report

- 15.1. Prior to the opening of voting during any Advance Vote or on Voting Day, a Zero Report will be generated to demonstrate that no votes have been cast in the software before voting opens. This report will be generated immediately before the opening of the voting period, by the Tabulator Officer in the presence of the Supervising Deputy Returning Officer.
- 15.2. All persons present to verify the Zero Report will be required to attest, in writing, to observing and verifying the vote opening process, including the Zero Report.

16. Voting Procedure

Obtaining a Ballot

- 16.1. When an Elector arrives to vote, the Ballot Officer must verify that the person is entitled to vote. The Elector must provide their Voter Information Card as well as Proof of Identification.
- 16.2. If the Elector does not have a Voter Information Card, the Elector shall provide the prescribed Proof of Identification or complete the Declaration of Identity.
- 16.3. Once confirmed, the Elector's name is struck off the electronic Voter's List.
- 16.4. In the event of an objection by a Candidate or Scrutineer, the Ballot Officer in the presence of the SDRO will make a note on the approved form and proceed with issuing the Ballot to the Elector.

Dispensing a Ballot

- 16.5. Prior to giving a Ballot (in the Privacy Sleeve) to an Elector, the Ballot Officer in the presence of the SDRO shall mark their initials on the Ballot so that they are clearly visible. The Ballot Officer will briefly and accurately explain the procedure for voting to the Elector.

Marking the Ballot

16.6. The Elector shall proceed immediately to the voting booth. The Elector will mark the Ballot with the marking pen provided and place it back in the Privacy Sleeve leaving the Ballot Officer's initials exposed.

Casting a Ballot

16.7. Immediately after marking the Ballot, the Elector shall proceed to the Tabulator Station. The Elector shall give the Privacy Sleeve with the Ballot concealed in the Privacy Sleeve to the Tabulator Officer. The Tabulator Officer shall then feed the Ballot into the Tabulator with the initials facing up to Tabulator Officer while keeping the Ballot concealed by the Privacy Sleeve.

16.8. In the event the Elector requests to feed their own Ballot into the Tabulator, they are permitted to do so.

16.9. The Elector may stay to ensure that the Ballot is successfully fed into the Tabulator and then deposited in the Ballot Box.

16.10. A person whose Ballot has been placed in the Ballot box is deemed to have voted and is not, under any circumstances, entitled to another Ballot. Once the Elector has voted, the Elector must leave the Voting Place.

Should a Tabulator Reject a Ballot

Ambiguous Marks

16.11. The Tabulator will eject the Ballot back to the Elector if it is unable to read the Ballot due to insufficient ink or if the Elector has placed a mark too small for the Tabulator to detect the Elector's intent.

16.12. The Ballot will be returned to the Elector in the Privacy Sleeve and the Election will be asked to return to the voting booth to correct the error.

Ballot Misread

16.13. The Tabulator will reject the Ballot if it is unable to identify the Ballot due to poor printing of the Ballot or the Ballot being skewed when feeding into the Tabulator. The Ballot is realigned and re-fed into the Tabulator. If the Ballot is rejected again, the Ballot will be returned to the Elector to receive a new Ballot from the Ballot Officer. The Rejected Ballot is marked "Cancelled" and placed in the envelope marked "Cancelled."

Ballot Overvote

16.14. The Tabulator will present a warning if it detects more votes in the designated voting spaces than the Elector is entitled to mark on the Ballot (known as overvoting). The Tabulator Officer will inform the Elector of the error, at which time they will have opportunity to take the Ballot to the Ballot Officer to return the Ballot and receive a second Ballot. The Elector will only be provided one replacement Ballot. The original rejected Ballot is now folded and marked as "Cancelled" by the Ballot Officer and placed in the envelope marked "Cancelled."

Ballot Undervote

16.15. Undervoting refers to a Ballot where the Elector has marked less than the number of designated voting spaces than they are entitled. Ballots that have been undermarked will be accepted by the Tabulator and any votes shall be counted.

Declined Ballot

16.16. If an Elector is issued a Ballot and wishes to decline to vote, they may do so.

An Elector that has received a Ballot from the Ballot Officer that wishes to decline the vote may choose to return the Ballot to an election Official at the Voting Place and that Official shall write declined on the Ballot and put it in the Declined Ballot Envelope and record the Declined Ballot on the Tracking Sheet.

In the event that an Elector returns a Ballot to an Election Official indicating that they are declining to vote, the Elector is no longer entitled to vote.

Cancellation of a Ballot

16.17.A Ballot will be cancelled in the circumstances described above where a replacement Ballot has been issued or any other circumstance where the designated Election Official deems the Ballot to have been cancelled. When a Ballot is cancelled:

- i. The cancelled Ballot shall be recorded on the tally sheet provided. Cancelled Ballots do not count toward the total number of votes cast.
- ii. An Elector is no longer entitled to vote if, after receiving a Ballot, they leave the Voting Place without returning the Ballot or declines to vote and returns the Ballot. The Ballot Officer shall record this on the Voter's List.

17. Close of Voting at the Voting Place

- 17.1. The Supervising Deputy Returning Officer at each Voting Place shall, at 8:00 PM on Voting Day, provided that all eligible Electors within the Voting Place have cast their Ballots, close the Voting Place such that no additional Ballots may be cast. Once the Voting Place is closed the Tabulator Officer will commence the tabulation of results.
- 17.2. After the last Elector's vote is cast, the Tabulator Officer, in the presence of the Supervising Deputy Returning Officer, shall;
- i. Close the tabulator, print the results tape, place in the envelope provided and seal it;
 - ii. remove the Tabulator Memory Card from the Tabulator; and
 - iii. Seal the Ballot Box.
- 17.3. The Supervising Deputy Returning Officer, with the assistance of the Tabulator Officer, shall ensure the Tabulator is closed and the results stored on the Vote Tabulator Memory Card and together, securely deliver all material and documents to the Counting Centre.

MEA Reference(s): section 46, 52 and 55

18. Advance Voting

- 18.1. The Municipality of Lakeshore will hold two Advance Vote dates at which any Elector, that has not voted, may cast their vote. The dates, times and locations of the Advance Votes will be determined by the Clerk and will be held no earlier than September 23, 2022.
- 18.2. Notice of the Advance Vote will be provided through one or more of the following: local print newspapers, the Lakeshore Waves newsletter, radio, the Election Website, Social Media and Voter Information Cards.
- 18.3. Voting shall be conducted in accordance with [section 16](#) – Voting Procedure.
- 18.4. In addition to the other procedures for closing voting, the Supervising Deputy Returning Officer shall:
- i. prepare a list showing the names of each Elector who voted and identifying their Voting Place,
 - ii. transport the Ballot Box and Tabulator Memory Card to the Clerk for secure storage.
- 18.5. On Voting Day, the Tabulator Memory Cards from the Advance Votes will be transported to the Counting Centre for vote counting.

19. Voting in Institutions

Implementation

- 19.1. Voting Places will be provided on Voting Day at the following Institutions for the residents of the Institutions only:
- i. Lakeshore Seasons;
 - ii. La Chaumiere; and
 - iii. St. Joachim Manor
- 19.2. Voting shall take place at some time between 10 AM and 3 PM on Voting Day at each Institution.
- 19.3. Where possible, Institution staff will be recruited and trained to assist with voting in each Institution.
- 19.4. Prior to Voting Day, Administration staff at each Institution will provide a list of residents who are eligible Electors. A designated Election Official shall verify whether each Elector is on the Voters' List. If the Elector is not found on the Voters' List, or if any of the details are incorrect, the Election Official shall use the provided information to add or update their information on the Voters' List.

Voting Procedure

- 19.5. An Election Official will deliver an Institution voting kit to the SDRO assigned at each Institution prior to Voting Day, including:
- i. A physical copy of the Voters' List for that Institution;
 - ii. A ballot box containing unmarked Ballots;
 - iii. A white ballot box to hold marked Ballots;
 - iv. Pens, magnifying sheets, pads of paper, forms and other supplies to facilitate the process.
- 19.6. On Voting Day, the SDRO and Ballot Officer will permit all Electors in the Institution an opportunity to cast their vote.
- 19.7. Before issuing a Ballot, the Ballot Officer will ask the Elector for identification that shows their name and qualifying address and ensure it matches the information on the Voters'

List. If identification cannot be provided, then any document issued by the Institution can be accepted as identification, including the patient's chart, wrist-bracelet or confirmation of identity by the administrator of the Institution.

19.8. To vote, the Elector shall mark the Ballot for their required candidate, then place the Ballot within the Privacy Sleeve to protect the secrecy of their vote and place the Ballot in the white Ballot Box provided by the Ballot Officer.

19.9. If required, the SDRO or other staff at the Institution may assist the Elector with marking their Ballot.

19.10. If staff at the Institution act as interpreter, they must complete the prescribed form (Oral Oath of Interpreter) and take the requisite oath.

19.11. If the Elector makes a mistake on their Ballot, the Ballot Officer will:

- i. Write "Cancelled" on the back of the Ballot;
- ii. Place the spoiled Ballot in the Critical Forms file; and
- iii. Issue a new Ballot to the Elector.

19.12. Once the Elector has successfully placed their Ballot in the Ballot Box, the Ballot Officer will mark the Elector on the Voters' List as having voted.

19.13. Upon completion of the voting in the Institution, the Ballot Officer, in the presence of the SDRO, will:

- i. Seal the white Ballot Box;
- ii. Place all unused Ballots into the brown Ballot Box; and
- iii. Place the Voters' List in the Ballot Box.

19.14. The SDRO will ensure that all Ballots and voting supplies remain secure until the arrival of the designated Election Official.

19.15. A designated Election Official will collect all Ballots and supplies from each Institution between 3:00 PM and 4:00 PM on Voting Day and deliver them to the Tabulation Centre.

Candidates and Scrutineers

19.16. Candidates or their Scrutineers will be permitted access to Institutions during the Advance Vote only if permitted in accordance with the Institution's policies.

19.17. Candidates or their Scrutineers are permitted to attend the Counting Centre to observe the tabulation of Ballots collected from Institutions. The Clerk shall provide advance notice of the scheduled time for tabulation.

Tabulation and Results

19.18. Designated Election Officials will open the sealed ballot boxes at the Counting Centre at the time established by the Clerk.

19.19. Once all of the Ballots have been removed from the ballot boxes, a designated Election Official will put them through the Tabulator in the presence of another Election Official.

19.20. Should a Tabulator reject a Ballot, the following process shall be followed:

- i. Where the Tabulator returns the Ballot because it detects more votes in the designated voting spaces than the Elector is entitled to mark on the Ballot (overvoting), the Election Official shall re-feed the Ballot into the Tabulator and press the button under "Count as Marked" until the Ballot is drawn into the Tabulator.
- ii. Where there are marks in the designated voting spaces but the Tabulator cannot process the Ballot, the Election Official shall re-insert the Ballot, trying different orientations (face-down, head-first/last).
- iii. If the Tabulator rejects the Ballot again, the Ballot shall be set aside for examination and the following process will be followed on the set-aside Ballots.
- iv. Where there are marks in the designated voting spaces for the applicable office or the Tabulator cannot process the Ballot, the Election Official shall replace the Ballot. The Election Official shall:
 - a) Place a "Cancelled – Replaced Ballot" label on the back of the original Ballot and file it in the designated folder;
 - b) Prepare a replacement Ballot in full view of any Candidates or Scrutineers by making a replica mark in the appropriate designated voting space on the replacement Ballot;
 - c) Write "Replacement Ballot" on the back of the replacement Ballot and sign it; and
 - d) Feed the replacement Ballot into the Tabulator.

19.21. When all Ballots have been fed through the Tabulator, the Tabulator Memory Card, Ballots and other election supplies will be returned to secure storage.

19.22. The Tabulator is not closed at this time and the tabulated results of the Institutions will not be accessed or generated until after the close of voting on Voting Day.

MEA Reference(s): section 45, 46

20. Voter Assistance

20.1. An Election Official may permit an Elector who requires voting assistance to have such assistance as the Election Official considers necessary.

20.2. Any Elector that requires assistance to vote at the Voting Place will be required to complete the prescribed form (Oral Oath of Friend) and take the requisite oral oath.

20.3. Subject to the provisions below, rather than request the assistance of an Election Official, an Elector may request that a friend accompany and assist the Elector with the voting process:

- i. The friend assisting the Elector shall complete the prescribed form (Oral Oath of Friend of Elector) and take the requisite oral oath; and
- ii. The friend is not a Candidate, nor a Scrutineer of a Candidate.

20.4. If an Elector requires interpretation services, the Elector must provide their own interpreter. The interpreter must complete the prescribed form (Oral Oath of Interpreter) and take the requisite oath.

Related forms: [Oral Oath of Friend or Interpreter](#)

21. Voting by Proxy

Appointing a Proxy

21.1. An Elector may appoint another Elector as their voting proxy. An Elector may appoint no more than one person as their voting proxy.

21.2. The appointment of a voting proxy may only occur after Nomination Day through to and including Voting Day.

21.3. An Elector may not act as a voting proxy for more than one other person. However, this restriction does not apply if the proxy and the other person are spouses or siblings of each other, parent and child, or grandparent and grandchild.

21.4. The voting proxy may request a Proxy Application from the Clerk on behalf of the Elector who is making the appointment.

- 21.5. The Proxy Application form will not be provided to Candidates to be distributed to any other person, although Candidates may request a proxy or act as a proxy in their own right. All proxy requests shall be directed to the Clerk.
- 21.6. Copies of a completed Proxy Application are public documents, which may be inspected by any person upon request to the Clerk.
- 21.7. The Clerk shall require Proof of Identification and residence of the Elector appointed, as prescribed in O. Reg. 304/13, before certifying the Proxy Application.

Issuing a Proxy Application

- 21.8. An Elector who wishes to appoint a voting proxy may:
- i. Contact the Election Coordinator to request a Proxy Application be mailed/emailed; or
 - ii. obtain a Proxy Application in person from Town Hall:
 - iii. 8:30 AM to 4:30 PM, Monday to Friday, including Voting Day, excluding statutory holidays, or
 - iv. 8:30 AM to 5:00 PM on any day of an Advance Vote occurring during regular business days, or
 - v. 12 noon to 5:00 PM on any day of an Advance Vote when Town Hall is not normally open.
- 21.9. Prior to issuing a Proxy Application, the designated Election Official shall:
- i. check the Voters' List to determine whether the Elector making the appointment is on the list. If the Elector is not on the Voters' List, an amendment application must be completed by the Elector.
 - ii. Print the name of the Elector making the appointment where required on the Proxy Application.
 - iii. Assign and record the serial number for the Proxy Application;
 - iv. Give or mail/email to the Elector the Proxy Application and any applicable forms.

Completing a Proxy Application

- 21.10. The Elector making the appointment shall complete the required sections of the Proxy Application. They must also identify themselves, identify the voting proxy and attest to their relationship, if any. **Original signatures are required.**
- 21.11. The name of the voting proxy must be completed at the time the Elector making the appointment signs the statement.
- 21.12. It is unlawful to sign a Proxy Application without first completing the section for the name of the voting proxy.
- 21.13. The Elector making the appointment shall provide the completed Proxy Application, a completed Voters' List amendment application (if required) and an original or photocopy of their identification to the voting proxy, as prescribed in O. Reg. 304/13.

Certifying a Proxy Application

- 21.14. The voting proxy shall present the completed Proxy Application, an original or photocopy of the identification of the Elector making the appointment, and Proof of Identification as described in Ontario Regulation 304/13, in person, to the Clerk or designated Election Official, at Town Hall 419 Notre Dame Street, Belle River, Ontario:
- i. 8:30 AM to 4:30 PM, Monday to Friday, including Voting Day, excluding statutory holidays, or
 - ii. 8:30 AM to 5:00 PM on any day of an Advance Vote occurring during regular business days, or
 - iii. 12 noon to 5:00 PM on any day of an Advance Vote when Town Hall is normally not open.

Related Form – Ontario Regulation 304/13

- 21.15. The Designated Election Official shall:
- i. Check the Proof of Identification of both the Elector making the appointment and the voting proxy to verify their names and qualifying addresses and that the identification matches the names and addresses on the Proxy Application;
 - ii. Check the Voters' List to verify that both the Elector making the appointment and the voting proxy are on the list;

- iii. If the Elector making the appointment or the voting proxy is not on the Voters' List, they will have to be added to the Voters' List by completing the amendment application;
- iv. Have the voting proxy read and sign the declaration on the Proxy Application;
- v. Date and sign the declaration and stamp it with the Commissioner for Taking Oaths and Affidavits stamp;
- vi. Date and sign the certification and apply the Election seal; and
- vii. Give the voting proxy the certified Proxy Application and instruct them to take the form to the Voting Place of the Elector making the appointment in order to vote on behalf of the Elector that appointed them.
- viii. A voting proxy must attend the Voting Place to which they are assigned to vote in order to vote in their own right.

Process at the Voting Place

21.16. At the Voting Place, the voting proxy shall present the Supervising Deputy Returning Officer with the certified Proxy Application and original Proof of Identification. The voting proxy is not required to present the identification of the Elector making the appointment.

21.17. Prior to allowing the voting proxy to be issued a ballot, the Supervising Deputy Returning Officer shall review that the voting proxy has presented:

- i. Proxy Application certified by the Clerk and sealed with the election seal, and
- ii. Proof of Identification of the voting proxy to confirm that the voting proxy is the person identified in the certified Proxy Application.
- iii. The voting proxy shall then take the prescribed oath.

21.18. The designated Election Official shall verify that the voting proxy's Proof of Identification matches the information on the certified Proxy Application.

MEA Reference(s): section 44

Related forms: [Appointment for Voting Proxy \(Form 3\)](#)

22. Voting Election Results

- 22.1. The same rules of conduct apply to Candidates/Scrutineers at the Counting Center as in the Voting Places.
- 22.2. The Clerk shall report and/or publish the unofficial results of the Municipal and School Board Elections as soon as practicable after 8:00 PM on Voting Day.
- 22.3. The Clerk shall, as soon as possible after Voting Day, declare the Candidates who received the highest number of votes to be elected and shall publish this information on the Election Website.
- 22.4. As soon as possible after voting day, the Clerk will make the following information available at no charge for viewing by the public on the Election Website:
- i. The number of votes for each Candidate.
 - ii. The number of declined and rejected ballots.

MEA Reference(s): section 47 (1) (5)

23. Recount

- 23.1. A recount shall only be conducted if:
- i. Two or more Candidates receive the same number of votes (tied vote), and the recount shall be held within 15 days of the declaration of results;
 - ii. Lakeshore Council, or an applicable school board passes a resolution after the declaration of the results requiring a recount of the votes cast for office on Council or the school board, respectively and the recount shall be held within 15 days of the resolution;
 - iii. The Minister orders the recount and the recount shall be held within 15 days of the order; or
 - iv. The Superior Court of Justice orders the Clerk to hold a recount and the recount shall be held within 15 days of the order.
- 23.2. Subject to any order of a judge, the recount of votes shall be conducted in the same manner as the original count and in accordance with the MEA. Accordingly, the Clerk shall conduct a re-tabulation of votes for the office in which a recount is necessary.

23.3. The Clerk shall provide reasonable notice of any recount conducted under this section.
Notice of recount shall:

- i. Be in writing;
- ii. Include the date, time and location of the recount;
- iii. Be given to all Certified Candidates for the office subject to the recount, any Election Official assisting with the recount, Tabulator Provider, any person the MEA requires be given notice, and other person the Clerk determines, in their sole discretion, requires notice; and
- iv. Be published on the Election Website and on Social Media.

23.4. Notices of the results of the recount shall be given in the same manner, with the necessary modifications, and to the same persons outlined in section 24.3.iii. of this Procedure.

24. The Clerk shall give notice of the recount to:

- i. Every Candidate for an office that is the subject of the recount,
- ii. In the case of a recount requested under Ministerial order, the Council, applicable School Board or Minister, as the case may be;
- iii. in the case of a recount ordered upon Elector Application under section 58 of the Act, the applicant, and
- iv. In the case of a recount concerning an office of which Electors of another municipality are entitled to vote, the clerk who was responsible for the conduct of the vote in that other municipality.

MEA Reference(s): section 11, 56, 57, 58, 60

25. Tied Vote

25.1. If following a recount two or more Candidates who cannot both, or all, be declared elected to an office have received the same number of votes, the Clerk shall choose the successful Candidate or Candidates by lot.

25.2. The notice for determination by lot shall:

- i. Be in writing;
- ii. Include the date, time and location of the recount;

- iii. Be given to all Certified Candidates for the office subject to the recount, any Election Official assisting with the recount, Tabulator Provider, any person the MEA requires be given notice, and other person the Clerk determines, in their sole discretion, requires notice; and
- iv. Be published on the Election Website and on Social Media.

25.3. The following procedure shall be used and applied under this section:

- i. The Clerk shall use an empty Ballot Box to collect the Ballots. Each Candidate, or their lawyer or Scrutineer, will be permitted to examine the Ballot Box.
- ii. The Clerk shall use a blank Ballot with the names of the Candidates and each Candidate, or their lawyer, or scrutineer will be permitted to examine the paper used.
- iii. The Clerk or designated Election Official shall mark each Ballot with an X for each Candidate.
- iv. All persons present under this section shall be permitted to examine the box which will be used to conduct the lot.
- v. Once the examinations have been completed, the Clerk shall fold the papers bearing each Candidate's name twice in two equal parts and shall deposit the Ballots, in full view of all present, in the Ballot Box.
- vi. Once all the Ballots have been deposited, the Clerk shall hold the box, and without looking in the box, shake the box to ensure that the contents have been sufficiently displaced. The Clerk shall hold the Ballot Box at such a height to as prevent any person from seeing inside the box before a name is drawn from it.
- vii. The Deputy Clerk, without looking in the box, shall draw one Ballot from the Ballot Box, unfold the Ballot, show the Ballot to those in attendance and then read the name aloud as the successful candidate.
- viii. The Clerk shall designate an Election Official to remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining Ballots and the Box.
- ix. The Clerk shall provide notice of the results of the determination by lot as soon as practicable and posted on the Election website and Social Media.

x.

Part 4 – Election Communications

26. General Election Communications

26.1. Unless otherwise provided, any notices that are required to be given under these Procedures of the MEA, will be given through a combination of one or more of the following to be determined by the Clerk in their sole discretion:

- i. advertising in one or more of the following: Lakeshore News Reporter, Windsor Star, Tilbury Times, and Essex Free Press;
- ii. local radio advertisements,
- iii. posting at municipal facilities,
- iv. posting at Voting Places,
- v. the Election Website,
- vi. Social Media, and
- vii. Lakeshore Waves newsletter.

26.2. The Clerk shall ensure that the following information is communicated to the Electors:

- i. The offices for which a person may be nominated, and the nomination procedure;
- ii. That a municipal and school board Election is being held in Lakeshore and that the Election will be held through an in-person voting method;
- iii. Hours of operation of Town Hall and Voting Places;
- iv. Who is eligible to vote in the municipal Election;
- v. Verification procedures to confirm whether an Elector appears on the Voters' List and to confirm whether the Elector's information is correct;
- vi. The opportunity to register as a Third Party Advertiser and procedures for registering; and
- vii. The results of the Election.

26.3. As soon as possible after voting day, the Clerk will make the following information available at no charge for viewing by the public on the Election Website:

- i. The number of votes for each Candidate
- ii. The number of declined and rejected ballots.

27. Election Questions

27.1. Members of the public seeking information or having questions about the Election may contact the Election Coordinator during regular business hours starting May 2, 2022:

- i. By contacting the Election Coordinator by telephone at 519-728-1975 ext. 265, or
- ii. By email at Election@lakeshore.ca

Part 5 – Emergency & Contingency Plan

28. Contingency Plan

28.1. The Clerk will develop contingency plans in place to respond to circumstances that may impact the conduct of the Election. In some circumstances an Emergency may be declared.

29. Emergency

29.1. The Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the Election being conducted in accordance with the MEA. The power to declare an emergency includes, but is not limited to, declaration of an emergency that affects voting in all or part of the Municipality and voting in one or more Voting Places.

29.2. An emergency declared by the Clerk under the MEA does not also need to be an emergency declared pursuant to the Emergency Management and Civil Protection Act (EMCPA). In the event of a declaration of an emergency under the EMCPA affecting the Municipality of Lakeshore, the Clerk may choose to declare an emergency if, in their opinion, circumstances have arisen that are likely to prevent the election being conducted in accordance with the MEA.

29.3. The Clerk will make such arrangements as they consider advisable for the conduct of the election in the emergency.

29.4. When circumstances permit, the Clerk shall complete the Declaration of Emergency Form that indicates the time of commencement of the emergency and the particulars of the emergency.

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

29.6. The Clerk will attempt to give notice of an emergency and the impact of the emergency on the conduct of the Election in a manner befitting the circumstance of the emergency.

COVID-19 Protocols

29.7. The Municipality will continue to follow the advice and recommendations of the province and local health officials as related to the COVID-19 pandemic and will implement the appropriate protocols at the Voting Places, as may be necessary.

MEA Reference: section 53

30. Revisions to the Clerk's Election Procedures

30.1. The current version of these Procedures will be available on the Election Website and distributed to all registered Candidates. These Procedures may be revised as deemed necessary in the sole opinion of the Clerk. Any revisions to the Procedures shall be recorded in the table provide below and the date of the revision shall be noted next to the provision revised.

| Revision Number | Date | Applicable Section Added or Revised |
|-----------------|------|-------------------------------------|
| | | |
| | | |

Schedule A - Consent to Disclose Personal Information of Candidate for the 2022 Municipal and School Board Election

Notice

The information contained in the Nomination Paper (Form 1) that you have filed with the Clerk (and for the purposes of this document, Clerk means the Clerk or their delegate) of the Municipality of Lakeshore is deemed to be a public record by subsection 88(5) of the Municipal Elections Act, 1996 and may be inspected by any person at the Clerk's office at a time when the office is open. Furthermore, the Clerk is required to disclose the name of a person running in an election on the election ballot if the person does not withdraw their nomination prior to August 19, 2022 at 2:00 PM.

Personal Information, such as the name or contact information of a candidate, will be disclosed should an election form be inspected at the Clerk's office as noted above. In addition, there are mandatory and discretionary disclosures of Personal Information that the Clerk may make during the election period.

Mandatory Disclosures

There are various requirements under the Municipal Elections Act, 1996 which require the Clerk to disclose Personal Information of candidates, including but not limited to:

- official list of certified candidates, beginning on August 22, 2022 (after the close of the nomination period);
- Election results; and
- Candidate Financial Statements.

Discretionary Disclosures

The Clerk may also disclose information with the consent of a candidate. From time to time, the Clerk is contacted by individuals and the media wishing to obtain Personal Information about a candidate, including:

- whether a candidate has filed a Nomination Paper,
- when a candidate filed a Nomination Paper,
- the position for which the candidate has filed their Nomination Paper,
- information provided on the Nomination Paper (including the candidate's contact information – telephone number, cell phone number, residential address, fax number, and email address).

Purpose

The purpose of this form is to obtain your informed consent for the Clerk to disclose the

Personal Information to members of the media and on the Municipality of Lakeshore's website in the form of a list of candidates.

- The filing of a Nomination Form by a person,
- The information provided by the candidate in the nomination form (Form 1), including but not limited to position for which the candidate is running.

Please note that there is no obligation on the part of a candidate to authorize the release of the contact information.

Having considered the Notice and Purposes described above, I agree as follows (please place a mark in the appropriate boxes):

- I do not authorize the release or provide access to my Personal Information while acknowledging that once this Personal Information is filed, the information forms part of the public record and may be inspected and that my Personal Information will be disclosed where required;

OR

- I do authorize the Clerk to disclose my name and the following Personal Information to any individual and to the public, including on the lakeshore.ca website:
- telephone number
 - personal cell phone number
 - residential address
 - fax number
 - personal email address

I acknowledge that it may take up to 3 business days for the Lakeshore.ca/Election page to be updated with my contact information.

Candidate Name:

Date:

Candidate Signature:

Notice of Collection: Personal information collected on this form is collected for the purpose of obtaining authorization to disclose personal information in accordance with the Municipal Elections Act, 1996. Questions regarding the collection of this information may be directed to:

- Municipality of Lakeshore, Lakeshore Town Hall, 419 Notre Dame Street, Belle River, Ontario, NOR 1A0, election@lakeshore.ca
(519) 728-1975 ext 265
Attn: Election Coordinator

Schedule B - Oral Oath of Secrecy

I, (name), do solemnly swear (or affirm):

- That I will maintain and aid in maintaining the secrecy of the voting; and
- That I will not, nor attempt to:
 - interfere with an elector when he/she is marking their ballot;
 - obtain or communicate any information as to how an elector is about to vote or has voted; or
 - directly or indirectly induce an elector to show their marked ballot to any person.

To be declared by any scrutineer or candidate wishing to remain at the voting place.

Schedule C – Oral Oath of Friend or Interpreter

Municipal Elections Act, 1996

Oral Oath of Friend of Elector

I, (name of friend), a friend of (name of elector), an elector who is unable to vote without assistance, and is entitled to vote in this municipality declare that I will:

- Mark the ballot as directed by the elector; and
- Keep secret the manner in which this elector voted.

Oral Oath of Interpreter

I, (name of interpreter) acting as interpreter for (name of elector), and elector entitled to vote in this municipality, declare that I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and their answers at this voting place.

Schedule D – Appointment and Oath of Election Official

Municipal Elections Act, 1996 (s.15(2))

Ward No. (if applicable):

Voting Subdivision No. (one or more as applicable):

Municipality:

Name of Person Appointed as Election Official:

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

- authority to assign Deputy Clerk, Election Coordinator, Supervising Deputy Returning Officers, Ballot Officers, Tabulator Officers, Election Assistants and such other persons appointed to their various Voting Places and informing said individuals as to their appointments.
- Authority to amend Voters' List to add an Elector, remove an Elector's own name and/or correct erroneous information.
- Authority to require a person to furnish proof of identity, qualifications, or any other matter.
- Authority to approve or deny applications for revision to the Voters' List.

Municipal Clerk or designate

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

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

Declared before me at the Municipality of Lakeshore, in the County of Essex, this ____ day of _____, 2022.

Municipal Clerk or designate

Election Official

Schedule E – Appointment of Scrutineer by Candidate

| | |
|---|--|
| Candidate | |
| Name of Candidate (please print) | |
| | |
| Candidate for the Office of (check one) | |
| <input type="checkbox"/> Mayor | <input type="checkbox"/> _____ Public District School Board |
| <input type="checkbox"/> Deputy Mayor _____ | <input type="checkbox"/> _____ Catholic District School Board |
| <input type="checkbox"/> Councillor, Ward _____ | <input type="checkbox"/> _____ French Public District School Board |
| | <input type="checkbox"/> _____ French Catholic District School Board |
| Scrutineer Appointment | |
| Name of Scrutineer Appointed (please print) | |
| | |
| I appoint the individual noted above as a scrutineer to represent me in the (municipality) 2018 Municipal Election. | |
| Date | Signature of Candidate |
| this day of , 2022 | |
| Instructions to Scrutineer | |
| <ul style="list-style-type: none"> Scrutineers arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy. Candidates arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy. A candidate who enters a voting place is considered to be a scrutineer. Only one scrutineer per candidate may be at each ballot issuing station in the voting place and at the vote tabulator. | |
| Rights and Prohibitions | |
| Scrutineers and candidates can: <ul style="list-style-type: none"> Refer to Election Procedures | |

Schedule F - Application to Amend Voters' List

Application to Amend Voters' List

Municipal Elections Act, 1996 (s.17, s.24, s.25) **Form EL15**

Check only one **add** applicant's name to list
 correct applicant's information on list
 delete applicant's or family member's name from list (deceased moved other)

| | | | | | | | | |
|--------------------------|----------------------|---|------|-------|-----|--|--|--|
| Name of applicant | date of birth | <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="font-size: small;">year</td> <td style="font-size: small;">month</td> <td style="font-size: small;">day</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | year | month | day | | | |
| year | month | day | | | | | | |
| | | | | | | | | |
| last | first | middle | | | | | | |

| | | |
|---|---|---|
| Qualifying address on voting day | <input type="checkbox"/> commercial property | At qualifying address, applicant is: |
| street number & name apt. # | roll number | <input type="checkbox"/> owner <i>since</i> _____ <input type="checkbox"/> tenant <i>since</i> _____ <input type="checkbox"/> other <i>since</i> _____ <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p. date _____ <input type="checkbox"/> unqualified (deleted name only) |
| city postal code | (if house apartment, indicate floor level - e.g. basement, 1st floor, etc.) | ward voting number subdiv. |

| | |
|--|---|
| Previous qualifying address (if applicable) | At previous address, applicant was: |
| street number & name apt. # | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p. |
| city postal code | (if house apartment, indicate floor level - e.g. basement, 1st floor, etc.) |

| | |
|--|---|
| Current mailing address of applicant (if different than Qualifying address above) | At mailing address, applicant is: |
| street number & name apt. / unit # city postal code | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p. |

School Support

- Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)
- Applicant has French Language Education Rights

s.s.p. = same sex partner

Applicant wishes to be an elector for the following school board

- English-Public (anyone can support English-public)
- English-Separate (must be Roman Catholic)
- French-Public (must have French Language Education Rights)
- French-Separate (must be Roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included or amendments made on the Voters' List in accordance with such facts or information.

signature of applicant date

This information is collected under authority of s.17, s.24 and s.25 of the Municipal Elections Act and s.15 and s.16 of the Assessment Act and will be used to determine voter eligibility.

| | |
|---|---|
| Certificate of Approval (to be completed by Clerk or designate) | <input type="checkbox"/> Refused (state reason) |
| <input type="checkbox"/> Approved | |
| I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein. | |
| _____ signature of clerk or designate | _____ date |

MPAC-12/06/02

Schedule G – Withdrawal of Nomination

Withdrawal of Nomination (to be filled by candidate)

I, (name of candidate), hereby withdraw my name as a candidate for the office of (name of elected office).

Date:

Signature of Candidate:

Withdrawal of Nomination (to be filled by Municipal Clerk or designate)

This withdrawal delivered to me at:

Time:

Date:

Signature of Municipal Clerk or designate:

Schedule H – Provincial Forms 1, 2, 3, 7, and 9

Candidates and Third Party advertisers can access the following Government of Ontario forms through the Central Forms Repository:

- [Nomination Paper \(Form 1\)](#)
- [Endorsement of Nomination Form \(Form 2\)](#)
- [Appointment for Voting Proxy \(Form 3\)](#)
- [Notice of Registration – Third Party \(Form 7\)](#)
- [Declaration of Identity \(Form 9\)](#)