



***Township of
Sioux Narrows - Nestor Falls***

2018 Municipal Election Manual

Vote-by-Mail

CONTENTS

Definitions.....	2
Key Dates for Vote by Mail.....	3
Authorization to Use Vote by Mail.....	4
Information to Candidates.....	4
Election Personnel.....	4
Notices.....	4
Revision Centre.....	4-5
Revision of Voters List.....	5
Vote by Mail Procedure.....	5-8
Rejection of Ballots.....	8
Returned/Unclaimed Ballots.....	8
Counting Procedures.....	9-10
Announcement of Results.....	11
Security of the Ballot prior to Voting.....	11
Security of the Ballot during/after the Vote.....	11-12
Form of Ballot.....	12
Scrutineers.....	12
Emergencies.....	12
Amendments to this Document.....	12

Attachment A – Municipal Boundary with Wards.

Election Forms (any other forms determined necessary by the Clerk not attached)

Notice of Nomination for Office

Nomination Paper - Form 1

Candidate's Declaration - Proper Use of Voters' List

Withdrawal of Nomination

Notice of Rejection of Nomination

List of Certified Candidates

Certificate of Maximum Campaign Expenses

Application to Amend Voters' List - Form EL15

Application for Removal of Another's Name from the Voters' List

Delegation of Powers and Duties of Clerk

Appointment and Oath of Deputy Returning Officer

Appointment and Oath of an Election Official

Appointment of Scrutineer by Candidate

Oral Oath or Affirmation of Secrecy

Declaration of Acclamation to Office

Clerk's Certificate to be Attached to the Voters' List

Oath of Qualification - Voting Day - For Electors who do not have Identification

Final Summary of Election Results

Declaration of Election Results

Statement of Election Expenses by Deputy Returning Officer

Declaration to Receive Replacement Voter Kit

Declaration to Receive Blank Voter Kit

Record of Blank Voter Kits Issued

Record of Replacement Voter Kits Issued

Daily Ballot Checklist

DEFINITIONS

"Clerk"	is the Clerk for the Township of Sioux Narrows - Nestor Falls, and is in charge of conducting the election
"Counting Team" staff	is the team composed of those DRO's, Poll Clerks and other appointed by the Clerk for the purpose of counting ballots and tallying results
"DRO"	is a Deputy Returning Officer appointed by the Clerk
"Drop Box"	is a ballot box marked with the appropriate Ward Name and Number
"MPAC"	is the Municipal Property Assessment Corporation
"PLE"	is the Preliminary List of Electors broken down into two wards in alphabetical order
"Poll Clerk"	is an assistant to the Deputy Returning Officer (DRO)
"Revision Centre/ Counting Centre"	Municipal Office
"Sealed Ballot Envelope"	is a ballot envelope
"Sealed Business Reply Envelope"	is a ballot kit
"Township" Falls	is the Corporation of the Township of Sioux Narrows - Nestor Falls
"Voter Kit"	is entire ballot kit mailed to an elector / returned to the Township
"Wards"	for purposes of the PLE and depositing ballot envelopes into the appropriate ballot boxes are as follows:

Ward 1 - the Townships of McGeorge/Willingdon/MacQuarrie/ Devonshire /Work/Code/Manross/a portion of LeMay & a portion of McMeekin, shown on Attachment A.

Ward 2 shall be Townships of Tweedsmuir/Phillips/Godson/Claxton/Croome /Mathieu & certain unsurveyed territory, shown on Attachment A.

KEY DATES FOR THE VOTE BY MAIL PROCESS

<i>Date</i>	<i>Event</i>
July 31 st – September 1 st , 2018	PLE delivered to municipality by MPAC
September 4 th , 2018	Voters' List available for revision by Electors
September 4 th , 2018 - October 22 nd , 2018	Revision Period to add, amend or remove information on Voters' List
September 24-28, 2018	Ballot Kits begin distribution by mail from Datafix.
October 9 th , 2018 – October 22 nd , 2018	Ballots may be dropped off at Municipal Office locations (during regular office hours) and until 8 p.m., October 22 nd , 2018
October 22 nd , 2018	Final date to receive ballots (until 8 p.m.)

AUTHORIZATION TO USE VOTE BY MAIL

The Council of the Corporation of the Township of Sioux Narrows - Nestor Falls enacted a By-Law, in accordance with Section 42 of The Municipal Elections Act, authorizing the use of Vote By Mail as an alternative voting method for the 2018 municipal election. The use of Vote By Mail eliminates the need for advance polls and proxy voting.

INFORMATION TO CANDIDATES

An electronic (pdf) version of these procedures may be provided to candidates.

ELECTION PERSONNEL

- a) The Clerk is responsible to run the Municipal Election, establish the procedures and rules and interpret the procedures and rules except as varied by a Court.
- b) The Clerk may appoint, in writing, Deputy Returning Officers (DROs) and such other officials as required to assist in the administration, management, security and control of the Vote By Mail election system.
- c) Written appointments and delegation of duties of DROs and election officials shall include the authority to require any person to furnish proof of identity of qualifications pursuant to the Municipal Elections Act, 1996.

NOTICES

- a) Notice of Revision of Voters List is to be published. The revision period runs September 4th, 2018 to the close of voting on October 22nd, 2018, at 8:00 p.m.
- b) Notice of Nomination is to be published and posted before Nomination Day. Nomination period runs from May 1st, 2018 (regular office hours) to July 27th, 2018 (9:00 a.m. to 2:00 p.m.).

REVISION CENTRE (ALSO FOR RETURN OF BALLOTS)

The Revision Centre shall be the office of the Clerk, Municipal Office, 5521 Highway 71', Sioux Narrows, generally during regular office hours and during the regular scheduled/posted hours at the Nestor Falls Municipal Office, 5 Airport Road, Nestor Falls, except as varied otherwise by these procedures or legislation.

REVISION CENTRE (ALSO FOR RETURN OF BALLOTS) (cont.)

On Monday, October 22nd, 2018, the Revision Centre, Sioux Narrows, will be open in accordance with legislation (10:00 a.m. to 8:00 p.m.) for receipt of ballots.

If not required for use during regular election procedures, ballot packages and ballot boxes will be stored in the locked filing room at the Municipal Office, Sioux Narrows, for safekeeping.

REVISION OF VOTERS LIST PROCEDURE

- a) The period for revisions to the voters' list is from September 4th, 2018 until the close of voting on October 22nd, 2018. 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.
- b) Applications to remove another person's name from the voters list must be made in writing on the appropriate form established by the Clerk from the period September 4th, 2018 until the close of voting on October 22nd, 2018.
- c) Revisions to the Voters List will be conducted at the office of the Clerk, Municipal Office, 5521 Highway 71', Sioux Narrows, generally during regular office hours and during the regular scheduled/posted hours at the Nestor Falls Municipal Office, 5 Airport Road, Nestor Falls, except as varied otherwise and in paragraph a) and b).

VOTE BY MAIL PROCEDURE

- a) 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 October 22nd, 2018, at 8:00 p.m.
- b) The Vote By Mail Kit shall consist of:
 - Voting Instruction Sheet
 - Composite Ballot
 - Ballot Secrecy Envelope (coded with the Ward Number)
 - Voter Declaration Form
 - Outer Return Envelope (yellow) with prepaid postage
 - Such other material as the Clerk determines

VOTE BY MAIL PROCEDURE (cont.)

- c) The Clerk shall provide for mailing and/or pick-up at the Municipal Office, 5521 Highway 71', Sioux Narrows and during regular scheduled/posted hours at the Nestor Falls Municipal Office, 5 Airport Road, Nestor Falls, a Vote By Mail Kit to every person qualified to be on the Voters' List who has been added after the cutoff date from Datafix.
- d) If a qualified elector does not receive his/her Vote By Mail Kit, or if the Vote By Mail Kit is lost or destroyed, a new Vote By Mail Kit may be issued by attending at the Municipal Office, 5521 Highway 71', Sioux Narrows and during regular posted hours at the Nestor Falls Municipal Office, 5 Airport Road, Nestor Falls. The Clerk will confirm that the elector is qualified and have the elector or agent sign a statement by a qualified elector or agent, and a new Vote By Mail Kit will be issued. It shall be noted on the Voters' List that the elector/agent was issued a new Vote By Mail Kit.
- e) Upon receipt of the Vote By Mail Kit, the voter shall complete the ballot, place it in the inner Ballot Secrecy Envelope and seal the envelope. The voter shall complete the Voter Declaration Form and place it, along with the sealed Ballot Secrecy Envelope, in the yellow prepaid business reply envelope. If an elector requires assistance in voting, he/she shall make their mark (i.e. an "X") on the signature line and have a witness sign in the signature area of the Voter Declaration Form. The yellow prepaid business reply Return Voting Envelope may be mailed or delivered to the "Ballot Return Station". Return Voting Envelopes mailed in Canada are prepaid.
- f) In addition to using postal mail, the "Ballot Return Station" will be established for those electors wishing to deposit or have deposited their Return Voting Envelope directly to the Clerk at the Municipal Office, 5521 Highway 71', Sioux Narrows and the Nestor Falls Municipal Office, 5 Airport Road, Nestor Falls, during regular scheduled or otherwise posted office hours commencing October 9th, 2018, to October 22nd, 2018, at 8:00 p.m.
- g) The final day to deposit the Return Voting Envelope in the mail to ensure delivery to the Clerk is TBD. Following this date, voters are encouraged to deposit their Return Voting Envelope at the designated "Ballot Return Station" located at the Municipal Office, 5521 Highway 71', Sioux Narrows or during regular scheduled/posted hours at the Nestor Falls Municipal Office, 5 Airport Road, Nestor Falls.
- h) Return Voting Envelopes deposited in the after-hours mail slot boxes located at the entrance to the Municipal Office, 5521 Highway 71', Sioux Narrows, to October 22nd, 2018, until 8:00 p.m., and the Municipal Office, 5 Airport Road, Nestor Falls, to October 18th, 2018, until 4:00 p.m. only, will be considered as having been mailed.

VOTE BY MAIL PROCEDURE (cont.)

- i) A separate Return Voting Envelope will be provided to each individual elector. Any Return Voting Envelope which contains more than one Voter Declaration Form of more than one Inner Ballot Secrecy Envelope shall be treated in the following manner:
- j) Envelopes containing equal number of Ballot Secrecy Envelopes to Voter Declarations WILL BE COUNTED.
- k) Envelopes containing more Ballot Secrecy Envelopes to Voter Declaration Forms, or more Voter Declaration Forms to Ballot Secrecy Envelopes, WILL BE REJECTED.
- l) Each day as Return Voting Envelopes are received either by mail or in the "Ballot Return Station" (Municipal Office, 5521 Highway 71', Sioux Narrows), the Clerk will remove the sealed Inner Ballot Secrecy Envelope and Voter Declaration Form and update the Voters' List by striking through the name of the voter and assigning a number beside the elector's name on both the Voter's List and the elector's Declaration Form.
- m) At the end of each day, the Clerk or designate shall affix a seal to the drop box, initial the seal and place the sealed drop box in the locked filing room. Each morning, the Clerk or designate shall retrieve the drop boxes, inspect the seals to ensure they are intact and in the presence of a witness, break the seal to access the slot for use during that day.
- n) The number of ballots received must be recorded each day in order to reconcile the number of ballots sent out by DataFix to those received at the revision centre on Voting Day, October 22nd, 2018, for balancing purposes.
- o) A master Voters' List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued Vote By Mail Kits by the municipality will be maintained by the Clerk. This list may be inspected by candidates and scrutineers at any time during regular office working hours and on October 22nd, 2018, to 8:00 p.m.
- p) If, upon opening the Return Vote Envelope the Ballot Secrecy Envelope has not been sealed, the Clerk may seal the envelope without examining the ballot.
- q) Sealed Inner Ballot Secrecy Envelopes will be sorted by Ward and placed in a secure location under the control of the Clerk. On October 22nd, 2018, the sealed Ballot Secrecy Envelopes will be transferred to the Counting location in the Municipal Office, 5521 Highway 71', Sioux Narrows, as designated by the Clerk.

VOTE BY MAIL PROCEDURE (cont.)

- r) Ballots received by the Clerk after 8:00 p.m. on Voting Day shall not be counted but shall be date stamped and retained for the statutory document retention period.

REJECTION OF BALLOTS

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:

- a) upon opening the Return Vote Envelope, there is no Voter Declaration Form;
- b) upon opening the Return Vote Envelope, the Voter Declaration Form is not signed;
- c) upon opening the Return Vote Envelope, there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms;
- d) there are identifiable marks on the sealed Ballot Secrecy Envelope;
- e) upon opening the sealed Ballot Secrecy Envelope at the Counting location, the envelope contains more than one ballot; and/or
- f) 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.

RETURNED/UNCLAIMED BALLOT KITS

Voter kits mailed out by DataFix and which are returned to the Township as unclaimed will be retained and not be forwarded by the Township to any other address. It will be noted beside the elector's name on the voters list that a ballot kit was returned and if known, why.

COUNTING PROCEDURES

- a) The Municipal Office a 5521 Highway 71', Sioux Narrows, will be established as the Ballot Counting location. Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting location.
- b) The doors to the Ballot Counting location will be locked at 8:00 p.m. on October 22nd, 2018, and only the Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Centre after 8:00 p.m. will not be permitted to return.
- c) The Ballot Counting location, as are all municipally owned buildings, is designated a "Non Smoking Building/Area".
- d) Scrutineers will be provided an area away from the "counting location" for their use. Cell phones or other equipment will not be permitted in the Ballot Counting location, other than for Election Officials. Scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by the Election Official.
- e) No campaign material will be permitted within the Ballot Counting location.
- f) Prior to 8:00 p.m. on October 22nd, 2018, the secured sealed Ballot Secrecy Envelopes received by the Clerk to the time of delivery will be delivered to the Ballot counting location. Sealed Ballot Secrecy Envelopes received at the Municipal Office after the initial ballot transfer and prior to the close of voting on October 22nd, 2018, will be delivered to the Ballot Counting location immediately after the close of voting. Scrutineers will be allowed to view the sealing of the ballot boxes prior to the transfer.
- g) After 8:00 p.m. on October 22nd, 2018, the sealed Ballot Secrecy Envelopes will be opened, counted and the statement of results undertaken. Ballot Secrecy Envelopes will already have been sorted according to Ward.
- h) In the event a ballot is accidentally cut when the sealed Ballot Secrecy Envelope is opened, the Election Official shall repair the ballot and attach a notice advising that the damage to the ballot was caused by the Election Official.

COUNTING PROCEDURES (cont.)

- i) The Deputy Returning Officer and Election Official shall count the ballots in the following order:
 - Mayor
 - Councillor at Large
 - Councillor Ward 1
 - Councillor Ward 2
 - English Language Public School Trustee Ward 1
 - English Language Public School Trustee Ward 2
 - English Language Separate School Trustee Ward 1
 - English Language Separate School Trustee Ward 2
 - French Language Public School Trustee
 - French Language Separate School Trustee
- j) Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected.
- k) After the completion of the count of ballots a statement of results shall be completed, signed by the Deputy Returning Officer and Election Official and if desired, initialed by any Scrutineer present for the count.
- l) The original statement of results will be forwarded to the Clerk. The duplicate original Statement of Results will remain affixed to the ballots and stored in a secure place under the control of the Clerk.
- m) Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Clerk for secure storage.
- n) Tabulation of results for each elected position will be calculated and posted as the information is received from the Counting location.
- o) The results posted at the Municipal Office, 5521 Highway 71', Sioux Narrows, will be unofficial.
- p) As the duplicate copies of the Statement of Results from votes counted are received, the results will be entered, and once certified by the Clerk, will be the official results.

ANNOUNCEMENT OF RESULTS

- a) Unofficial results of the counting will be posted at the Municipal Office, 5521 Highway 71', Sioux Narrows.
- b) The official results will be posted in the Municipal Office, 5521 Highway 71', Sioux Narrows by the close of business on October 23rd, 2018.

SECURITY OF THE BALLOT PRIOR TO VOTING

- a) Ballots will be printed under the supervision of DataFix and the number of ballots printed will be forwarded to the Clerk.
- b) DataFix will mail a ballot to each person identified on the Revised Voters List and the number of ballots used will be forwarded to the Clerk.
- c) Once the ballots mailed have been received, they will be counted and the numbers recorded.
- d) The number of ballots distributed by the Clerk to persons qualifying to be voters after October 9th, 2018, will be recorded.
- e) If the Clerk runs out of ballots printed by DataFix, she may photocopy as many ballots as she deems necessary and place her initials upon the back of such ballots.

SECURITY OF THE BALLOT DURING/AFTER THE VOTE

- a) Upon receiving the prepaid yellow return envelope by mail, or from the Ballot Return Station, the envelope will be opened and upon being verified, the sealed Ballot Secrecy envelope will be stored in ballot boxes. The number of Ballot Secrecy Envelopes entered into the container each day will be recorded.
- b) At the end each day the Clerk or designated official shall affix a seal to each of the two Ward ballot boxes, initial the seal and place the sealed drop boxes in the locked filing room in the office of the Clerk. Each morning the Clerk or designated official shall retrieve the drop boxes, inspect the seals to ensure they are intact, and in the presence of another staff member, break the seals to access the slots for use during the day. After 8:00 p.m. on Voting Day, any full, sealed ballot boxes in the locked filing room in the office of the Clerk will be transported by the Clerk or designated official to the Counting location. At the close of voting at 8:00 p.m. the ballot boxes maintained at the Ballot Return Station, if different, shall be sealed.

SECURITY OF THE BALLOT DURING/AFTER THE VOTE (cont.)

- c) The sealed ballot boxes used at the Ballot Return Station, and any full, sealed ballot boxes, shall all be transported to the Counting location, shall be opened and the ballots counted.
- d) After the count, the ballots, along with the duplicate original Statement of Results will be placed back into the ballot box. When the vote is complete, the ballot boxes will be sealed and initialed by the Clerk prior to transfer to a secure place under the control of the Clerk.

FORM OF BALLOT

The form of ballot will be a "Composite Ballot".

SCRUTINEERS

- a) Each Candidate may appoint, in writing, Scrutineers to be present during the voting, which shall take place at the Municipal Office, 5521 Highway 71', Sioux Narrows, and during the counting of ballots at the Counting location. At the Counting location, a Scrutineer representing a candidate may be present to oversee the count, upon the submission of his/her written appointment. Only one Scrutineer per candidate may be present at one time.
- b) All scrutineers must comply with the procedures that are set out on their Appointment Form.

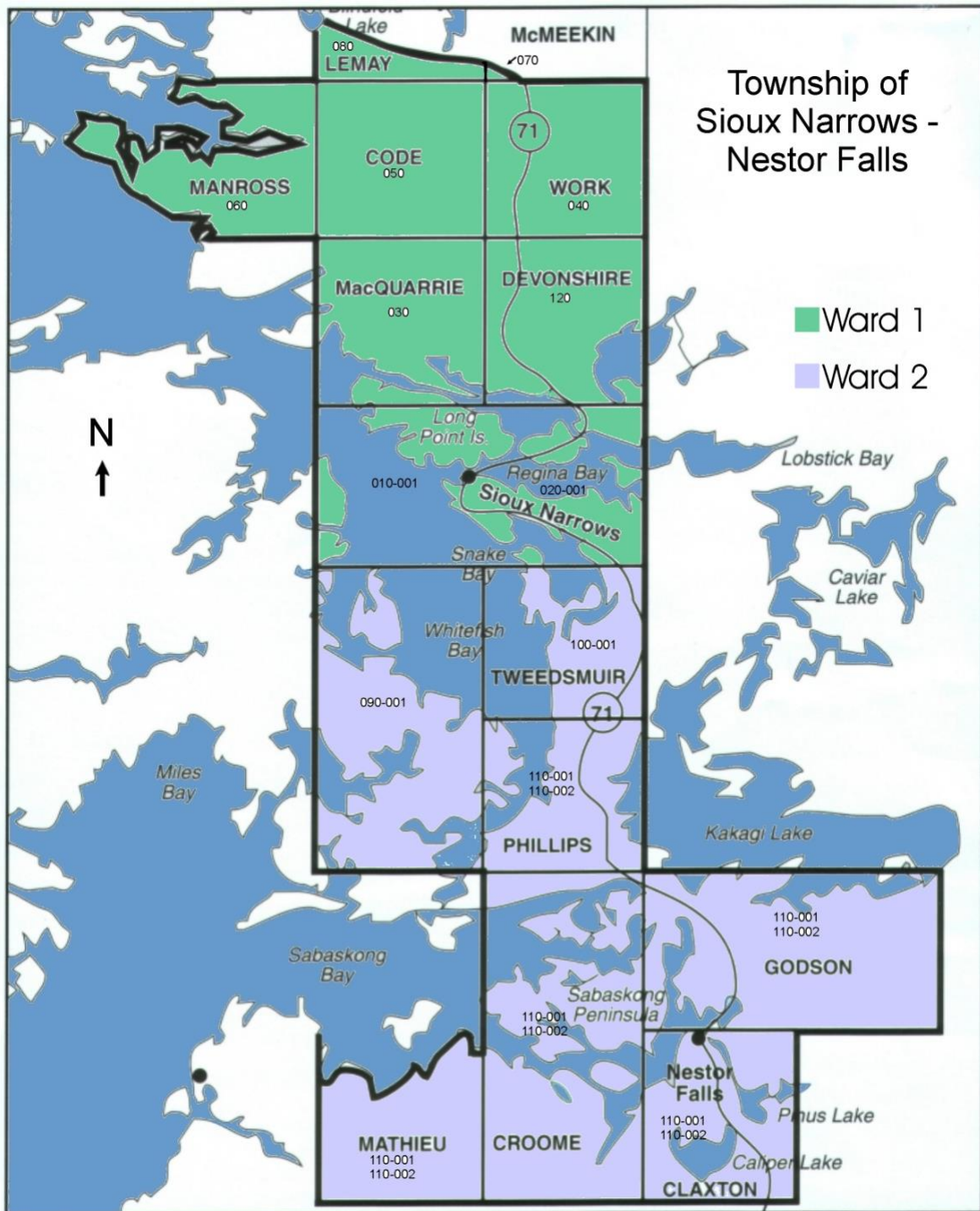
EMERGENCIES

In the event of any condition of an emergency of any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements she deems necessary for the conduct of the election.

AMENDMENTS TO THIS DOCUMENT

- a) The Clerk, at any time, has the right to amend this document to facilitate the vote, count, tabulation of the votes and security.
- b) The Clerk's ruling on any interpretation of this document is final.

Attachment A – Municipal Boundary with Wards



NOTICE OF NOMINATION FOR OFFICE
Municipal Elections Act, 1996 (s.32)

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Notice is hereby given to the Municipal Electors of the Township of Sioux Narrows - Nestor Falls that Nominations in the Township of Sioux Narrows - Nestor Falls for the office of:

Position	Number of Seats
Head of Council (Mayor)	1
Councillor Ward 1	1
Councillor Ward 2	1
Councillors at Large	2
English Public School Board Ward 1	1
English Public School Board Ward 2	1
English Separate School Board Ward 1	1
English Separate School Board Ward 2	1
French Public School Board	1
French Separate School Board	1

may be made by completing and filing in the office of the Clerk, nominations on the prescribed form and accompanied by the prescribed nomination filing fee of \$200.00 for the Head of Council and \$100 for all other offices. The filing fee is payable by cash, certified cheque or money order.

A nomination must be signed by the candidate and may be filed in person or by an agent during regular business hours between January 2, 2018 and July 26th, 2018, and between 9 a.m. and 2 p.m. on July 27th, 2018 (Nomination Day).

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

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, voting places will be opened on the dates stated below for the purpose of voting (Vote by Mail).

VOTING DAY IS MONDAY, OCTOBER 22nd, 2018 (10:00 a.m. to 8:00 p.m.)

Dated this 2nd day of January, 2018

Municipal Clerk or designate

CANDIDATE'S DECLARATION - PROPER USE OF VOTERS' LIST
Municipal Elections Act, 1996 (s.23(4); 88(10))

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

I, _____, being a candidate for the office of
_____, hereby request the Clerk to provide
me with the following information when it becomes available:

· a copy of the Voters' List (on or before Tuesday, September 4th, 2018).
Please note that a copy of all revisions made to the Voters' List will be provided on
or before Tuesday, September 25th, 2018.

I, the undersigned, hereby agree to use the Voters' List for election purposes only
and I understand that I am prohibited by the Municipal Elections Act, 1996, from
using the Voters' List for commercial purposes.

I, the undersigned, hereby agree to return the Voters' List to the office of the Clerk
as soon as possible after the close of vote on October 22nd, 2018.

Date

Signature of Candidate

Name of Candidate (Print)

WITHDRAWAL OF NOMINATION
Municipal Elections Act, 1996 (s.36)

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Affidavit of Candidate

I, _____, hereby withdraw my name as a candidate
for the office of _____.

Date

Signature of Candidate

This withdrawal/affidavit was delivered to me at: _____

Dated this _____ day of _____, 2018.

Municipal Clerk or designate

NOTE: A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 p.m. on Nomination Day if the nomination was filed on or before Nomination Day. If the nomination was filed under subsection 33(5), the withdrawal may be made by 2:00 p.m., August 1st, 2018.

ALSO NOTE: The Clerk may require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission.

NOTICE OF REJECTION OF NOMINATION
Municipal Elections Act, 1996 (s.36)

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

*Prepare in Duplicate

Name of Office _____

Name of Municipality/School _____

Surname _____

Given Name(s) _____

Full Address of Residence _____

Postal Code _____

Take Notice That your nomination, filed as a candidate for the above-named office, has been examined and rejected by the undersigned for the following reasons:

Your application has not satisfied the required qualifications for the above-named office for the following reasons:

Your application does not satisfy other requirements of the Municipal Elections Act, 1996, or other relevant legislation, for the following reasons:

Date

Municipal Clerk or designate

This form contains information collected and maintained specifically for the purpose of creating a record available to the general public and may be inspected by any person at the clerk's office at a time when the office is open. Subsection 88(5).

LIST OF CERTIFIED CANDIDATES
Municipal Elections Act, 1996 (s.11(4) 2)

**Notice is hereby given to the Municipal Electors of the
TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS**

That during the period commencing on January 2nd, 2018 and completed on Nomination Day, July 27th, 2018, the following persons filed all necessary papers, declarations and fees, and as Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996. I have, therefore, certified such candidates for the office, which follows their respective name:

NAME OF CANDIDATE	OFFICE
*	Mayor
*	Councillor at Large
*	Councillor at Large
*	Councillor Ward 1
*	Councillor Ward 2

Dated this 2nd day of August, 2018

Municipal Clerk or designate

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES
Municipal Elections Act, 1996 (s.76(7))

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

*Prepare in Duplicate

To:

Name of Candidate _____

Office _____

Address _____

Postal Code _____

From:

The Clerk, or designated election official, of the Township of Sioux Narrows - Nestor Falls

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of _____ in the Municipal Election to be held October 22nd, 2018, is _____.

Dated this _____ day of _____, 2018

Municipal Clerk or designate

Formula for calculation is provided in Section 76(4). Calculation does not apply to expenses described in Paragraphs 3 to 9 of subsection 67(2).

Within ten (10) days after Nomination Day, the Clerk shall give a certificate of the applicable maximum campaign expense to each candidate. (s.76(7)b).

Certificate to be given to candidate in accordance with Section 13.

APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTER'S LIST
Municipal Elections Act, 1996 (s.25)

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

*Prepare in Triplicate

Applicant: _____

Municipality Township of Sioux Narrows - Nestor Falls

Surname of Applicant _____

Given Name(s) _____

Full Address of Residence _____

Postal Code _____

In respect of:

Name as entered on Voters' List _____

Full Address of Residence _____

Postal Code _____

Entered on list for (to be completed by Clerk):

Ward No. _____

Voting Subdivision No. _____

Assessment Roll No. _____

STATEMENT BY APPLICANT

I, the undersigned, hereby state that I have good reason to believe that the person named above as entered on the Voters' List for the said voting subdivision in the Township of Sioux Narrows - Nestor Falls is not entitled to be an elector and to have his/her name entered thereon and that I will personally or by a representative attend a hearing to be held by the Clerk or designate and there establish the validity of my application, the facts in support of which are as follows:

Date
cont.

Signature of Applicant

APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTER'S LIST
(cont.)

Municipal Elections Act, 1996 (s.25)

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

NOTICE OF HEARING

TAKE NOTICE that the above application has been filed with me under the authority of section 25 of the Municipal Elections Act, 1996 alleging that the above named elector has been wrongfully included on the Voters' List prepared for the said voting subdivision in this municipality. Such name may be removed from the Voters' List if you or your representative do not appear at the hearing, to be held as set out below, to oppose this application and to substantiate your right to have your name remain on the list.

Date of Hearing _____
Time of Hearing _____
Place of Hearing _____
Address of Place of Hearing _____
Date of Notice of Hearing _____
Signature of Clerk _____
Telephone Number _____

NOTE: a hearing is not required to delete the name of a deceased person.

OUTCOME OF HEARING

This application is (check appropriate box): approved refused

The Clerk shall note reasons for decision:

Signature of Clerk

Date

See Section 25(3) to (9) for Notice provisions.

DELEGATION OF POWERS AND DUTIES OF CLERK
Municipal Elections Act, 1996 (s.15)

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Name of Person Appointed _____

Address _____

Phone Number _____

DELEGATED POWER OR DUTY _____

STATUTORY AUTHORITY FOR POWER OR DUTY _____

Where deemed appropriate in the conduct of this election, I may, in accordance with subsection 15 (3) of the Act, continue to exercise the delegated powers and duties despite delegation of responsibility hereby made.

Dated this _____ day of _____, 2018

Municipal Clerk or designate

Signature of designate in
acceptance of powers and duties
delegate above

This form contains information collected and maintained specifically for the purpose of creating a record available to the general public and may be inspected by any person at the clerk's office at a time when the office is open. Subsection 88(5).

APPOINTMENT AND OATH OF DEPUTY RETURNING OFFICER
Municipal Elections Act, 1996 (s.15(1))

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Ward No. _____
Voting Subdivision No. _____
Name of Person Appointed as DRO _____

The person named above is hereby appointed Deputy Returning Officer (DRO) for the above noted subdivision in the Township of Sioux Narrows - Nestor Falls and in addition to the duties and responsibilities of a DRO as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the Municipal Elections Act, 1996:

- authority to amend the Voters' List at the Voting Place, to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to require Electors to provide proof of identity;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to issue a second ballot to an Elector should an Elector request and qualify (ie. lost their Vote by Mail ballot); and,
- authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance.

Municipal Clerk or designate

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

- act faithfully in the capacity as set out in my appointment and perform all the duties required by law without partiality, fear or affection;
- maintain and aid in maintaining the secrecy of the voting; and
- not interfere nor attempt to interfere with an Elector when he/she may be marking his/her 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 his/her marked ballot to any person.

Declared before me at the Township of Sioux Narrows - Nestor Falls,

Dated this _____ day of _____, 2018

Municipal Clerk or designate

Deputy Returning Officer

APPOINTMENT AND OATH OF AN ELECTION OFFICIAL
Municipal Elections Act, 1996 (s.15(2))

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Ward No. _____
Voting Subdivision No. _____
Name of Person Appointed _____

The person named above is hereby appointed an Election Official for the above noted subdivision in the Township of Sioux Narrows - Nestor Falls 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 amend the 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 approve or deny applications for revision to the Voters' List; and,
- authority to receive election results as they are reported on Election Day.

Municipal Clerk or designate

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

- act faithfully in the capacity as set out in my appointment and perform all the duties required by law without partiality, fear or affection;
- maintain and aid in maintaining the secrecy of the voting; and
- not interfere nor attempt to interfere with an Elector when he/she may be marking his/her 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 his/her marked ballot to any person.

Declared before me at the Township of Sioux Narrows - Nestor Falls,

Dated this _____ day of _____, 2018

Municipal Clerk or designate

Deputy Returning Officer

APPOINTMENT OF SCRUTINEER BY CANDIDATE
Municipal Elections Act, 1996

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Take notice that I, _____ a candidate for the
office of _____
_____ hereby appoint

to attend the Voting Place(s) in the Township of Sioux Narrows - Nestor Falls to
represent me in such Voting Place(s) on Monday, October 22nd, 2018, and at the
counting of votes under the Municipal Elections Act, 1996.

Date

Signature of Candidate

CONDUCT OF SCRUTINEERS

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election, however, ANYONE who is creating a disturbance at a Voting Place will be removed by the DRO.
- Before being admitted to a Voting Place, a person Appointed as scrutineer shall produce and show his/her Appointment (the Scrutineer form) to the DRO for the Voting Place and take the oral Oath of Secrecy from the DRO before being permitted to remain in the Voting Place.
- The candidate or his/her scrutineer has the right to place their own seal on the ballot box immediately before the opening of the voting place so that ballots can be deposited in the box but cannot be withdrawn without breaking the seal; and, immediately after the close of each of the Advance Vote days and Election Day so that ballots cannot be deposited or withdrawn without breaking the seal. The seal MUST NOT contain any writing that could be considered 'election campaigning', therefore, the name of the candidate IS NOT permitted on the seal.

However, if a candidate or scrutineer should include their seal on a ballot box, please note that Section 55(5) of the Municipal Elections Act, 1996, states:

'Despite subsection 88(6) (records), the Clerk may, if he or she considers it necessary in order to interpret the statement of results, examine any of the documents and materials in a ballot box in the presence of the relevant DRO.'

In other words, if the DRO's Statement of Election Results is NOT complete or contains an error, the ballot box will be opened in the presence of the Clerk and the

APPOINTMENT OF SCRUTINEER BY CANDIDATE (cont.)

DRO in order to resolve the discrepancy. It is NOT a requirement that candidates and/or scrutineers be notified or present when this takes place.

- The DRO is responsible for the conduct of the Voting Place and no candidate or scrutineer has the right to interfere with the DRO in the discharge of his/her duties.

- During the fifteen minutes before the opening of the Voting Place, the candidate or scrutineers who are entitled to be present in a Voting Place during voting hours, are entitled to visually inspect the ballots and all other papers, forms and documents, but not so as to delay the timely opening of the Voting Place. Scrutineers/candidates are permitted to listen to discussions between the DRO/Voting Place Clerk and the Elector, but they are not permitted to observe how an Elector votes. Scrutineers/candidates are NOT allowed to speak to Electors, touch the ballots or interfere with the voting process. They are simply there to observe.

- Only one scrutineer per candidate is allowed at any given time at each Voting Subdivision. The candidate and his or her scrutineer wishes to have a discussion with another scrutineer or candidate, they must leave the Voting Subdivision and carry on their discussion outside of the Voting Place. Please note that there is a difference between Voting Subdivision and a Voting Place. Some Voting Places may have more than one Voting Subdivision. Obviously, at these locations, a candidate is permitted to have the same number of scrutineers as Voting Subdivisions.

- No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place. The boundaries of the Voting Place are the boundaries of the property where the Voting Place is located and includes the parking lot. Candidates, supporters and scrutineers are NOT permitted to wear campaign material, handout campaign material, or park a vehicle displaying campaign material in the parking lot of the Voting Place. Anyone breaking these rules will be asked to remove the campaign material immediately.

- Scrutineers are reminded to provide a clipboard for their use, as sitting at the table, which is provided for the Deputy Returning Officer and Voting Place Clerk, IS NOT permitted.

- Scrutineers/candidates may examine the Voters' List periodically to determine who has voted or to count how many Electors have voted. However, this periodic examination should not slow down the voting process.

- Scrutineers/candidates wishing to observe the count MUST be at the Voting Place prior to 8:00 p.m. No one will be admitted to the Voting Place after 8:00 p.m.

APPOINTMENT OF SCRUTINEER BY CANDIDATE (cont.)

Scrutineers/candidates will be permitted to vacate the Counting Centre after 8:00 p.m., however they may not re-enter the premises.

- After the close of the Voting Place and during the counting of the votes, scrutineers may examine all ballots but SHALL NOT handle them. Scrutineers may object to the counting of a ballot and any objection will be noted on the back of a ballot. The final decision as to whether a vote should be counted is the sole responsibility of the Deputy Returning Officer. Scrutineers/candidates shall not, in any way, impede the progress of the counting of the votes.

- The total of votes cast for each candidate as counted by the Deputy Returning Officer and Voting Place Clerk is final. They are not required to do a second recount.

ORAL OATH OR AFFIRMATION OF SECRECY
Municipal Elections Act, 1996

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

I, _____, 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 his/her 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 his/her marked ballot to any person.

TO BE DECLARED BY ANY SCRUTINEER OR CANDIDATE WISHING TO
REMAIN AT THE VOTING PLACE AND PLACED IN BALLOT BOX AT CLOSE OF
VOTING

Signature of person administering the oath or affirmation _____

Signature of person taking the above oath or affirmation _____

Capacity in which such person is attending at the voting place (If scrutineer, name
candidate) _____

This form, once placed in the ballot box in the custody of the clerk, is not open to
public inspection, except under the authority of a court order. Subsection 88 (6).

DECLARATION OF ACCLAMATION TO OFFICE
Municipal Elections Act, 1996 (s.37(1))

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

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

NAME OF CERTIFIED CANDIDATE

OFFICE

*

*

Dated this _____ day of _____, 2018

Municipal Clerk or designate

CLERK'S CERTIFICATE TO BE ATTACHED TO VOTERS' LIST
Municipal Elections Act, 1996 (s.28(1))

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

I hereby certify the attached Voters' List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 22nd, 2018, for the voting subdivision(s) as set out below:

Ward No.

Voting Subdivision No.

Dated this _____ day of _____, 2018

Municipal Clerk or designate

NOTE: The Voters' List for use in the Voting Subdivision should be prepared as late as possible so that as many revisions made to the List as possible can be included. Clerks may choose to create this list from a computer database.

OATH OF QUALIFICATION - VOTING DAY
Municipal Elections Act, 1996 (s.52(1)3)

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

I am the person named or intended to be named on the Voters' List or document shown to me; and I have not before voted at the election now being held in the Township of Sioux Narrows - Nestor Falls. I am a Canadian citizen, at least 18 years of age and a resident of the Township of Sioux Narrows - Nestor Falls or a non-resident owner or tenant of land in the Township of Sioux Narrows - Nestor Falls, or the spouse or same sex partner of such owner or tenant.

NAME (PRINT) _____

SIGNATURE _____

**This form to be used for electors who do not have identification.

FINAL SUMMARY OF ELECTION RESULTS
Municipal Elections Act, 1996 (s.55(3))

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

I hereby certify that during the municipal election held Monday, October 22nd, 2018, for the offices listed below, the certified candidates received the votes that follow their respective names:

NAME OF CANDIDATE	OFFICE	VOTES
*	*	*

Dated this _____ day of _____, 2018

Municipal Clerk or designate

DECLARATION OF ELECTION RESULTS
Municipal Elections Act, 1996 (s.55(4))

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

I hereby certify/declare that during the municipal election held Monday, October 22nd, 2018, for the offices listed below, the certified candidates received the votes that follow their respective names:

NAME OF CANDIDATE	OFFICE	VOTES
--------------------------	---------------	--------------

Dated this * day of October, 2018

Municipal Clerk or designate

STATEMENT OF ELECTION EXPENSES BY DEPUTY RETURNING OFFICER

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Ward No. 1 & 2
Voting Subdivision No. ----

I hereby certify that the following persons were present at the voting place under my jurisdiction during the voting hours on October 27th, 2014, and having performed the duties assigned to them, are entitled to the fee prescribed.

Deputy Returning Officer

Maureen Hanson \$250

Election Personnel

Jackie Marcine \$250

Election Personnel

* \$250

Date

Signature of Deputy Returning Officer

This form contains information collected and maintained specifically for the purpose of creating a record available to the general public and may be inspected by any person at the clerk's office at a time when the office is open. Subsection 88(5).

DECLARATION TO RECEIVE REPLACEMENT VOTER KIT
TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

I, _____ (PRINT FULL NAME) of
_____(PRINT CURRENT MAILING ADDRESS)

having not previously received a voter kit by mail or having received a voter kit by mail that was subsequently and inadvertently destroyed or contained the wrong school board office, hereby declare that I believe in the integrity of this election and will vote only once for those offices to which I am entitled in the October 22nd, 2018, Municipal Election and that I require a blank/replacement voter kit in order to cast my vote as an eligible elector in the Township of Sioux Narrows - Nestor Falls.

Declared before me at the Township of Sioux Narrows - Nestor Falls,

Dated this _____ day of _____, 2018.

The aforementioned Elector has been issued a blank/replacement voter kit.

Municipal Clerk or designate

Signature of Elector

DECLARATION TO RECEIVE BLANK VOTER KIT
TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

I, _____ (PRINT FULL NAME) of
_____ (PRINT CURRENT MAILING ADDRESS)

having completed the required Application to Amend Voters' List (EL15) Form for an addition or correction to the Sioux Narrows - Nestor Falls Voters' List in the year 2006 hereby declare the following (either a or b):

hh) a) That during the qualification period I moved from one location within the Township of Sioux Narrows - Nestor Falls to another and that my name appears on the 2014 Voters' List, but at my former address. This confirms that I have not received a voter kit by 'forwarded mail' and that I require a blank voter kit in order to cast my vote as an eligible elector in the Township of Sioux Narrows - Nestor Falls.

or,

g) b) That my name does not appear on the 2018 Voters' List and that I am a qualified elector. This confirms that I have not received a voter kit and that I require a blank voter kit in order to cast my vote as an eligible elector in the Township of Sioux Narrows - Nestor Falls.

That I believe in the integrity of this election and will vote only once for those offices to which I am entitled in the October 22nd, 2018, Municipal Election.

Declared before me at the Township of Sioux Narrows - Nestor Falls,

Dated this _____ day of _____, 2018.

The aforementioned Elector has been issued a blank voter kit.

Municipal Clerk or designate

Signature of Elector

RECORD OF BLANK VOTER KITS ISSUED
TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Ballot Type	_____
Date	_____
Name	_____
English Public	_____
English Separate	_____
French (either)	_____
No School	_____

RECORD OF REPLACEMENT VOTER KITS ISSUED
TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS

Ballot Type _____
Date _____
Name _____
English Public _____
English Separate _____
French (either) _____
No School _____

