

TOWN OF HALTON HILLS MUNICIPAL BY-ELECTION 2015
CANDIDATE'S GUIDE



BY- ELECTION 2015

It is our pleasure to provide this guide as a reference for those interested in seeking the office of Local Councillor, Ward 1 in the September 21, 2015 By-Election.

This Candidate's Guide has been created with the intention of providing candidates with the necessary information to assist in their campaign. It includes legislative requirements, important dates, procedures for obtaining nominations for office, expenses and qualification requirements for candidates and electors in this election.

For those candidates seeking election to the Council of the Town of Halton Hills, we have included a brief summary of the role, duties and responsibilities when in office.

It is important to note that the contents of this guide, is intended only to advise of certain provisions of relevant legislation and does not purport to recite all applicable statutory references. **Prospective candidates must satisfy themselves through their own determination that they have complied with all legal requirements including eligibility and election financing.**

We hope you find the information presented in this guide useful. We also encourage you to visit the Town of Halton Hills web site at www.haltonhills.ca on an ongoing basis for 2015 Municipal By-Election information. The Clerk's Division staff will be pleased to assist you with any questions you may have concerning the election process, forms, method of voting, voting locations, voters' list or other matters related to the Municipal Election. Please contact our office at one of the numbers listed below, or through e-mail.

ELECTION STAFF CONTACT

Kelly Withers
Election Assistant
905-873-2601 ext. 2330
Email: kellyw@haltonhills.ca

Renee Brown
Election Assistant
905-873-2601 ext. 2333
Email: reeneb@haltonhills.ca

Town of Halton Hills, Civic Centre Business Hours:
Monday through Friday 8:30 a.m. to 4:30 p.m.



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Section A- Introduction

IMPORTANT DATES

2015

**Tuesday, July 7, 2015 to
Friday, August 7, 2015**

Nomination Period
Nominations may be filed by candidates prior to nomination day at any time when the Customer Service Counter, Civic Centre is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.). **Note: Friday, August 7, 2015 is Nomination Day. Candidates have up until 2:00 p.m. on Nomination Day to file.**

**Tuesday, July 7, 2015 to
Thursday, November 5, 2015**

Campaign Period
The campaign period begins on July 7, 2015 or whenever a candidate files a nomination paper, whichever is later, and ends on November 5, 2015 unless the candidate withdraws the nomination, the Clerk rejects the nomination or the candidate is continuing his or her campaign to erase a deficit.

Friday, August 7, 2015

Nomination Day
Last day for filing nominations. Nominations may be filed only between the hours of 9:00 a.m. to 2:00 p.m.

Monday, August 10, 2015

Certification of Nomination Papers
The Clerk is to certify nomination papers before 4:00 p.m.

Monday, August 10, 2015

Voters' List
The Town Clerk shall provide registered candidates with a list of voters for the ward.

**Monday, August 10, 2015 to
Monday, September 21, 2015**

Proxy Vote Certificates
Electors appointed as voting proxies must apply for their proxy voting certificates with the Clerks Office during normal hours of operation.

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Monday, August 17, 2015

Certificate of Maximum Campaign Spending Limits

The Town Clerk shall have issued the final certificate of maximum campaign spending limits to all certified candidates.

Monday, September 21, 2015

By-Election Day (Voting Day)

Polls open 10:00 a.m. to 8:00 p.m.

Week of September 21, 2015

Official Results

The Town Clerk shall, as soon as possible after Voting Day, declare the candidate who received the highest number of votes.

September/October, 2015

Orientation for Elected Councillor

The Town of Halton Hills will host orientation for the elected Councillor on a date to be determined. Notification to be provided after the election.

September 28, 2015

Inaugural Meeting of Council

Elected member shall take the declaration of office prior to taking his or her seat. The term of office commences once the declaration of office has been taken, and ends on November 30, 2018.

Thursday, November 5, 2015

End of Campaign Period

Candidates may not raise funds or incur expenditures beyond this day, unless the candidate is continuing his or her campaign to address a campaign deficit and has filed the appropriate documentation to do so (application to extend, Form 6). *See below.*

Thursday, November 5, 2015

Extension of Campaign Period

If in a campaign deficit, candidates may extend their campaign period by submitting a Form 6 (extension of campaign period form) to the Clerks Office no later than 4:30 p.m. on Thursday, November 5, 2015

Friday, November 20, 2015

Deadline for Filing of Financial Statements

All candidates must file a financial statement by 2:00 p.m. even if the nomination was withdrawn or the campaign period extended.

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Note: Refer to the Bulletins that are issued by the Clerk's Division for any changes or new information as it relates to the election. Also available on the Town of Halton Hills website at www.haltonhills.ca

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2015 REMUNERATION – As of December 1, 2014

MAYOR

PER YEAR

Town Council	\$ 73,008.00
Regional Council	<u>\$ 45,828.00</u>
	\$118,836.00

COUNCILLOR - Town and Region

Town Council	\$ 29,995.00
Regional Council	<u>\$ 45,828.00</u>
	\$ 75,823.00

COUNCILLOR – Town Only

Town (Local) Council	\$ 29,995.00
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DUTIES - TOWN COUNCIL

- sit as a member of Council, which meet on Mondays at 6:30 p.m. Meetings are held every other week. Council meets once in July and once in August. If a statutory holiday falls on a Monday the meeting is held on the Tuesday
- sit as a member of Corporate or Community Affairs, which meet once a month at a time to be determined by the Committee
- the Mayor on an as-needed basis can call special meetings of Council
- sit as a member of the Budget Committee, which meet approximately six times per annum
- assume the duties of the Acting Mayor and also act as the Presiding Officer during the General Committee component of a Council meeting on a rotational basis
- serve as a Council appointee to various Boards and Committees at both the local and regional level. In many instances, citizens also serve on these committees. Examples of such appointments include Credit Valley Conservation and Halton Conservation. Examples of local appointments include Heritage Halton Hills, Halton Hills Accessibility Advisory Committee, Active Transportation Advisory Committee, Site Alteration Committee, and Town Sustainability Implementation Committee

Please Note: Committee and Council meeting times and dates subject to change

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COUNCIL ROLES

The **Municipal Act, 2001**, Part VI – Practices and Procedures Section 224 and 225 sets out the role of Council.

It is the role of Council:

- to represent the public and to consider the well-being and interests of the municipality
- to develop and evaluate the policies and programs of the municipality
- to ensure that administrative practices and procedures are in place to implement the decisions of council
- to maintain the financial integrity of the municipality; and
- to carry out the duties of council under this or any other Act

It is the role of the Head of Council:

- to act as Chief Executive Officer of the municipality
- to preside over council meetings
- to provide leadership to the council
- to represent the municipality at official functions; and
- to carry out the duties of the Head of Council under this or any other Act

TERM OF OFFICE

The term of office is for four (4) years, and commences on December 1st of an election year. The current term is from December 1st, 2014 to November 30th, 2018.

Section B- Qualifications

Qualifications for election as a member of Council are governed by provisions of the *Municipal Act, 2001* and the *Municipal Elections Act, 1996*.

Qualified at the Time of Nomination

A person must be qualified at the time of filing the nomination as provided in Section 29(1) of the *Municipal Elections Act, 1996*. A person may be nominated for an office only if, as of the day the person is nominated;

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- a) *he or she is qualified to hold that office under the Act that creates it; and*
- b) *he or she is not ineligible under the *Municipal Elections Act, 1996* or otherwise prohibited by law to be nominated for or to hold the office.*

Notwithstanding the above provision, some person otherwise disqualified at the time of filing the nomination are entitled to file in accordance with Sections 29(1.1) and (1.2) and 30(1) of the *Municipal Elections Act, 1996*;

- 29(1.1) Despite subsection (1) and despite section 258 of the *Municipal Act, 2001*, section 9 of the *Legislative Assembly Act* and section 219 of the *Education Act*, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada is not ineligible to be nominated for an office in an election by virtue of being a member of any of those bodies but, if the person is a member of any of those bodies as of the close of nominations on nomination day of the election, the nomination shall be rejected by the Clerk under section 35.
- 20(1.2) Subsection (1.1) does not apply to a member of the Executive Council of Ontario or a federal Minister of the Crown.
- 30(1) An employee of a municipality of local board is eligible to be a candidate for and to be elected as a member of the council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on voting day.

Qualifications and Disqualifications for a Member of Council

Qualifications

Section 256 and 257 of the *Municipal Act, 2001*;

- 256. Every person is qualified to be elected or to hold office as a member of a council of a local municipality;
 - (a) Who is entitled to be an elector in the local municipality under section 17 of the *Municipal Elections Act, 1996* (see Elector Qualification below); and
 - (b) Who is not disqualified by this or any other Act from holding such office.
- 257. (a) Every person is qualified to be elected or hold office as a member of a council of an upper-tier municipality within the upper-tier municipality under section 17 of the *Municipal Elections Act, 1996*; and
 - (b) who is not disqualified by this or any other Act from holding the office.

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Elector Qualifications

A person is entitled to be an elector in the 2015 Town of Halton Hills By-Election, Ward 1 if on Voting Day he or she;

- resides in Ward 1 of the Town of Halton Hills or is the owner or tenant of land there, or the spouse of such owner or tenant;
- is a Canadian citizen;
- is at least 18 years old; and
- is not prohibited from voting by law under the prohibitions listed below, or otherwise by law.

Persons Prohibited from Voting

The following are prohibited from voting:

- A person who is serving a sentence of imprisonment in a penal or correctional institution.
- A corporation.
- A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Residence

Under subsection 2(1) of the Municipal Elections Act, 1996, a person's "residence" is the permanent lodging place to which, whenever absent, he or she intends to return.

Under subsection 2(2) of the Municipal Elections Act, 1996, the following rules apply in determining a person's residence:

1. A person may only have one residence at one time;
2. The place where a person's family resides is also his or her residence, unless he/she moves elsewhere with the intention of changing his/her permanent lodging place;
3. If a person has no other permanent lodging place, the place where he/she occupies a room or part of a room as a regular lodger or to which he/she habitually returns to his/her residence.

2(2.1) Despite the above, a person may have residences in two local municipalities at the same time if,

- (a) The person lives in one of the local municipalities in order to attend an education institution, but not with the intention of changing his or her permanent lodging place; and
- (b) The person's permanent lodging place in possession other than the owner.



Section C – Nominations

NOMINATION/REGISTRATION AS A CANDIDATE

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and prior to expending any funds on a campaign. A candidate may file papers as of July 7, 2015. Proof of eligibility and payment of the registration fee are required.

Section 33 of the Municipal Elections Act, 1996, as amended:

“33. (1) A person may be nominated for an office by filing a nomination in the Clerks Division, in person or by an agent.

Note: That facsimile transmissions (faxes), e-mailed or mailed-in nomination forms will not be accepted.

(2) The nomination shall,

(a) be in the prescribed form;

(b) be accompanied by a declaration of qualification, in the prescribed form, signed by the person being nominated; and

Note: That the declaration of qualification must be taken before a Commissioner of Oaths. The Municipal Clerk and/or her delegate can administer this declaration for you.

(c) be accompanied by the prescribed nomination filing fee. (\$100)

Note: That the prescribed filing fee is payable by cash, debit card, certified cheque or money order made payable to the Town of Halton Hills.

Time for Filing

(4) The nomination may be filed:

(a) On Tuesday, July 7, 2015, and on any day thereafter when the Clerks Office is open (ie. Monday through Friday 8:30 a.m. to 4:30 p.m.) or;

(b) on nomination day between 9:00 a.m. and 2:00 p.m.

Nomination Day is Friday, August 7, 2015 for the 2015 By-Election

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There are provisions under the *Municipal Elections Act, 1996*, as amended to extend the nomination period if the number of candidates is fewer than the number of positions to be elected.

Refund of Deposit

“34. A candidate is entitled to receive a refund of the nomination filing fee if he or she:

- (a) withdraws the nomination under section 36;
- (b) is elected to the office; or
- (c) receives more than the prescribed percentage of the votes cast in the election for the office.”

Note: A candidate is entitled to receive a refund of the nomination filing fee if he or she received more than 2% of the votes cast in the election for the office. Please note the regulation establishing the percentage of votes cast may be subject to a change.

Certification of Nomination by Clerk

“35. (1) The Clerk shall examine each nomination that has been filed, in accordance with the following timetable:

- (i) All nominations filed on or before nomination day shall be examined before 4 p.m. on the Monday following nomination day.
- (2) If satisfied that a person is qualified to be nominated and that the nomination complies with this Act (*Municipal Elections Act, 1996*, as amended) the Clerk shall certify the nomination by signing the nomination paper.
- (3) If not satisfied that a person is qualified to be nominated or that the nomination complies with this Act, the Clerk shall reject the nomination.
- (4) When the Clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.
- (5) **The Clerk’s decision to certify or reject a nomination is final.**”

Since it is the responsibility of the candidate to ensure they meet all the qualifications and file proper nomination papers, each candidate should contact an Election Official to ensure that they understand the nomination process and to determine that their nomination papers are in order. Since the Clerk may examine the nomination papers after the nomination period ends and may reject them, a candidate may find that their papers have been rejected and they are too late to file additional information or provide

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proof to the Clerk of their qualifications. If nomination papers are filed early it will assist the Clerk in certifying the papers before nominations close.

Candidates will be required to provide proof of eligibility and pay the prescribed fee at the time of filing a nomination paper.

INSUFFICIENT NUMBER OF CANDIDATES TO FILL VACANCIES

If there are an insufficient number of candidates to fill all available offices, additional nominations may be filed in the Office of the Town Clerk on **Wednesday, August 12, 2015** between 9:00 a.m. and 2:00 p.m.

ACCLAMATIONS

If at 4:00 p.m. on **Monday, August 10, 2015** the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation.

LIST OF NOMINATIONS

The Clerk shall establish and maintain in the Clerk's Office a list of the names and residences of every candidate whose nomination has been certified, in the order in which they were certified. A copy of the list is prominently displayed in the Clerk's Division at the Civic Centre and near the Customer Service Counter. The list shall be completed by 4:00 p.m. on **Monday August 10, 2015**. In the instance where the Clerk has received additional nominations, the list showing the names of the additional candidates nominated shall be completed and posted by the Clerk by 4:00 p.m. on **Thursday, August 13, 2015**.

A List of Nominations will be posted at the Town of Halton Hills Civic Centre and on the Town of Halton Hills website at www.haltonhills.ca.

Note: THE ONUS IS ON THE PERSON NOMINATED FOR ELECTION TO AN OFFICE TO FILE A BONA FIDE NOMINATION PAPER.

WITHDRAWAL OF NOMINATION

A person nominated as a candidate in an election may withdraw his/her nomination in writing and deliver it to the Town Clerk before 2:00 p.m. on **Friday, August 7, 2015**.

A person nominated as a candidate under the "Additional Nomination" provision may withdraw his/her nomination in writing and deliver it to the Town Clerk before 2:00 p.m. on **Wednesday, August 12, 2015**.

A candidate may register and be nominated for one office only in Ontario.



Section D – Campaign Information

ELECTION CONTRIBUTIONS AND EXPENSES

The *Municipal Elections Act, 1996, as amended*, imposes limitations on the expenses for candidates in municipal elections, and also imposes requirements on the candidate to retain records of contributions and expenses as required by 69 (1) of the Act for the term of office of the Members of Council or local board until their successors are elected and the newly elected council or local board is organized, and to report the contributions received and the funds expended.

Campaigning

Campaign Period

The candidate's campaign period commences at the time the nomination paper is filed with the Town Clerk, and ends on Thursday, November 5, 2015. **Candidates must not spend or receive funds for their election campaign until their nomination paper is filed with the Town Clerk.**

Financial Responsibilities of Candidates

All candidates, including those not elected, those who withdraw their nomination or those whose nomination is rejected by the Town Clerk, must disclose and report their contributions and expenses, using the prescribed form, **no later than 2 p.m. on Friday, November 20, 2015**. It is recommended that you file prior to this date, to enable revisions if required.

Candidates should consult the *2014 Candidates' Guide for Ontario Municipal and School Board Elections*, published by the Province of Ontario, as well as the *Municipal Elections Act, 1996*, for detailed information relating to financial responsibilities, campaign contributions, campaign expenses, and financial reporting.

Helpful Hints:

- (a) Open a separate bank account at a financial institution, **exclusively** for the purposes of the election campaign and in the name of the candidate's election campaign. **Open the account prior to accepting any contributions or spending any money other than the payment of the nomination filing fee;**
- (b) All contributions of money are deposited into the campaign accounts;
- (c) All payments for expenses, except for a nomination filing fee, are made from the campaign accounts;
- (d) Contributions of goods or services are valued;
- (e) Receipts are issued for every contribution and obtained for every expense;

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- (a) Records are kept of:
 - (i) the receipts issued for every contribution;
 - (ii) the value of every contribution;
 - (iii) whether a contribution is in the form of money, goods or services; and
 - (iv) contributor's name and address.
- (b) records are kept of every expense including the receipts obtained for each expense;
- (c) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- (d) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$10 or less;
- (e) records are kept of any loan and its terms under Section 75;
- (f) Records to be retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (g) financial filings are made in accordance with section 78 and 79.1 of the *Municipal Elections Act*;
- (h) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions on behalf of the candidate;
- (i) a contribution of money made or received in contravention of this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- (j) a contribution not returned to the contributor is paid to the Clerk with whom the candidate's nomination was filed; and
- (k) an anonymous contribution is paid to the Clerk with who the candidate's nomination was filed.

What limits are there on campaign spending?

Campaign spending limits are based on a formula set out in the Regulations of the *Municipal Elections Act, 1996, as amended*.

The Clerk will provide to all candidates a certificate of the applicable maximum amount of a person's expenses as of the filing date. A further "final" campaign spending limit will be provided to all candidates by **Monday, August 17, 2015**.

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ADVERTISING

Media advertisements (newspaper, Cable TV, etc.) and commercial outdoor advertising (billboards, etc.) promoting a candidate can commence upon registration.

The media may not charge more or less than its normal rates for advertising. If less is charged, the difference is deemed to be a contribution.

Free radio and TV time is not counted as a contribution if all candidates are offered the same free time.

Pamphlets, buttons, etc. may be distributed at any time during the campaign period, after the candidate's registration.

Candidates must remain within his/her authorized campaign spending limit. This pertains to all expenditures, including advertising.

POSTERS AND SIGNS

- The erection of election signs, posters and advertising devices is permitted provided the sign is not erected more than forty-five (45) days prior to September 21, 2015;
- Therefore an election sign shall not be erected prior to 2 p.m. on August 7, 2015
- An Election sign on a **municipal** road allowance is permitted with the exception of the traveled portion, medians, and in locations where the sign is or would be creating a traffic hazard from a pedestrian or driver's point of view as well as any possible obstruction of underground utilities. The permission of the property owner must be obtained before placing any signs on private property or the abutting boulevard. No signs, posters or advertising devices shall be placed on trees, local hydro, street lighting or other utility poles
- **Election signs are prohibited on any regional roads**
- Election signs located on the road allowance are to be a minimum distance of 1.0 m (3 feet 3 inches) from the Curb Line or any graded road shoulder and a minimum distance of 3.0 m (9 feet 10 inches) from any traffic signal pole, or stop or yield sign
- Election signs are to be removed from public view within 48 hours following the day upon which the election is held

The co-operation of all candidates regarding the placement of signs, posters or advertising devices is respectfully requested.

If in doubt as to the placement of a sign, please contact either the Superintendent of Public Works or an Election Assistant for clarification or a ruling.

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If the municipality deems it necessary to remove signs, which in its opinion violates the regulations, the signs or posters can be retrieved from the Municipal Works Garage located on Trafalgar Road.

CAMPAIGN ADVERTISING, including signs, is also **strictly prohibited** at any time on:

- municipal and regional buildings and property
- regional roads
- voting place area
- voting place grounds

PROHIBITION OF CANVASSING IN VOTING PLACES

The Clerk is the lessee of the premises used as voting places. As the lessee of such premises, the Clerk does not permit electioneering of any nature in or on the premises used as a voting place on Voting Day. A premise is deemed to include the entire building and the property on which it is located.

Section 48 (2) of the **Municipal Elections Act, 1996**, as amended provides as follows:

“No person shall display a candidate’s election campaign material or literature in a voting place.”

Election Staff is instructed to immediately remove any campaign material or literature of any nature from a voting place.

In view of the substantial number of school buildings used for voting purposes, the attention of candidates is also drawn to the policies of the school boards and provisions of the **Education Act** which provide as follows:

- i) No agent or representative may canvass in the schools, nor exhibit advertising material in the schools or on the school property, without the approval in writing of the Director of Education;
- ii) All visitors to schools must report to the office;
- iii) It is the duty of a principal of a school, in addition to his duties as a teacher, to maintain a visitors’ book in the school when so determined by the Board.

Thus, it should be noted from the foregoing that in connection with municipal elections, only persons attending a school building for the purpose of casting their ballot, duly qualified election officials, candidates or their authorized agents in, or going to or from the voting place, may be present on school premises.



ACCESS TO RENTED PREMISES BY CANDIDATE OR THEIR AUTHORIZED REPRESENTATIVES

Section 22 of the *Tenant Protection Act* provides that:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.”

This does not permit canvassing in the building if it is being used as a voting location during voting hours.

Note: The Town Clerk will not act or intervene on behalf of any candidate to secure access to any buildings for the purpose of canvassing or distributing election material.

ACCESS TO CONDOMINIUMS BY CANDIDATES OR THEIR AUTHORIZED REPRESENTATIVES

Section 118 of the *Condominium Act* provides as follows:

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.”

Note: The Town Clerk will not act or intervene on behalf of any candidate to secure access to any buildings for the purpose of canvassing or distributing election material.

SCRUTINEERS

Note: For the purpose of this section a candidate does not include a candidate who has been declared to be elected by acclamation.

A candidate may appoint in writing any number of scrutineers to represent him/her in a voting place. Only one scrutineer is allowed per candidate for each voting place in a location.

Only one scrutineer OR the candidate himself may be present at a voting place at any one time. The candidate must appoint every scrutineer in writing. The forms are available at the Clerk's Office. A signed appointment form must be presented to the Deputy Returning Officer. Scrutineers must subscribe to an Oath of Secrecy as administered by the Deputy Returning Officer before entering into their duties at each voting location. A scrutineer shall show proof of appointment upon request of any Election Official.

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Every person in attendance at a voting place or at the counting of votes shall maintain and aid in maintaining the secrecy of the voting. Scrutineers shall not attempt to influence any elector within the voting place grounds.

Upon entering a voting place, a candidate is considered a scrutineer.

Candidates and Scrutineers have the following rights:

- to be present when ballot boxes and materials related to the advance voting and the ballot boxes and documents are being delivered to the Clerk
- to enter the voting place 15 minutes before it opens and to inspect the ballot boxes and the ballots, and all other election documents but not to delay the opening of the voting place
- to place their own seal on the ballot box before the opening of the voting place
- to place his or her own seal on the ballot box after the close of voting on an advance vote so ballots cannot be withdrawn or deposited without breaking the seal
- to sign the statement of results of an election
- to place his or her own seal on the ballot box after the counting of the votes so that ballots cannot be withdrawn or deposited without breaking the seal

BALLOTS

The names of the candidates will appear on the ballot in the order of their surnames, alphabetically arranged. The candidate may use a nickname or the name under which he/she is commonly known. No identification such as title, honour, decoration or degree shall be included with any candidate's name on the ballot.

PLEASE INDICATE ON THE NOMINATION FORM THE EXACT NAME, WHICH IS TO APPEAR ON THE BALLOT.

LIST OF ELECTORS

The Preliminary List of Electors will be available for inspection **as of Monday, August 10, 2015**. The List will be available for viewing at the Civic Centre. Candidates are required to request in writing a copy of the Preliminary List of Electors. The last day for revisions to the list will be **Voting Day**. Revisions to the list may be made in the Clerk's Department, Civic Centre, 1 Halton Hills Drive, during office hours from 8:30 a.m. to 4:30 p.m. up until voting day.

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VOTER NOTIFICATION CARDS

In September, the Town Clerk will mail one notice to all electors residing at a given address advising them of the location of their voting place and the times of voting, including the advance voting dates.

Each candidate will be provided with a list of all voting locations for the area in which they are seeking elected office, once these locations are confirmed. Candidates will be advised, by mail, of any change in location.

VOTING

Section 52(1)

1. Subject to paragraph 3, the deputy returning officer shall give the person a ballot only if,
 - i. the deputy returning officer is satisfied that the person is entitled to vote at the voting place, and
 - ii. the person presents the prescribed proof of identity and residence or completes an application in the prescribed form, including a statutory declaration that he or she is the elector shown on the voters' list.
2. If the deputy returning officer, a scrutineer or a certified candidate objects to the person voting, the deputy returning officer shall have the fact of the objection and by whom it was made recorded on the voters' list next to the person's name.
3. When an objection has been made as described in paragraph 2, the deputy returning officer shall give the person a ballot if the person takes an oath or affirmation stating that he or she is entitled to be an elector for the voting place and has not already voted in the election.
4. The deputy returning officer may permit an elector who needs assistance in voting to have such assistance as the deputy returning officer considers necessary.
5. An elector is no longer entitled to vote if, after receiving a ballot, he or she leaves the voting place without returning the ballot, or declines to vote and returns the ballot. 1996, c. 32, Sched., s. 52 (1); 2002, c. 17, Sched. D, s. 19 (1).

VOTER IDENTIFICATION

ALL electors must provide acceptable identification in order to receive a ballot or complete the appropriate application for and statutory declaration as mentioned in Section 52(i)(ii) of the *Municipal Election Act, 2010*.

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ELECTORS NOT ON VOTERS' LIST

Persons who qualify and are not on the Voters' List may still vote on Voting Day by attending at the appropriate voting location and requesting an Election Official to add their name to the Voters' List. **Electors must bring appropriate identification that proves their identity and proves their address. Please see attached list of suitable ID, as directed by the Province of Ontario.**

The key is that the person must be a qualified elector.

PROXY VOTING

Any person whose name appears on the voting list for a voting subdivision or who has obtained a certificate from the Town Clerk stating that they are eligible to vote in the election may vote by proxy in the voting subdivision.

This person may appoint as his/her voting proxy any other person who is eligible to be an elector in the municipality. This appointment must be made in writing in the prescribed form, and the forms are available from the Town Clerk's Office.

A voting proxy may only act as a proxy for:

- i) one person who is not a relative; **OR**
- ii) one or more persons who are relatives (parent, grandparent, child, grandchild, brothers, sisters, spouse or same-sex partner).

Proxy Applications are available at the Clerk's Office from 8:30 a.m. to 4:30 p.m. from **Monday, August 10, 2015 to Monday, September 21, 2015.**

A person shall not appoint a voting proxy for an election until the time for the withdrawal of nominations has expired for all offices for which the election is being conducted and the appointment does not remain in effect after voting day of the election.

44 (5) Application for Clerk's certificate – procedure

"A person who has been appointed a voting proxy shall:

- (a) complete an application in the prescribed form, including a statutory declaration that he or she is the person appointed as a voting proxy; and
- (b) present the application and the appointing document to the Clerk at the Clerk's office or any place designated by the Clerk, in person".

The Clerk up to and including Voting Day will receive applications. Applicants to act as proxies must attend at the Clerk's Office or other place designated by the Clerk and present the prescribed appointment form, which has been signed by the elector. The Clerk will issue a certificate and it must be produced at the Voting Place. The proxy must attend the voting place for the elector for whom they are voting.

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ELECTORS ABSENCE FROM WORK

An elector is entitled to have three consecutive hours to vote on Voting Day (September 21, 2015). If an elector's normal hours of employment are such that they would not have three consecutive hours to attend the voting place, their employer must allow them to be absent and the absence shall be timed to suit the employer's convenience as much as possible.

ADVANCE VOTING

The *Municipal Elections Act, 1996, as amended* requires that at least one (1) Advance Voting Day be held. The date(s), time(s) and location(s) of the Advance Vote(s) for the 2015 Municipal By-Election are to be determined. Candidates will be notified accordingly.

ANY ELECTOR MAY VOTE AT ANY ADVANCE POLL (Acceptable Identification required).

REGULAR VOTING LOCATIONS ON ELECTION DAY

Eligible electors in accordance with the preliminary List of Electors will receive a voter notification card, which indicates the voting place and poll at which they are to attend to cast their ballot. The hours of the regular polls are **Monday, September 21, 2015 10.00 a.m. to 8:00 p.m.**

ELECTION RESULTS

In 2015 Halton Hills will be using vote tabulation equipment at each poll. The Civic Centre will be Election Headquarters for announcement of the results, which are anticipated to be finalized by 9:00 p.m. The results will also be available on the Town of Halton Hills website at www.haltonhills.ca as they come in after 8:00 p.m. on September 21, 2015.

The results will be shown only by running totals for each office. The poll-by-poll breakdown of the results will be available from the Returning Officer as soon as possible.

DECLARATION OF OFFICIAL RESULTS

The Official Results of the election will be declared as soon as possible after Voting Day.

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INTERPRETATION

This guide is for information purposes and any wording should be verified with the *Municipal Elections Act, 1996, as amended.*

ELECTION STAFF CONTACT

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Town of Halton Hills, Civic Centre, Business Hours:
Monday through Friday 8:30 a.m. to 4:30 p.m.