

CITY OF BELLEVILLE
2022 Municipal & School Board Elections
Appendix A – Forms and Notices

Approved by the Clerk/Returning Officer on May 30, 2022.

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Forms prescribed by the Ministry of Municipal Affairs can be found at www.forms.ssb.gov.on.ca.

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Note: Forms EL12, EL12(B), EL14 and EL19 have been amended by the City Clerk/Returning Officer as contained within the 2022 City of Belleville Candidates Guide.

NOTICE TO ELECTORS- BY-LAWS OR QUESTIONS¹

Municipal Elections Act, 1996 (s.8(6))

NOTICE is hereby given to the Municipal Electors of the
City of Belleville

The Council of the Corporation of the City of Belleville has passed By-Law #____
authorizing the following question to be placed on the ballot in the municipal elections to
be held on Monday October 24, 2022.

-or-

The (NAME OF LOCAL BOARD) has passed Resolution #_____ authorizing the
following question to be placed on the ballot in the municipal elections to be held on
Monday October 24, 2022.

-or-

The Minister of Municipal Affairs for the Province of Ontario has ordered the following
question to be placed on the ballot in the municipal elections to be held on Monday,
October 24, 2022.

On the question of (State issue in general terms)

Are you in favour of (State issue in detail)?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Dated this _____ day of _____, 2022.

Municipal Clerk or designate

¹ Councils have no jurisdiction over questions placed on the ballot by local boards or by the Minister. Clerks may wish to augment the above notice with directions to the elector where additional information and enquiries may be made.

LIST OF CERTIFIED CANDIDATES²

Municipal Elections Act, 1996, s.11(4)2

NOTICE is hereby given to the Municipal Electors of the
City of Belleville

That during the period commencing on May 2, 2022 and completed on Nomination Day, August 19, 2022, 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

Dated this _____ day of _____, 2022

Municipal Clerk or designate

² This form may be used by the clerk responsible for nominations, to advise clerks in other municipalities who are responsible for conducting a vote for candidates elected across more than one municipal jurisdiction (e.g. shared school trustee positions).

CERTIFICATE OF ELECTION RESULTS³*Municipal Elections Act, 1996, s.11.4(3)*

I hereby certify that during the municipal election held on Monday, October 24, 2022, 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 _____, 2022

Municipal Clerk or designate

³ This form may be used to report election results from one municipality to another municipality for candidates elected across more than one municipal jurisdiction (e.g. shared School Trustee positions).

APPOINTMENT AND OATH OF AN ELECTION OFFICIAL⁶*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 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 to approve or deny applications for revision to the Voters' List;
- authority to issue replacement Personal Identification Numbers to electors;
- authority to assist voters at a Voter Assistance Centre;
- 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 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 City of Belleville, this _____ day of _____, 2022.

Municipal Clerk or designate

Election Official

⁶ This form includes some suggested tasks to be delegated to the Election Official. It may be amended to reflect the duties the Clerk wishes to delegate to the Election Official.

APPOINTMENT OF SCRUTINEER BY CANDIDATE*Municipal Elections Act, 1996***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"/> Local and Regional Councillor, Wards _____ | <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 City of Belleville 2022 Municipal & School Board Election.

Date

Signature of Candidate

this day of , 2022

Instructions to Scrutineer

- A candidate who enters a Voter Assistance Centre or Receiving Location is considered to be a scrutineer.
- Scrutineers arriving at a Voter Assistance Centre or Receiving Location must show this form and personal identification to the election officials.
- Scrutineers arriving at a Voter Assistance Centre must also take an oath of secrecy.
- Only one scrutineer per candidate may be at a Voter Assistance Centre or Receiving Location.

Rights and Prohibitions**Scrutineers and candidates can:**

- Be present at the start of polling to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Voting System" form that attests to this fact.
- Observe the voting process at a Voter Assistance Centre, but shall not interfere with the electors.
- Observe the receipt of the voting results at the Receiving Location, but shall not interfere with the process.
- Enter the Receiving Location 15 minutes before the designated time.
- Sign the Election Results (supplied by the provider).
- In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

Scrutineers and candidates cannot:

- Campaign in a Voter Assistance Centre.
- Attempt, directly or indirectly, to interfere with how an elector votes.
- Display campaign material (including buttons, pins, etc.) in a Voter Assistance Centre or Receiving Location.
- Compromise the secrecy of the voting.
- Obtain or attempting to obtain, in a Voter Assistance Centre, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a Voter Assistance Centre about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of a Voter Assistance Centre or Receiving Location.

Note:

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The Clerk is responsible for the conduct of the Voter Assistance Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of their duties.
- Any who is creating a disturbance at a Voter Assistance Centre or Receiving Location will be removed as directed by the Clerk.
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voter Assistance Centre to carry on their discussion elsewhere.
- Cell phones shall be turned off upon entering the Voter Assistance Centre or Receiving Location and their use is prohibited while in the Voter Assistance Centre or Receiving Location.
- Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Receiving Location prior to the time designated by the Clerk (8:00 p.m. on Voting Day). No one will be admitted to the Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the election results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a second count.

ORAL OATH OF SECRECY

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

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 VOTER ASSISTANCE CENTRE**

APPOINTMENT OF SCRUTINEER

Re: By-laws or Questions

Municipal Election Act, 1996 (s.16 (2))

Moved by _____

Resolution No. _____

Seconded by _____

The Municipal Council (or local board, etc.) of the Corporation of the City of Belleville hereby appoints _____ to act as a scrutineer to represent the Corporation (or local board, etc.) with respect to (insert specific question or by-law) during voting or at the counting of votes in respect of the Municipal Elections to be held on October 24, 2022.

"CARRIED"

I hereby certify the above to be a true copy of a resolution of the Council (or local board, etc.) of the (name of Municipality, local board, etc.) passed on the _____ of _____, 2022.

Municipal Clerk (or Secretary), or designate

(Name of Municipality, local board, etc.)

<p>This form must be signed by the Clerk (or Secretary) of the Municipality (or local board, etc.) and may be required to be shown to an Election Official at the Voter Assistance Centre or Receiving Location. Failure to show proof of appointment may result in a direction to you to leave.</p>
--

Instructions to Scrutineer

- A candidate who enters a Voter Assistance Centre or Receiving Location is considered to be a scrutineer.
- Scrutineers arriving at a Voter Assistance Centre or Receiving Location must show this form and personal identification to the election officials.
- Scrutineers arriving at a Voter Assistance Centre must also take an oath of secrecy.
- Only one scrutineer per candidate may be at a Voter Assistance Centre or Receiving Location.

Rights and Prohibitions

Scrutineers and candidates can:

- Be present at the start of polling to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Voting System" form that attests to this fact.
- Observe the voting process at a Voter Assistance Centre, but shall not interfere with the electors.
- Observe the receipt of the voting results at the Receiving Location, but shall not interfere with the process.
- Enter the Receiving Location 15 minutes before the designated time.
- Sign the Election Results (supplied by the provider).
- In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

Scrutineers and candidates cannot:

- Campaign in a Voter Assistance Centre.
- Attempt, directly or indirectly, to interfere with how an elector votes.
- Display campaign material (including buttons, pins, etc.) in a Voter Assistance Centre or Receiving Location.
- Compromise the secrecy of the voting.
- Obtain or attempting to obtain, in a Voter Assistance Centre, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a Voter Assistance Centre about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of a Voter Assistance Centre or Receiving Location.

Note:

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The Clerk is responsible for the conduct of the Voter Assistance Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of their duties.
- Any who is creating a disturbance at a Voter Assistance Centre or Receiving Location will be removed as directed by the Clerk.
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voter Assistance Centre to carry on their discussion elsewhere.
- Cell phones shall be turned off upon entering the Voter Assistance Centre or Receiving Location and their use is prohibited while in the Voter Assistance Centre or Receiving Location.
- Scrutineers/candidates wishing to observe the receipt of the voting results **MUST** be at the Receiving Location prior to the time designated by the Clerk (8:00 p.m. on Voting Day). No one will be admitted to the Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the election results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a second count.

CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST

Municipal Elections Act, 1996 (s.23(4) (5))

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

an electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 26, 2022.

electronic access to view the Voters' List and which electors have voted.

I, the undersigned, do 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.

 Signature:

 Date

Name: _____
 (please print)

FORM EL15

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		
_____			year	month	day
_____	_____	_____			
last	first	middle			

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

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

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

s.s.p. = same sex partner

School Support

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

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)

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.

Refused (state reason)

signature of clerk or designate

date

Form EL16*(Prepare in triplicate)***APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST***Municipal Elections Act, 1996 (s. 25)*

Municipality		
Surname of Applicant		Given Names
Full Address of Residence	Apt #	Postal Code

IN RESPECT OF

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

ENTERED ON LIST FOR

Ward No. (if any)	Voting Subdivision No. (if any)	Assessment Roll Number (to be completed by Clerk or designated election official)
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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 this municipality is not entitled to be an elector and to have her/his name entered on the Voters' List.

 (signature of applicant)

 (date signed)

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s.32)

NOTICE is hereby given to the Municipal Electors of the

CITY OF BELLEVILLE

Nominations in the City of Belleville for the offices of:

MAYOR – 1 to be elected at large
 COUNCILLORS – 6 to be elected Ward 1 (Belleville)
 2 to be elected Ward 2 (Thurlow)

List of School Board Positions

TRUSTEE – HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
 2 to be elected at large from the City of Belleville
 (nominations to be filed with the Clerk of the City of Belleville)

TRUSTEE – ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD
 2 to be elected from the area comprised of the City of Belleville
 (nominations to be filed with the Clerk of the City of Belleville)

TRUSTEE – LE CONSEIL DES ECOLES PUBLIQUES DE L'EST DE L'ONTARIO
 1 to be elected at large for Geographic Region 2 which is composed of all municipalities in the Counties of Leeds and Grenville, Frontenac, Hastings, Prince Edward and Lennox and Addington
 (nominations to be filed with the Clerk of the City of Kingston)

**TRUSTEE -LE CONSEIL DES ECOLES CATHOLIQUES DE LANGUE FRANCAISE
 DU CENTRE-EST**
 1 to be elected at large from Geographic Region 2 which is composed of all municipalities in the Counties of Leeds and Grenville, Frontenac, Hastings, Prince Edward and Lennox and Addington
 (nominations to be filed with the Clerk of the City of Kingston)

May be made by completing and filing in the office of the designated 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 to the designated Clerk.

A nomination must be signed by the candidate and may be filed in person or by an agent during regular business hours between May 2, 2022, and August 18, 2022, and between 9 am and 2 pm on August 19, 2022 (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 24, 2022, between the hours of 9 am and 2 pm 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 will occur October 11, 2022 at 10:00 a.m. until Monday, October 24, 2022 at 8:00 pm.

Dated this _____ Day of _____, 2022

Municipal Clerk or designate

NOTICE OF ADDITIONAL NOMINATIONS

Municipal Elections Act, 1996 (s.33(5))

Take Notice that the number of candidates for the office of XX was not sufficient to fill the number of vacancies to which candidates may be elected.

And Further Take Notice that the Clerk may receive and certify additional nominations for the remaining vacancies in the Clerk's Office between the hours of 9:00 am and 2:00 pm on August 24, 2022, subject to the provisions of Subsection 33(5) of the *Municipal Elections Act, 1996*.

Offices for Which Persons May be Nominated:

	to be elected.
(Office)	(Number)

And Further Take Notice that the manner in which nominations shall be filed is set forth in Section 33 of the *Municipal Elections Act, 1996*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ Day of _____, 2022

Municipal Clerk or designate

WITHDRAWAL OF NOMINATION¹⁰¹¹*Municipal Elections Act, 1996 (s.36)*

I, _____, hereby withdraw my name as a candidate
 (Name of Candidate)

for the office of _____.
 (Name of Elected Office)

 Date

 Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT _____
 (time)

THIS _____ DAY OF _____, 2022.

 Municipal Clerk or designate

¹⁰ A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (August 19, 2022) if the nomination was filed on or before Nomination Day and by 2 pm on August 24, 2022, if the nomination was filed under subsection 33(5).

¹¹ Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that 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.

DECLARATION OF ACCLAMATION TO OFFICE

Municipal Elections Act, 1996 (s. 37(1))

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 _____, 2022

Municipal Clerk or designate

NOTICE OF DEATH/INELIGIBILITY OF CANDIDATE

Municipal Elections Act, 1996 (s.39 (a) and (b))

Notice is hereby given that _____ a candidate
(name of candidate)

for the office of _____ has died/become ineligible
to hold the office.

Since no other candidate would be elected by acclamation as a result of the death/ineligibility, the election for this office shall proceed as if the deceased/ineligible candidate had not been nominated.

or

Since, as a result of the death/ineligibility, another candidate would be elected by acclamation to office, the election for the above office is void and a by-election shall be held.

Dated this _____ day of _____, 2022.

Municipal Clerk or designate

CERTIFICATE OF THE VOTERS' LIST¹²

Municipal Elections Act, 1996 (s.28(1))

I hereby certify that the attached Voters' List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 24, 2022, for the voting subdivision(s) set out below:

Municipality: Corporation of the City of Belleville

- Mayor
- Councillor Ward 1 (Belleville)
- Councillor Ward 2 (Thurlow)
- Public School Trustee – English
- Separate School Trustee – English
- Public School Trustee – French
- Separate School Trustee - French

Dated this _____ day of _____, 2022.

Municipal Clerk or designate

¹² 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.

SAMPLE NOTICE OF ELECTION INFORMATION (FOR NEWSPAPER AD)*Municipal Elections Act, 1996 (s.40)*

Municipal Elections in the City of Belleville for the offices of

:MAYOR – 1 to be elected at large
 COUNCILLORS – 6 to be elected Ward 1 (Belleville)
 2 to be elected Ward 2 (Thurlow)

List of School Board Positions

TRUSTEE – HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

2 to be elected at large from the City of Belleville
 (nominations to be filed with the Clerk of the City of Belleville)

TRUSTEE – ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

2 to be elected from the area comprised of the City of Belleville
 (nominations to be filed with the Clerk of the City of Belleville)

TRUSTEE – LE CONSEIL DES ECOLES PUBLIQUES DE L'EST DE L'ONTARIO

1 to be elected at large for Geographic Region 2 which is composed of all municipalities in the Counties of Leeds and Grenville, Frontenac, Hastings, Prince Edward and Lennox and Addington
 (nominations to be filed with the Clerk of the City of Kingston)

TRUSTEE -LE CONSEIL DES ECOLES CATHOLIQUES DE LANGUE FRANCAISE
 DU CENTRE-EST

1 to be elected at large from Geographic Region 2 which is composed of all municipalities in the Counties of Leeds and Grenville, Frontenac, Hastings, Prince Edward and Lennox and Addington
 (nominations to be filed with the Clerk of the City of Kingston)

will be held on the 24th day of October, 2022

- information and directions on the manner of alternative voting
- location, dates and times on which Voter Assistance Centres will be open
- additional information as appropriate to the circumstance

 (date)

 Municipal Clerk or designate

ORAL OATHS AT VOTER ASSISTANCE CENTRE*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 who 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), an 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 his/her answers at this voting place.

ORAL OATH OF VOTE WITH ASSISTANCE

I, (name of elector) being an elector entitled to vote in this municipality of (insert municipality) swear or solemnly affirm I require assistance to mark my ballot.

DECLARATION OF ELECTED CANDIDATE¹⁸*Municipal Elections Act, 1996 (s. 55(4) a)*

I, _____, Clerk (or designated election official)
 (name of Clerk or designate)

of the Corporation of the City of Bellville in the County of Hastings

declare the following candidate or candidates
 elected as a result of the Municipal Election held October 24, 2022

NAME OF GOVERNMENT BODY (Council, School Board, etc.)

OFFICE	ELECTED CANDIDATE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

 Date

 Municipal Clerk or designate

¹⁸ The Clerk shall as soon as possible after Voting Day declare the candidate or candidates who received the highest number of votes to be elected (s.55(4) a)

DECLARATION OF RESULTS - BY-LAWS OR QUESTIONS¹⁹

Municipal Elections Act, 1996 (s. 55(4) b)

I, _____, Clerk (or designated election official)
(name of Clerk or designate)

of the Corporation of the City of Belleville in the County of Hastings

declare the following results in respect to:

(State by-law or question)

conducted in the Municipal Election held October 24, 2022.

BY-LAW OR QUESTION
OPTION

YES _____

NO _____

Date

Municipal Clerk or designate

¹⁹ The Clerk shall as soon as possible after Voting Day declare the results of any by-law or question voting held during the municipal election (s.55(4) b)

STATUTORY PROVISIONS REGULATING VOTING PROCEDURES²⁰

Municipal Elections Act, 1996 (s.48, 49)

Prohibition

s.48(1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No Election Campaign Material

s.48(2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.

Secrecy

s.49(1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.

Offences

s.49(2) No person shall,

- (a) interfere or attempt to interfere with an elector who is marking the ballot;
- (b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or
- (c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

Same, Revealing a Vote

s.49(3) No elector shall,

- (a) take a photograph or video recording of his or her marked ballot; or
- (b) show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).

No Requirement of Disclosure

s.49(4) No person shall, in a legal proceeding relating to an election, be required to disclose how he or she voted at the election.

²⁰ The Clerk may post copies of this notice in the voting place

**NOTICE OF OFFENCE
NOTICE OF CORRUPT PRACTICE²¹**

Municipal Elections Act, 1996 (s. 89)

Section 89 of the Municipal Elections Act, 1996 provides that a person is guilty of an offence, if he or she,

- (a) votes without being entitled to do so;
- (b) votes more times than the Act allows;
- (c) votes in a voting place in which he or she is not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;
- (g) before or during an election, publishes a false statement of a candidate's withdrawal;
- (h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
- (m) attempts to do something described in clauses (a) to (l)

Section 90 of the said Act provides that if, when a person is convicted of an offence under Section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

²¹ The Clerk may choose to post this notice in the voting place.

Form EL36

*(prepare in triplicate)***DISCLAIMER TO RIGHT TO OFFICE***Municipal Elections Act, 1996 (s. 84 (1) - (3))*

I, _____, hereby disclaim all right to the office of
(Name of Elected Candidate)

_____ to which I was elected in the Municipal
(Name of Elected Office)

Election of October 24, 2022.

Date

Signature of Candidate

THIS DISCLAIMER DELIVERED TO ME AT _____ (time) THIS
_____ DAY OF _____, 2022.

Municipal Clerk or designate

NOTE: A person who has been elected may disclaim all right to the office within 90 days after Voting Day unless an application is made under s. 83(1)(b) questioning his or her election (s. 84(1)). The disclaimer shall be in writing and addressed to the Clerk who conducted the election (s. 84(2)).

A person whose election is questioned in an application under s. 83(1)(b) may, within seven days after being served with the application, disclaim all right to the office (s. 84(3)). The disclaimer shall be made and delivered in accordance with section 84(4).

ALSO NOTE: Clerk may want to require the elected official to appear in person, with identification, in order to disclaim rights to an office. If not, anytime that a disclaimer is submitted by someone other than the elected official, the Clerk should follow up to ensure that the disclaimer was submitted with the elected official's permission.

Form EL37(B)

**CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS
OWN CAMPAIGN**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

_____ / _____ (Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of the City of Belleville

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of

_____ in the Municipal Election to be held
October 24, 2022, is _____.²³

.

Date

Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 26, 2022, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000.

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

Form EL37(C)

**CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. -
CANDIDATE**

Municipal Elections Act, 1996 (s.88.20(9)(13))

TO:

_____ / _____ (Name of Candidate)	_____ / _____ (Office)
_____ (Address)	_____ (Postal Code)

FROM:

The Clerk, or designated election official, of the City of Belleville _____ _____

I hereby certify that the maximum amount of expenses for parties, etc. that a candidate is permitted to incur for the office of _____ in the Municipal Election to be held October 24, 2022, is _____.²⁴

.

_____ Date

_____ Municipal Clerk or designate

In accordance with MEA, s., the 88.20(13), the Clerk shall give candidates a preliminary certificate of the maximum amount permitted on or before September 26, 2022.

The formula to be used is the greater of the number of electors for the office on September 15 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 15 in the 2022 municipal election, adjusted for changes made on that day.

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

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS²⁵*Municipal Elections Act, 1996 (s.88(2))*

City of Belleville in the County of Hastings

FIRST WITNESS

I _____ state that I was present upon _____
 (name of witness) (date)

and did witness _____ of the above stated municipality
 (name of Clerk or designate)

destroy all ballots used in the municipal election of persons to the offices listed below.

 (Signature of Witness)

SECOND WITNESS

I _____ state that I was present upon _____
 (name of witness) (date)

and did witness _____ of the above stated municipality
 (name of Clerk or designate)

destroy all ballots used in the municipal election of persons to the offices listed below.

 (Signature of Witness)

²⁵ The Clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under Section 55 and, unless there is a court order that they be retained or a recount has been commenced and not finally disposed of, shall then destroy the ballots in the presence of two witnesses (s.88). At the time of destroying the ballots pursuant to Section 88, other documents and other materials related to the Election (with exception of documents filed under Section 88.25, 88.29 and 88.32 may also be destroyed.

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

NOTICE OF RECOUNT²⁶*Municipal Elections Act, 1996 (s.56-58)*

I, _____, Clerk (or designated election official)
 (name of Clerk or designate)

of the Corporation of the City of Belleville in the County of Hastings
 hereby declare that a recount of the votes cast in the Municipal Election

held October 24, 2022, for _____
 (state office or by-law/question)

_____ shall be held commencing at _____ on
 (time)

_____ at _____.
 (date) (location)

The recount is being conducted pursuant to section _____ of the Municipal Elections Act, 1996.

Date _____

 Municipal Clerk or designate

 26 A recount may be held pursuant to Sections 56, 57 or 58.

DECLARATION OF RECOUNT RESULTS

Municipal Elections Act, 1996 (s. 62 (4))

I, _____, Clerk (or designated election official)

of the Corporation of the City of Belleville in the _____ of County of Hastings declare that:

(1) On the _____ day of _____, 2022, I conducted a recount of the

ballots cast in the Municipal Election held October 24, 2022, for:

- the office(s) of

- the following question or by-law:

(2) No application has been made for a judicial recount under Section 63.

(3) The successful candidate(s) elected is/are:

(4) The result of the vote upon the question or by-law is:

(Date)

Municipal Clerk or designate

NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.25)

TO:

_____ / _____	
(Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk or designated election official of the Corporation of the City of Belleville

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 31, 2023, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the Municipal Elections Act, 1996.

- 88.25 (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
- (a) in the case of a regular election, as of December 31 in the year of the election;
 - (b) in the case of a by-election, as of the 45th day after Voting Day.
- (2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
 - (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
 - (4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
 - (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
 - (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
 - (7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.

- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1)

Notice to be given in accordance with MEA, s.13.

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and consequences or limitations associated with.

NOTICE OF PENALTIES

- 88.23(2) Subject to subsection (7), in the case of a default described in subsection (1),
- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant, and
 - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.
- 92(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
 - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS*Municipal Elections Act, 1996 (s.88.29)*

TO:

(Name of Registered Third Party)
(Address) (Postal Code)

FROM:

The Clerk or designated election official of the Corporation of the City of Belleville

TAKE NOTICE THAT EVERY REGISTERED THIRD PARTY SHALL FILE by March 31, 2023, with the Clerk with whom they registered a financial statement and auditor's report in accordance with s.88.29 of the Municipal Elections Act, 1996.

- 88.29 (1) On or before 2:00 p.m. on the filing date, a registered third party shall file with the Clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,
- (a) in the case of a regular election, as of December 31 in the year of the election;
 - (b) in the case of a by-election, as of the 45th day after Voting Day.
- (2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.
- (5) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

.

.

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to registered third parties of all the filing requirements under MEA, s.88.29 and the penalties set out in subsections 88.27(1) and 92(4).

Notice to be given in accordance with MEA, s.13.

Also Note: If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and consequences or limitations associated with it.

NOTICE OF PENALTIES

- 88.27(1) Subject to subsection (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,
- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
 - (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31(4) to the clerk by the relevant date;
 - (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
 - (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date.
- 92(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),
- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
 - (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Form EL43(A)
(Prepare in triplicate)

NOTICE OF DEFAULT-CANDIDATE

Municipal Elections Act, 1996 (s. 88.23(3))

TO:

_____ / _____
(Name of Candidate) (Office)

(Address) (Postal Code)

FROM:

The Clerk, or designated election official of the Corporation of the City of Belleville _____
--

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because:

A.	You failed to file documents with the Municipal Clerk as required by Section 88.25 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
B.	You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996, or
C.	A document filed under Section 88.25 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 of that Act.
D.	You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

(Insert Appropriate Wording or Use the Following Suggestions)

NOTICE OF DEFAULT²⁷

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

- (I) If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:

TO A SUCCESSFUL CANDIDATE

- (i) you forfeit any office to which you were elected and the office shall be deemed to be vacant
(ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

²⁷ this portion of the suggested notice of default form provides suggested wording depending on the status of the candidate (elected or not elected) and the type of default.

Notice of Penalties

Sections 91, 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

Corrupt practice and ineligibility for office

- 91.(1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,
- (a) any office to which the person was elected is forfeited and becomes vacant, and
 - (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

Exception

- 91.(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1)(b) does not apply.

Offences by candidate

- 92.(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
 - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception

- 92.(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalties described in subsection 88.23(2) do not apply.

Additional Penalty, Candidates

- 92.(3) if the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

General Offence

94. A person who contravenes any provision of this Act or regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

Date

Municipal Clerk or designate

Form EL43(B)
(Prepare in triplicate)

NOTICE OF DEFAULT-REGISTERED THIRD PARTY

Municipal Elections Act, 1996 (s. 88.27(1))

TO:

(Name of Registered Third Party)		
_____	_____	_____
(Address)		(Postal Code)

FROM:

The Clerk, or designated election official of the Corporation of the City of Belleville

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because:

A.	You failed to file documents with the Municipal Clerk as required by Section 88.29 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
B.	You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996, or
C.	A document filed under Section 88.29 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 of that Act.
D.	You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

(Insert Appropriate Wording or Use the Following Suggestions)

NOTICE OF DEFAULT

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:

MEA, s.88.27(1) - Subject to MEA, s.88.27(6), and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place.

Notice of Penalties

Sections 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

Offences by registered third party

92.(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception

92.(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalty described in subsection 88.27(1) does not apply.

Additional Penalty, Registered Third Party

92.(6) if the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

General Offence

94. A person who contravenes any provision of this Act or regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

Date

Municipal Clerk or designate

NOTICE OF BY-ELECTION²⁸

Municipal Elections Act, 1996 (s. 65(1))

TAKE NOTICE THAT pursuant to Section 65 of the Municipal Elections Act, 1996 a

By-election shall be conducted in the Corporation of the City of Belleville

in the County of Hastings this ____ day of _____, _____
(month) (year)\

for the purpose of

(If Applicable) Nominations may be filed in the prescribed form in the Clerk's Office until 2:00 p.m. on Nomination Day.

Nomination Day is _____.
(day / month / year)

Date

Municipal Clerk or designate

28 The clerk shall conduct by-elections in accordance with Section 65

Form EL51(A)

**CERTIFICATE OF MAXIMUM AMOUNT OF CAMPAIGN EXPENSES – REGISTERED
THIRD PARTY**

Municipal Elections Act, 1996 (s.88.21(15))

TO:

(Name of Registered Third Party)		
(Address)		(Postal Code)

FROM:

The Clerk, or designated election official, of Corporation of the City of Belleville
--

I hereby certify that the maximum amount of campaign expenses that a registered third party is permitted to incur in the Municipal Election to be held October 24, 2022, is

_____.

.

Date

Municipal Clerk or designate

In accordance with MEA, s., the 88.21(15), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for campaign expenses. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters' List as it existed on Nomination Day for the 2018 municipal election.

On or before September 26, 2022, the Clerk shall give the registered third party a final calculation of the permitted amount of maximum campaign expenses. The formula to be used is the greater number of electors on Nomination Day for the previous election, adjusted for changes made that day or the number of electors as of September 15 in the 2022 municipal election, adjusted for changes made on that day.

Certificate to be given to registered third party in accordance with Section 13.

Form EL51(B)

**CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. –
REGISTERED THIRD PARTY**

Municipal Elections Act, 1996 (s.88.21(15))

TO:

(Name of Registered Third Party)		
(Address)		(Postal Code)

FROM:

The Clerk, or designated election official, of Corporation of the City of Belleville

I hereby certify that the maximum amount of expenses for parties, etc. that a registered third party is permitted to incur in the Municipal Election to be held October 24, 2022, is

_____.

.

Date

Municipal Clerk or designate

In accordance with MEA, s., the 88.21(15), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for expenses for parties etc. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters' List as it existed on Nomination Day for the 2018 municipal election.

On or before September 26, 2022, the Clerk shall give the registered third party a final calculation of the permitted amount of maximum expenses for parties etc.. The formula to be used is the greater number of electors on Nomination Day for the previous election, adjusted for changes made that day or the number of electors as of September 15 in the 2022 municipal election, adjusted for changes that day.

Certificate to be given to a registered third party in accordance with Section 13.

CONSENT TO RELEASE PERSONAL INFORMATION

Municipal Freedom of Information and Protection of Privacy Act

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the City Clerk in the administration of the 2022 Municipal Elections.

Questions regarding this collection should be forwarded to the City Clerk, (contact information)

Name of Candidate: _____

Candidate for the office of:

- Mayor
- Councillor
- Trustee English Public
- Trustee English Separate
- Trustee French Public
- Trustee French Separate

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that the City Clerk will disclose all or part of it to the general public.

Signature of Candidate

Signature of City Clerk or Designate

Dated at _____, this _____ day of _____, 2022

ACTIVATION OF VOTING SYSTEM

To be administered by an Election Official to any of the persons authorized to be in attendance at the Receiving Location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.

I, one of the undersigned, swear or solemnly affirm:

That at 10:00 a.m. on October 11, 2022, I verified that all candidates' names are listed and that no votes have been cast prior to the voting system being activated.

Declared before me at the City of Belleville,

this _____ day of _____, 2022.

Municipal Clerk or designate

NAME AND CAPACITY OF PERSON (IF SCRUTINEER, NAME CANDIDATE)	SIGNATURE

APPLICATION TO REPLACE STOLEN VOTER INFORMATION LETTER

Surname:	Given Name(s):	
Qualifying Address (Street No & Name):	City:	Postal Code:
Mailing Address (if different):		
Tel Number:	Roll Number:	
<p>I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:</p> <p>1. That I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voter's List;</p> <p>2. <input type="checkbox"/> That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.</p> <p style="text-align: center;">or (check applicable box)</p> <p><input type="checkbox"/> That I have lost or misplaced the Voter Information Letter provided by the municipality and unable to locate the said Voter Information Letter for the purpose of voting by telephone and that an imposter has voted.</p> <p style="text-align: center;">or (check applicable box)</p> <p><input type="checkbox"/> That I am in possession of the Voter Information Letter provided by the municipality and that an imposter has voted.</p> <p>3. That I have not voted or have not personally used the Voter Information Letter to vote nor have I provided and given my Voter Information Letter to another person for the purpose of voting.</p> <p>4. <input type="checkbox"/> That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.</p> <p style="text-align: center;">or (check applicable box)</p> <p><input type="checkbox"/> I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.</p> <p>5. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.</p> <p>6. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Help Centre in the municipality.</p> <p>7. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.</p>		

I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this _____ day of _____, 2022 and do hereby accept the terms and conditions of this application.

I, _____, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

Signature of Applicant

Signature of Election Official
(Witness as to the Signature of the Applicant)

Procedures of Election Official

1. Reset voter's status to allow re-vote.
2. Generation of new Personal Identification Number (PIN).

Signature of Election Official

For use by the Election Official

When voter has left the Voter Assistance Centre:

Verify if Personal Identification Number (PIN) has been used to confirm that the elector has voted. If the PIN has not been used, deactivate PIN immediately.

Signature of Election Official that voter has left the Voter Assistance Centre without voting

Signature of Election Official

Date / Time