

Candidate Reference Manual



2010 Municipal Election

**Prepared by
Susan Duke, CAO/Clerk
Township of Wellesley**

January 1, 2010

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INTRODUCTION (PART A)

1. GENERAL

This document has been prepared to assist individuals intending to stand for elected office. Please read each section carefully, as much of the legislation governing the municipal election is new this year. All questions should be directed to **Susan Duke, CAO/Clerk, Township of Wellesley**, telephone **519.699.4611**.

2. IMPORTANT DATES – 2010 MUNICIPAL ELECTION

- **January 4 – September 10, 2010**

Period preceding Nomination Day when nominations for

- * Regional Chair
- * Mayor
- * Ward Councillor
- * Waterloo Region District School Board
- * Waterloo Catholic District School Board

Nomination papers may be filed in the Clerks Office, 4639 Lobsinger Line, Crosshill (8:30am – 4:30pm daily when the office is open to the public) for the office of Mayor and Ward Councillor. On Nomination Day (Friday September 10th) nominations may only be filed between the hours of 9:00am and 2:00pm at the Administration Office in Crosshill.

NOTE: Nominations for the Office of **REGIONAL CHAIR, REGIONAL MUNICIPALITY OF WATERLOO** must be filed in the Office of the Regional Clerk, 150 Frederick Street, Kitchener, Ontario

Candidates must meet the qualification requirements of the Municipal Elections Act as outlined on Page 6 of this manual.

- **September 7 – October 25, 2010**

Voters' List Revision Period

Eligible electors whose names are not on the voters' list or whose names are shown incorrectly on the list may request to be added to the voters' list or have the information on the list amended by filing an application with the Clerk's office or at the voting place.

- **September 10, 2010**

Nomination Day – Nominations accepted in the Clerk's Office from 8:30am – 2:00pm

Withdrawal of Nominations – last day for withdrawing a nomination

- **Advance Voting Days**

Saturday October 9, 2010 (10:00am to 4:30pm)

Wednesday October 13, 2010 (10:00am to 4:30pm)

- **October 25, 2010**

Voting Day – Voting Places open from 10:00am to 8:00pm

- **December 1, 2010**

Term of Office Commences – the elected members must take the oath of office prior to taking their seat

- **December 31, 2010**

Campaign Period Ends. This is the end of the campaign period unless the candidate withdraws the nomination, the nomination is rejected by the Clerk or the candidate is continuing the campaign to erase a deficit. Candidates may not raise funds or incur expenses beyond this date unless they have a deficit and have notified the Clerk of the extension to the campaign period.

Notification to the Clerk of a Deficit and Continuation of Campaign Period.

If a candidate has a deficit on this date and wishes to continue campaigning to eliminate the deficit, the candidate must notify the Clerk on the prescribed form on or before 2:00 pm December 31, 2010. Failure to do so will mean that the campaign period automatically ends on this date.

- **March 25, 2011**

Deadline for Filing of Financial Statements. This is the final date by which all nominated candidates must file their financial statement. The statement covers the period from the day the candidate filed their nomination paper until December 31, 2010.

3. TERM OF OFFICE

The term of Office is **4 years** commencing December 1, 2010.

4. OFFICES

Office

No. To Be Elected

Mayor

1

Councillor

4 (1 from each ward)

Waterloo Region District School Board
(English Public)

Pursuant to the Education Act, each School Board has until March 31st of an election year to determine the number of members to be elected to their respective boards.

Waterloo Catholic District School Board
(English Separate)

5. CORPORATE LOGO AND CREST

Use of any Corporate logo or crest by candidates on signs, brochures or any other election related material is strictly prohibited. The reason for this prohibition is to remove any suggestion that the Corporation supports or otherwise endorses any campaign material or statements made by candidates. Any disregard of this prohibition will be acted upon by the Corporation and could result in legal action.

6. CANDIDATE INFORMATION SESSIONS

Ministry of Municipal Housing and Affairs will hold information sessions throughout Waterloo Region, to be jointly advertised by area and Regional Municipalities and MMHA.

ELECTOR & CANDIDATE QUALIFICATIONS (PART B)

1. ELECTOR QUALIFICATIONS

A person is entitled to be an elector at an election held in a local municipality, on voting day, if he/she,

- a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- b) is a Canadian citizen
- c) is at least 18 years old; and
- d) is not prohibited from voting as stated hereunder or otherwise by law.

The following are prohibited from voting:

- a) a person who is serving a sentence of imprisonment in a penal or correctional institution
- b) a Corporation
- c) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy
- d) a candidate who failed to file the necessary financial statement in the last municipal election

2. CANDIDATE QUALIFICATIONS

Who May be Nominated?

A person may be nominated for an office only if, on the day the person is nominated, he or she is qualified to hold that office under the Act that created it; and, is not ineligible under the Municipal Elections Act, 1996, as amended, or otherwise prohibited by law to be nominated for or to hold the office.

Mayor and Ward Councillors

Every person is qualified to be elected or to hold office as a member of a Council of the Township of Wellesley, who is

- a) entitled to be an elector in the municipality under Section 17 of the Municipal Elections Act, 1996, as amended; and
- b) not disqualified by the Municipal Act or any other Act from holding such office,
- c) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- d) is a Canadian citizen
- e) is at least 18 years old; and
- f) is not prohibited from voting as stated hereunder or otherwise by law.

School Boards (See Education Act, Section 219(1))

- **Waterloo Region District School Board (English Public)**

A person is qualified to be elected as a member of the Waterloo Region District School Board, who on voting day is:

- a) a Canadian citizen;
- b) of the full age of eighteen years
- c) resident within the area of jurisdiction of the Board; and
- d) an English public school elector

- **Waterloo Catholic District School Board (English Separate)**

A person is qualified to be elected as a member of the Waterloo Catholic School Board, who on voting day is:

- a) a Canadian citizen;
- b) of the full age of eighteen years
- c) resident within the area of jurisdiction of the Board; and
- d) an English separate school elector

- **Documentation provided by the Candidate**

When a person files a nomination paper they must provide:

1. Current identification (see below), and
2. The nomination filing fee (see below)

Proof of identity and qualifying address must be provided when a candidate files their nomination paper. Candidates must provide one original item from Schedule 1 **OR** one original item from Schedule 2 **AND** one original item from Schedule 3.

SCHEDULE 1 – Documents that show name, qualifying address and signature

- Ontario Drivers' License
- Ontario Health Card (photo card)
- Ontario Motor Vehicle Permit (plate portion)
- Cancelled personalized cheque
- Mortgage, lease or rental agreement
- Insurance Policy
- Loan or financial agreement with a financial institution
- Document issued or certified by a Court of Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada)

SCHEDULE 2 – Documents that show name and signature

- Ontario Drivers' License
- Ontario Health Card (photo card)
- Ontario Motor Vehicle Permit (plate portion)
- Canadian Passport
- Certificate of Canadian Citizenship
- Certificate of Indian Status
- Veterans Affairs Canada Health card
- Social Insurance Number card
- Old Age security card
- Credit card
- Debit card
- Employee Identification card
- Student Identification card issued by a post-secondary institution
- Union identification card or professional license card
- Cancelled personalized cheque
- Mortgage, lease or rental agreement for property in Ontario
- Insurance Policy
- Document issued or certified by a Court in Ontario

- Document issued or certified by a Court of Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada)

SCHEDULE 3 – Documents that show name and qualifying address

- Ontario Motor Vehicle Permit (vehicle portion)
- Income Tax Assessment notice
- Child Tax Benefit statement
- Statement of Employment Insurance Benefits Paid T4E
- Statement of Old Age Security T4A (OAS)
- Statement of Canada Pension Plan Benefits T4A 9P)
- Canada Pension Plan Statement of Contributions
- Statement of Direct Deposit for Ontario Works
- Statement of Direct Deposit for Ontario Disability Support Program
- Workplace Safety and Insurance Board Statement of Benefits T5007
- Property Tax Assessment
- Insurance Statement
- Mortgage, lease or rental statement for property in Ontario
- Credit card, bank account, RRSP, RRIF, RHOSP or T5 statement
- CNIB card or a card from another registered charitable organization which provides services to persons with disabilities
- Hospital card or record
- Document showing campus residence issued by the office or officials responsible for student residence at a post-secondary institution
- Utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- Cheque stub, T4 statement or pay receipt issued by an employer
- Transcript or report card from a post-secondary school
- Document issued or certified by a Court in Ontario
- Document issued or certified by a Court of Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada)

Candidate Information Sessions

Information sessions will be held throughout the Waterloo Region, to be jointly advertised by area and regional municipality and the Ministry of Municipal Affairs and Housing.

How a Candidate's name will Appear on the Ballot

The Township of Wellesley ballots list the candidates running for Regional Chair, Mayor, Councillor and School Board Trustees. The Municipal Elections Act, 1996, as amended and the Township determines how their name appears on the ballot.

- Only the first and last name (as shown on the identification) will appear on the ballot
- Nicknames or middle names are not placed on the ballot
- Titles, such as Doctor, Reverend etc. are not allowed on the ballot
- Names are arranged in alphabetical order by office
- Candidates running for the same office that have the same last name will have their qualifying address printed on the ballot.

NOMINATION PROCEDURES (PART C)

The time and place for the filing of nominations is referred to on Page 4 and 5 of the Reference Manual under the heading “Important Dates”.

The Municipal Elections Act, 1996, as amended, provides that a candidate’s election campaign period for all offices begins on the day he/she files a nomination for the office. **Candidates cannot spend or raise money for their election until a nomination is filed.**

Money, goods and services given to or accepted by or on behalf of a person for his/her election campaign are contributions. This can occur only after the individual intending to run for office has been nominated. Please read Part D, Section 2 of this Reference Manual carefully (page 10).

- 1) Nominations, using the prescribed form, shall be filed in the Office of the Clerk, 4639 Lobsinger Line, Crosshill, Township of Wellesley, either personally by the candidate or by his/her agent,
 - a) during the hours of 8:30am to 4:30pm on any day from January 4, 2010 to September 10, 2010 when the office is open to the public; or
 - b) during the hours of 8:30am and 2:00pm on nomination day, Friday September 10, 2010.
- 2) **Facsimile transmissions or mailed-in nomination forms are not permitted.**
- 3) All nominations shall be accompanied by:
 - a) a filing fee of \$200.00 for the Office of Mayor and \$100.00 for all other offices *payable in cash, certified cheque or money order* payable to the Township of Wellesley, and
 - b) a consent to the nomination and a declaration or qualification, both in the prescribed form, signed by the person being nominated.

Note: a candidate for an office is entitled to receive a refund of the nomination filing fee if he or she receives more than 2% of the votes cast in the election for the office.

- 4) **The onus is on the person nominated for election to an office to file a bona fide nomination paper.**
- 5) All nominations filed on or before nomination day shall be examined by the Clerk before 4:00pm on Monday September 13, 2010.
- 6) If satisfied that a person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination by signing the nomination paper.
- 7) If not satisfied that a person is qualified to be nominated or that the nominations complies with this Act, the Clerk shall reject the nomination. The Clerk will then give notice of such rejection to the person who sought to be nominated and to all candidates for the office.
- 8) The Act provides that the Clerk’s decision to certify or reject a nomination is final.
- 9) Where the number of certified candidates is fewer than the number of positions to be elected, the clerk shall declare those candidates elected and call for additional nominations. Additional nominations may be filed between 9 a.m. and 2 p.m. on Wednesday, September 15, 2010 and certified by the clerk by 4 p.m. on Thursday, September 16, 2010.
- 10) A person may withdraw his/her nomination by filing a written withdrawal in the Clerk’s office before 2:00pm on Friday September 10, 2010.
- 11) No reference to a candidate’s occupation, degree, title, honour or decoration shall appear on the ballot. If the candidate wishes and the Clerk agrees, another name that the candidate also uses may appear on the ballot instead of or in addition to his or her legal name.

CAMPAIGN INFORMATION (PART D)

1. ACCESS TO APARTMENT BUILDINGS & CONDOMINIUMS (By Candidates of their Authorized Representatives)

The Tenant Protection Act, R.S.O., 1997 states:

SECTION 22

No landlord shall restrict access to a residential complex by candidates for the 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.

Note: Section 118 of the Condominium Act contains similar wording to the above Section 22.

SECTION 206

Any person who knowingly contravenes Section 22 is guilty of an offence and on conviction, is liable to a fine not exceeding \$10,000.00 in the case of the Tenant Protection Act and \$25,000.00 under the Condominium Act.

Where a corporation is convicted of an offense, the maximum penalty is \$50,000.00 under the Tenant Protection Act and \$100,000.00 under the Condominium Act.

2. FINANCIAL REPSONSIBILITIES

Candidates cannot spend or raise money for their election until a nomination is filed.

Duties of a Candidate

- Opening a separate account in the name of their election campaign and ensuring the account is used only for campaign purposes
- Accepting all contributions in accordance with the Act
- Depositing all contributions *intact* into the campaign account
- Valuing and recording contributions of goods and services
- Issuing receipts for all contributions accepted
- Paying all expenses, except the nomination fee, from the campaign account
- Obtaining receipts for all expenses
- Giving proper direction to any person who is authorized to incur campaign expenses and accept contributions
- Returning any improper contributions to the contributor, or if not possible, the Clerk
- Paying all anonymous contributions to the Clerk (excluding any donation of \$10 or less from a fund-raising event)
- Filing a Financial statement with the Clerk by the deadline

Helpful Hints – a Candidate

- Must not use their personal account for their campaign. The Municipal Elections Act, 1996, as amended, states that candidates must open a separate bank account for all campaign activity. When visiting the bank, candidates should take a copy of the nomination Paper and the Notice to Banks.
- Must not advance any money into their campaign account with the intention of getting it back from future fund-raising. Instead, obtain a line of credit or loan from their bank which must be deposited directly into the campaign account. Candidates may only refund their own contribution if they have a surplus at the end of their campaign.
- Must issue receipts for all contributions including contributions made by the candidate or their spouse.
- Must deposit all contribution intact into their campaign account. Contributions that have not been deposited cannot be used to pay off debts or pay for purchases.
- Must ensure that contributions of over \$25 be made by cheque, credit card or money order. Candidates are not permitted to accept cash.
- Must pay all expenses from their campaign account with the exception of the nomination fee. Candidates should not use their own funds as this may be deemed a contribution by the candidate to his or her campaign.
- Should consider establishing a petty cash fund for small purchases. Ensure the money is taken from their campaign account and receipts are kept for each of these small purchases.
- Must keep proper records of all contributions and expenses. These records must be kept until December 1, 2014.
- Should start looking for a licensed auditor early as not all auditors handle election-related activities. A candidate will need the services of a licensed auditor if they are participating in the contribution rebate program or will be raising or spending more than \$10,000.00.
- Should file their Financial Statement on or before the deadline date. Any surplus must be paid over to the Clerk at the time the financial statement is filed.
- Should make sure when closing their campaign account:
 - All bills have been paid
 - All cheques have cleared the bank
 - All bank charges have been paid
 - Obtain a certified cheque, bank draft or money order made payable to the Township of Wellesley for the full amount of the surplus – if any.

The Clerk is required to calculate an estimate of candidates' maximum campaign expense limits twice. The first time, the calculation will be based on the voters' list from the previous election and the second time, on the voters' list from the current election as of nomination day. The higher number will be the maximum campaign expense limit. Candidates will receive the first calculation the day they file their nomination paper. The second will be provided within 10 days after Nomination Day.

Campaign Period

The campaign period begins the day the candidate files a nomination paper and ends on December 31, 2010. Candidates cannot raise or spend any money until they file the nomination paper. If they withdraw the nomination or the Clerk rejects the nomination, the campaign period ends on the day of the withdrawal or rejection. If the candidate has a deficit as of December 31, 2010 he/she may extend their campaign to erase the deficit. Candidates unable to file a financial statement by the deadline can apply to the Ontario Court of Justice prior to the deadline to request an extension. The Ontario Court of Justice can extend the filing deadline no more than 90 days. The candidate must file the court document with the City of Kitchener no later than 2:00 pm on the last day of filing. Candidates who fail to obtain an extension and submit a financial statement on the last day are in default of the Municipal Elections Act, 1996, as amended and penalties will apply.

Campaign Staff

Candidates may recruit staff to work on their campaign and assign them duties. While a candidate may designate staff to perform certain duties, the ultimate responsibility for compliance with the Municipal Elections Act, 1996 as amended and the Township By-laws rests with the candidate.

3. ELECTION SIGNS WITHIN THE TOWNSHIP OF WELLESLEY

The By-law Enforcement Division for the Township of Wellesley wishes to take this opportunity to advise all municipal candidates within the Township of Wellesley of the provisions of both the Township's Zoning By-law regarding signs and the Region of Waterloo Sign By-law relating to the display of campaign signs.

The following is a general overview of these provisions:

- Permits are not required for campaign signs.
- Campaign signs are not permitted on any Township property, including the road allowances on streets within the jurisdiction of the Township of Wellesley without the consent of the Clerk of the municipality. Any such request will not be granted without the specific approval of Council.
- Campaign signs placed within the road allowance on a Regional road are governed by the relevant by-law enacted by the Regional Municipality of Waterloo. For further information regarding the Region's Sign By-law, please contact their Licensing and Regulatory Service office at 519.575.4591. A list of all Regional roads within the Township of Wellesley is attached
- You require the property owner's consent to place a sign on private property.
- The maximum size of a campaign sign (face) is 1.5 square metres. If you choose to use a sign larger than this size, the sign must comply with the provisions of the By-law that regulates the type you are using, with respect to structure, location, dimensions and sign characteristics. In other words, any campaign sign other than the conventional type (1.5 square metres) will be treated as a normal sign as it relates to the items listed above.
- Campaign signs shall be removed within 72 hours of Election Day. This means you are required to remove any signs you have erected no later than midnight on October 28, 2010.
- You must ensure that your signs do not negatively impact vehicular and pedestrian traffic.

A permit is not required for a portable sign when used for campaign purposes. However, the sign must comply with the provisions of the Township's and Regional Sign By-law relating to structure, location, dimensions and sign characteristics. In short, the general regulations relating to the placement and display of portable signs apply, with the exception of the requirement for the issuance of a permit.

With regard to the possible use of portable signs, please be advised that the property owner's written consent is required to be submitted to the staff of the Township of Wellesley. Also required is a drawing to indicate the intended location of the sign on the subject property. Please note that portable signs can only be erected within the pre-approved location on private property, as determined by Township Planning staff.

Although a permit is not required, for a portable sign when being used for campaign purposes, this information is required in order to avoid any potential conflict for the same location that is being used for a campaign sign. Thus, it is in your best interest to ensure that staff of the Township of Wellesley obtain the above noted required information to ensure that your sign can remain in the intended location.

It is important to note that the Township will not get involved in determining who or what type of sign (business or campaign sign) is to be displayed on a property, other than to advise if a pre-approved location is available. All decisions of this nature must be dealt with by the property owner and their tenants.

Please be advised that it is the intent of our office to ensure compliance with the provisions relating to campaign signs, fairly and consistently to the best of our ability.

In the event that a sign is found to be in violation of any of the provisions of the Township's By-law, it is the intention of this office to contact your campaign office and request that the sign be removed or relocated as soon as possible. If you fail to comply with our request, Township staff reserve the right to enforce the provisions of the By-law which can include removing the signs and/or initiating legal action.

However, in the event that a sign is found to be creating a safety hazard in any way, it is important to note that Township staff reserve the right to remove the sign immediately.

Please note that Regional Municipality of Waterloo By-law 99-067 (a By-law for Election Signs on Regional Roads) outlines what is and is not permitted in regard to roads within the Township of Wellesley boundary which are under the jurisdiction of the Regional Municipality of Waterloo. For further information call 519.699.4611

For additional information please contact:

In Person: Susan Duke, CAO/Clerk,
4639 Lobsinger Line, R. R. # 1
St. Clements, (Crosshill) Ontario
By Phone: 519.699.4611

4. PROHIBITION – CANVASSING IN VOTING PLACES

The Clerk determines what locations will be used as voting places. The Clerk does not permit electioneering of any nature in or on these premises, which includes the entire building and the property on which it is located.

The Municipal Elections Act, 1996, as amended, provides that while an elector is in a voting place, no one shall attempt, directly or indirectly, to influence how the elector votes and that no one shall display a candidate's campaign material or literature in a voting place.

National Do Not Call List

The Canadian Radio-television and Telecommunications Commission (CRTC) has established a National Do Not Call list (DNCL). The following is an excerpt of the Telecom Regulatory Policy CRTC 2009-200:

“In addition to the exemption set out in section 3(d), the National DNCL Rules do not apply to telemarketing telecommunications made by or on behalf of a candidate as defined in subsection 2(1) of the Canada Elections Act or a candidate under provincial law for the purposes of a provincial or municipal election, or by or on behalf of the official campaign of such a candidate.”

5. SCRUTINEERS

General

** A candidate may appoint scrutineers, using the attached form, to represent him/her during the voting and at the counting of the votes.

The appointment of a scrutineer shall be in writing and a scrutineer shall, upon request, show proof of his/her appointment to the election official in charge of a voting place or of a place where votes are being counted.

A scrutineer or the candidate who appointed him/her, may remain in a voting place when the votes is being taken or where the votes are being counted (not both).

Scrutineers are reminded to bring a clipboard for their use, as sharing the table used by the Deputy Returning Officer and Election Official **is not permitted.**

In previous municipal elections, a small number of scrutineers have attempted to place unwarranted demands on the Deputy Returning Officer which extend far beyond what is permitted. Accordingly, we encourage all candidates to inform their scrutineers as to their expected conduct and what is permitted at the voting place.

Rights of Candidates and Scrutineers

- To be present when materials and documents relating to the election are delivered to the Clerk after the close of advance voting and at the conclusion of the vote on voting day;
- To enter the voting place 15 minutes before it opens and to inspect the ballot box, the ballots and all other papers, forms and documents relating to the vote (but not so as to delay the timely opening of the voting place);
- To place his/her own seal on the ballot box before the opening of the voting place;
- To place his/her own seal on the ballot box immediately after the close of voting on each day of an advance vote;
- To sign the statement of the Deputy Returning Officer, and;
- To place his/her own seal on the ballot box prior to its return to the Clerk by the Deputy Returning Officer.

Candidates and Scrutineers are prohibited from:

- Attempting, directly or indirectly, to influence how the elector votes;
- Displaying a candidate's election campaign material or literature in a voting place;
- Compromising the secrecy of the voting;

- Interfering or attempt to interfere with an elector who is marking the ballot;
- Obtaining or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted.
- Communicating any information obtained at a voting place about how an elector intends to vote or has voted.

GENERAL INFORMATION (PART E)

1. ADVANCE VOTES

Advance voting will be held on Saturday October 9, 2010 at the Township of Wellesley Administration Office, 4639 Lobsinger Line, St. Clements, Ontario (10:00am to 6:00pm) for all wards and on Wednesday October 13, 2010 at the Township of Wellesley Administration Office, 4639 Lobsinger Line, St. Clements, Ontario (8:30am to 4:30pm).

2. ELECTOR NOTICE

Several days prior to the date of the first advance vote, Township electors will be notified by mail as to the location and hours of operation of the voting place at which they are entitled to vote. The time and place of the advance votes also will be identified.

3. VOTERS INFORMATION

Voter Qualification

A person is entitled to vote if they are:

- A Canadian citizen
- At least 18 years of age
- A resident of the Township of Wellesley, or own or lease property (or be the spouse of the owner or lessee) in the Township of Wellesley
- Not legally prohibited from voting

Identification

All electors at the voting place must show proof of name and qualifying address before receiving a ballot. If the elector does not have identification with them, they will be required to complete the prescribed form and take a statutory declaration stating that they are the elector who is shown on the voters' list.

If the elector refuses to show identification or take the declaration, they will not be given a ballot.

The following is the list of acceptable identification:

Electors must provide one original item from Schedule 1 **OR** one original item from Schedule 2 **AND** one original item from Schedule 3.

SCHEDULE 1 – Documents that show name, qualifying address and signature

- Ontario Drivers' License
- Ontario Health Card (photo card)
- Ontario Motor Vehicle Permit (plate portion)
- Cancelled personalized cheque
- Mortgage, lease or rental agreement
- Insurance Policy
- Loan or financial agreement with a financial institution
- Document issued or certified by a Court of Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada)

SCHEDULE 2 – Documents that show name and signature

- Ontario Drivers' License
- Ontario Health Card (photo card)
- Ontario Motor Vehicle Permit (plate portion)
- Canadian Passport
- Certificate of Canadian Citizenship
- Certificate of Indian Status
- Veterans Affairs Canada Health card
- Social Insurance Number card
- Old Age security card
- Credit card
- Debit card
- Employee identification card
- Student identification card issued by a post-secondary institution
- Union identification card or professional license card
- Cancelled personalized cheque
- Mortgage, lease or rental agreement for property in Ontario
- Insurance Policy
- Document issued or certified by a Court in Ontario
- Document issued or certified by a Court of Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada)

SCHEDULE 3 – *Documents that show name and qualifying address*

- Ontario Motor Vehicle Permit (vehicle portion)
- Income Tax Assessment notice
- Child Tax Benefit statement
- Statement of Employment Insurance Benefits Paid T4E
- Statement of Old Age Security T4A (OAS)
- Statement of Canada Pension Plan Benefits T4A 9P)
- Canada Pension Plan Statement of Contributions
- Statement of Direct Deposit for Ontario Works
- Statement of Direct Deposit for Ontario Disability Support Program
- Workplace Safety and Insurance Board Statement of Benefits T5007
- Property Tax Assessment
- Insurance Statement
- Mortgage, lease or rental statement for property in Ontario
- Credit card, bank account, RRSP, RRIF, RHOSP or T5 statement
- CNIB card or a card from another registered charitable organization which provides services to persons with disabilities
- Hospital card or record
- Document showing campus residence issued by the office or officials responsible for student residence at a post-secondary institution
- Utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- Cheque stub, T4 statement or pay receipt issued by an employer
- Transcript or report card from a post-secondary school
- Document issued or certified by a Court in Ontario

- Document issued or certified by a Court of Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada)

Prohibited from Voting

A person is prohibited from voting if they are:

- A person serving a sentence of imprisonment in a penal or correctional institution
- A corporation
- A person acting as executor or trustee for an election held within five (5) years of voting day

Posting

The preliminary list of electors will be compiled by the Regional Assessment Commissioner and following printing it will be posted as the Voters' List upon completion by MPAC, in the Clerks Office, 4639 Lobsinger Line Township of Wellesley Municipal Office.

Availability of Copies

The Act provides that upon written request of a candidate for an office, the Clerk shall provide him/her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. A candidate may also obtain an electronic copy by completing an application form available in the Clerks Office and paying the prescribed fee to cover the municipality's cost, if applicable.

School Support Extract

Candidates for school board office can also apply to the Secretary of the relevant board for a copy of the extract taken from the preliminary list. Extracts do not constitute an official preliminary list and are not subject to revision.

Appeal Process

A person may make application to the Clerk for correction, addition to or deletion of information relative to themselves from the list from Tuesday, September 7 to Monday October 25, 2010. The application shall be in writing on the required form and shall be filed,

- (a) in person, by the applicant or his/her agent; or
- (b) by mail, by the applicant,

On voting day, it will be preferable if these applications are dealt with in the voting place where the elector would normally vote. Each Deputy Returning Officer will have the delegated authority to carry out this function.

4. PROXY VOTING

A person who is entitled to be an elector in a local municipality may appoint another person who is also so entitled as his/her voting proxy, using the prescribed form available from the Clerk.

A person shall not,

- (a) appoint more than one (1) voting proxy;
- (b) act as a voting proxy for more than one (1) other person unless the proxy and other person are spouses or siblings of each other, parent and child, or grandparent and grandchild.

Proxies can be made only after the last date to withdraw nominations (September 10, 2010) and remain in force only until voting day October 25, 2010.

A person who has been appointed a voting proxy shall,

- (a) complete an application in the prescribed form, including a statutory declaration that he/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, in person.

The application may be presented at any time when the Clerk's Office is open.

If satisfied, after considering the application that the person who appointed the voting proxy is entitled to do so and that the person appointed is entitled to act as the other's voting proxy, the Clerk shall apply a certificate in the prescribed form to the appointing document.

A person may vote as a voting proxy only if he/she,

- (a) produces to the Deputy Returning Officer the appointing document with the Clerk's certificate; and
- (b) takes the prescribed oath.

5. VOTING PLACES

A complete list of voting places will be available from the Clerk's Office on September 1, 2010.

6. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

The Ministry of Community and Social Services has provided information about how candidates can make their meetings, literature, campaign offices etc. more accessible for persons with disabilities.

Candidates should familiarize themselves with the following guides:

Removing Barriers to Political Participation

- Accessible campaign information and communication
- Accessible All Candidates Meetings
- Accessible constituency and campaign offices

These guides are available at

<http://www.mcsc.gov.on.ca/mcss/english/pillars/accessibilityOntario/planning/election>

APPOINTMENT OF SCRUTINEER

Municipal Election Act, 1996 [s. 16(1)]

VOTING PLACE # _____

Check here if appointment applies to all Voting Places

I hereby appoint _____ to act as a scrutineer to
Represent me at the Voting Place, set out above, during voting or at the counting of votes at the
Township of Wellesley Municipal Administration Office in respect of the Municipal Election
to be held on October 25, 2010

Signed _____

Candidate for Office of _____

This form must be signed by the Candidate and may be required to be shown to an Election Official at the Voting Place or at the place where votes are being counting. Failure to show proof of appointment may result in a direction to you to leave the Voting Place.

**LIST OF REGIONAL ROADS
Within the TOWNSHIP OF WELLESLEY**

Line 86.....from	<i>Road 116 to Mallot Road</i>
Listowel Road.....from	<i>870m north of Steffler Road to Steffler Road</i>
Manser Road.....from	<i>William Hastings Line to Line 86</i>
Ament Line.....from	<i>Manser Road to Kressler Road</i>
Herrgott Road.....from	<i>Lobsinger Line to Line 86</i>
Kressler Road.....from	<i>Weimar Line to Ament Line</i>
Lobsinger Line.....from	<i>Hutchison Road to Kressler Road</i>
William Hastings Line.....from	<i>Hutchison Road to Road 116</i>
Hutchison Road.....from	<i>William Hastings Line to Perth Line 56</i>
Perth Line..... from	<i>Hutchison Road to Road 116</i>
Gerber Road.....from	<i>Nafziger Road to Notre Dame Drive</i>
Moser Young Road.....from	<i>Gerber Road to Weimar Line</i>
Weimar Line.....from	<i>Moser Young Road to Kressler Road</i>
Nafziger Road.....from	<i>Gerber Road to Queen's Bush Road</i>
Queen's Bush Road.....from	<i>Nafziger Road to Hutchison Road</i>