



2018 MUNICIPAL ELECTION CANDIDATE'S NOMINATION PACKAGE

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REQUIREMENTS FOR FILING NOMINATION PAPERS

1. The Nomination filing fee is **\$200** for Head of Council and **\$100** for all other offices payable by **Cash, Certified Cheque or Money Order only**. The filing fee is refundable if the candidate receives 2% of the vote.
2. All Candidates must provide Photo Identification.
(A photocopy will be kept)
3. Please ensure that the name on the form is the exact name you want to appear on the ballot, the name you are best known as is generally used.
4. The Certificate on the bottom of the nomination form can only be completed after the Voter's List has been checked to ensure that the candidate is an eligible voter. If your name does not appear on the Voter's List you will be notified.
5. The nominee or their agent will be asked to initial the date and time that the nomination paper is received and completed, therefore, nominations papers cannot be accepted by fax.
6. Nomination Forms are available to the public for viewing after filing, and are placed on the Village of Point Edward Website.



Monday, October 22, 2018

NOMINATIONS

Notice to the Municipal Electors of the Village of Point Edward

Persons may be nominated as candidates in the Municipal Election for the positions set out below by filing a nomination paper in the prescribed form along with a \$100.00 filing fee for Councillor or School Board positions and a \$200.00 filing fee for the position of Mayor. The filing fee is payable by cash, certified cheque or money order.

Nomination papers may be filed anytime during the normal office hours up until Thursday, July 26, 2018. On Nomination Day, Friday, July 27, 2018, nomination papers may be filed anytime between 9:00 a.m. and 2:00 p.m.

Positions To Be Elected

Mayor 1 to be elected - \$200.00 filing fee

Councillor 4 to be elected - \$100.00 filing fee

Nomination papers for Mayor and Councillor shall be filed at the office of the Clerk in the Village of Point Edward Municipal Office.

School Board Positions To Be Elected

Lambton Kent District School Board – 3 trustees to be elected for the Village of Point Edward and the City of Sarnia. Nominations shall be filed at the City of Sarnia, Office of the Clerk.

Le Conseil Scolaire Public–De District De Centre-Sud-Ouest – 1 trustee to be elected from the combined area of the Counties of Haldimand-Norfolk, Oxford, Elgin and Lambton and the Municipality of Chatham-Kent. Nominations shall be filed at the City of Sarnia, Office of the Clerk.

St. Clair Catholic District School Board – 2 trustees to be elected for the Village of Point Edward and the City of Sarnia. Nominations shall be filed at the City of Sarnia, Office of the Clerk.

Le Conseil Scolaire De District Des Ecoles Catholiques Du Sud-Ouest – 1 trustee to be elected from the combined area of the Counties of Lambton, Huron and Bruce. Nominations shall be filed at the City of Sarnia, Office of the Clerk.

Nomination forms and full particulars of the nomination process can be obtained from the Office of the Clerk or telephone inquiries may be made at 519-337-3021. Further information on the nomination process is also available at the Village’s web site www.villageofpointedward.com.

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, voting will take place on:



On-line or Telephone Voting:

Thursday, October 11 – 9:00 a.m. to Monday, October 22 at 8:00 p.m.

Regular Voting Day:

Monday, October 22, 2018 between 10:00 a.m. to 8:00 p.m.

Location: Point Edward Community Hall, 210 Monk Street, Point Edward

Advance Voting Day:

Saturday, October 13, 2018 between 10:00 a.m. to 4:00 p.m.

Location: Point Edward Municipal Office, 135 Kendall Street, Point Edward

Please note:

No person who proposes to be a candidate may solicit or accept contributions for election purposes, or incur expenses, until that person has filed a nomination paper.

Jim Burns
Clerk/Returning Officer
Village of Point Edward



Form EL18(A)

VILLAGE OF POINT EDWARD
DECLARATION OF QUALIFICATIONS – COUNCIL
Municipal Elections Act, 1996

2018 MUNICIPAL ELECTION MUNICIPAL CANDIDATES

I, _____, a nominated candidate for the office of:

Mayor

Councillor

Do Solemnly Declare That:

1. I am qualified pursuant to the Municipal Elections Act, 1996 and the Municipal Act, 2001 to be elected to and to hold the office of:

Mayor

Councillor

2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, a Canadian citizen, a resident of the Village of Point Edward or the owner or tenant of land in the Village of Point Edward or the spouse or same sex partner of such owner or tenant.

3. I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Municipal Act, 2001, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3,

- I am not an employee of the Village of Point Edward, or if I am an employee of the Village of Point Edward, I am on an unpaid leave of absence as provided for by section 30 of the Municipal Elections Act, 1996.
- I am not a judge of any court.
- I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Village of Point Edward prior to 2:00 p.m. on nomination day, July 27, 2018. I understand that the Clerk of the Village of Point Edward will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.



- I am not a Crown employee within the meaning of the Public Service Act, or if I am a Crown employee, I have followed and will continue to follow all the relevant provisions of Part III of such Act.
5. I am not prohibited from voting at the municipal election under subsection 17(3) of the Municipal Elections Act, 1996.
 6. Without limiting the generality of paragraph 5,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the Municipal Elections Act, during an election that occurred less than six years prior to Monday, October 22, 2018.
 7. I am not a candidate who was convicted of a corrupt practice under the Municipal Elections Act, 1996 or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 22, 2018.
 8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996.

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*.

Declared before me at the Village of Point Edward

This _____ day of _____, 2018.

Signature of Candidate

Signature of Clerk or Designate

Personal information on this form is collected under the authority of the Municipal Elections Act (1996) and the Education Act (1990) and will be used by the Clerk for the purpose of assessing whether a nominee may be certified as eligible for election to municipal or school board office. Pursuant to the Municipal Elections Act (1996) s.88 this document is a public record, despite anything in the Municipal Freedom of Information and Protection of Privacy Act (1990), and, until its destruction, may be inspected by any person at the Clerk's Office at a time when the office is open. Questions about this collection can be directed to the Clerk,



Form LC02

VILLAGE OF POINT EDWARD

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 Clerk in the administration of the 2018 Municipal Election. Questions regarding this collection should be forwarded to the Clerk, Village of Point Edward, 135 Kendall St. Point Edward, Ontario, N7V 4G6.

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 filed by me contains personal information and I am aware that the Clerk will disclose all or part of it to the general public.

Candidate Signature: _____

Municipal Clerk or Designate: _____

Dated at _____, this _____ day of _____, 2018.



Form LC11

VILLAGE OF POINT EDWARD

DECLARATION OF PROPER USE OF THE VOTERS' LIST

Municipal Elections Act, 1996 [s. 23 (3), (4) and (5)]

I, _____, being a:
(Name)

Candidate for the office of _____

OR

a person entitled to a copy of the Voters' List pursuant to section 23 (3) of the *Municipal Elections Act*, namely _____

hereby request the Clerk to provide me with the following information when it becomes available:

- a copy of the Voters' List;
- a copy of the Revisions made to the Voters' List after the preparation of the Interim List of Changes between September 15 to 25, 2018.
- the Candidates module to view the list of electors as of September 28, 2018;
- a copy of the daily lists showing the name of each person who has 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* from using the Voters' List for commercial purposes.

Signature

Date



NOMINATION PAPER – FORM 1

Municipal Elections Act, 1996 (Sections 33,35)

Instructions

A nomination paper may only be filed in person or by an agent; it may not be faxed or emailed. It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the office of			Ward name or no. (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk) Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address within municipality					
Suite/Unit No.	Street No.	Street Name			
Municipality			Province	Postal Code	
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit No.	Street No.	Street Name			
Municipality			Province	Postal Code	
If nominated for school board, full address of residence within its jurisdiction					
Suite/Unit No.	Street No.	Street Name			
Municipality			Province	Postal Code	
Email Address		Telephone No. (include area code)		Telephone No.2 (include area code)	

Declaration of Qualification

I, _____, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of Clerk or Designate
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Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature

Date Certified (yyyy/mm/dd)



Form EL19

VILLAGE OF POINT EDWARD

WITHDRAWAL OF NOMINATION

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 _____ this _____ day of _____, 2018.
(time)

Municipal Clerk or designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 p.m. on Nomination Day (July 27, 2018) if the nomination was filed under section 33 (4) and by 2:00 p.m. on August 1, 2018, if the nomination was filed under section 33(5).



2018 MUNICIPAL ELECTION CAMPAIGN SPENDING LIMITS

Limits as of April 26, 2018

Mayor

Base	\$7,500.00
\$0.85 per eligible Voter (1,858 Voters)	\$1,579.30
<hr/>	
Campaign Spending Limit for Mayoral Candidates	\$9,079.30

Councillor

Base	\$5,000.00
\$0.85 per eligible Voter (1,858 Voters)	\$1,579.30
<hr/>	
Campaign Spending Limit for Council Candidates	\$6,579.30

2018 Point Edward Municipal Election Self-Funding Limits

Limits as of April 26, 2018

Mayor

Base	\$7,500.00
\$0.20 per eligible Voter (1,858 Voters)	\$371.60
<hr/>	
Self Funding Limit for Mayoral Candidates	\$7,871.60

Councillor

Base	\$5,000.00
\$.20 per eligible Voter (1,858 Voters)	\$371.60
<hr/>	
Self Funding Limit for Council Candidates	\$5,371.60



Form LC29

VILLAGE OF POINT EDWARD

NOTICE OF PENALTIES

Municipal Elections Act, 1996 (s. 33.1)

TO:

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

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) if he or she fails to file documents with the Municipal Clerk as required under section 88.25 or 88.32 by the relevant date;
- b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the Municipal Clerk by the relevant date;
- c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.



PENALTIES [88.23 (2)]

In the case of a default described above:

- (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 the *Municipal Elections Act* applies.
-

REFUND (34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor’s report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

Date

Municipal Clerk or designate

The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.



CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING (SECTION 88.3)

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. (Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc.)

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

Signs are not permitted on Municipally owned property.

Municipal Employee Communication with Candidates

All questions from Candidates must be made in writing to the Clerk, and the response will be posted to the website to ensure fairness to all candidates.

The Clerk's primary method of communication with candidates shall be by email.

Campaigning and Campaign Advertising Municipally Owned/Leased Facilities

Election campaigning or the distribution/posting of election campaign advertising at municipally-owned or leased facilities is not permitted.

The use of corporate resources is not permitted by Candidates for election purposes (ie. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop).

Candidates are prohibited from verifying whether an elector appears on the Voters' List or not, to the elector or any other person. Questions should be directed to the Clerk.



LOCATION OF ELECTION SIGNS

The following is an excerpt from the Village of Point Edward Sign By-law. Candidates and Third-Party Advertisers shall post signs in accordance with the entire by-law and any applicable County By-laws or Provincial legislation.

9.5 Election Signs

9.5.1 No election sign shall be installed until the candidate is officially registered in a Federal, Provincial, Municipal or School Board election.

9.5.2 All election signs shall be removed within seven (7) days of the day on which the election is held.

No elections signs are permitted on a Village- owned property, including roads, boulevards, sidewalks or walkways. Candidates must obtain permission to place all signs on private property.

The County of Lambton allows campaign signs on county road allowances as long as sight lines are not affected and the signs are removed immediately after the election. The provincial policy with respect to the posting of campaign advertising on provincial road allowances follows on the next few pages.

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the candidates should be referred to the local police force by the complainant. The municipality or any of its municipal servants, employees or agents will not be responsible.

Municipal Authority to Remove Advertisements (Section 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.



VILLAGE OF POINT EDWARD

BROADCASTER/PUBLISHER INFORMATION SHEET CANDIDATE

Municipal Elections Act, 1996 (Sections 88.3)

88.3 (1) In this section,

“election campaign advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate. 2016, c. 15, s. 47.

Mandatory information in advertisement

(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. 2016, c. 15, s. 47.

Mandatory information for broadcaster, etc.

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate. 2016, c. 15, s. 47.

Prohibition, broadcaster or publisher

(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided. 2016, c. 15, s. 47.

Records

(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 47.



Election Sign Policy

Under the authority of the Public Transportation and Highway Improvement Act the Ministry through the issuance of a permit controls all visible signing upon or within 400 metres of the provincial highway right-of-way.

Election signs placed by, or on behalf of, a candidate or a political party and signs designed to encourage citizens to vote must follow these restrictions governing election signs that are visible from a provincial highway system.

1. An election sign **must not** be placed upon or adjacent to the right-of-way of a Class 1 - Freeway or a Class 2 - Staged Freeway (i.e. Hwy 401, 115, etc). See attached typical diagram for freeway/staged freeway interchange election sign placement.
2. Election signs may be erected on the right-of-way or adjacent to a Special Controlled Access, Major or Minor Highway (i.e. Hwy 7, Hwy 35) **after an official election has been issued** or for **municipal elections** in accordance with any By-Law outlining a time frame for the placement of municipal election campaign signs.
3. Signs up to 0.7 m² (8 sq. ft.) in size **must be** placed at least 4 m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 sq. ft.) and up to 3.7 m² (40 sq. ft.) must be placed at the outer limit of the right-of-way (i.e. fence line). Election signs must not exceed 3.7 m² (40 sq. ft.).
4. An "election sign" **must not** be affixed to a permanent or an official sign or to guide rail or other highway structure or facility and **must not** be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.
5. Portable read-o-graph sign trailers **must not** be placed upon a provincial highway right-of-way. Portable read-o-graph sign trailers may be utilized providing they are erected on private property that is zoned commercial and meets all the requirements of the ministry for portable read-o-graph signing.
6. A Sign Permit or a Letter of Approval for any signs erected under these instructions is not required.
7. Election signs **must be** removed from the Ministry right-of-way and adjacent properties within three (3) working days after Election Day.
8. Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.) for a period of two weeks. After this time they will be disposed of.

Please contact a Corridor Management Officer in your area, with the telephone numbers provided below, to obtain additional information. Thank you for your co-operation.

Ministry of Transportation
Operational Services
Bancroft Area Office
 50 Monck Street
 Bancroft, ON K0L 1C0
 Tel. No.: (613) 332-3220
 Toll Free: 1-800-554-0487
 Fax No.: (613) 332-3751

Ministry of Transportation
Operational Services
Port Hope Area Office
 138 Hope Street North
 Port Hope ON L1A 2P1
 Tel No.: (905) 885-6381
 Toll Free: 1-866-224-0622
 Fax No.: (905) 885-9273



ACCESSIBILITY

1. INTRODUCTION

This plan will address the specific accessibility requirements in relation to the 2018 Municipal Election in the Village of Point Edward.

The Village of Point Edward has made great efforts in promoting a barrier free community. In an effort to ensure that the 2018 Municipal Election is consistent with the core principles of the Accessibility for Ontarians with Disabilities Act, 2005, this planning document was developed in advance of the election in order to identify measures to be taken and reported to Council following the election.

2. OBJECTIVES

This plan is intended to highlight measures that the Village of Point Edward will be implementing to ensure equal opportunity for all electors and candidates. These objectives include:

- That persons with disabilities are able to independently cast their vote and verify their selection.
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates.
- That persons with disabilities can fully participate in the Municipal Election as an elector, candidate, or election official.
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as the newspaper, media launches, the Village of Point Edward website and social media.
- That all voting assistance locations are accessible.

3. DEVELOPMENT OF THE PLAN

This Plan is a “living” document which will be improved and updated as best practices are identified and new opportunities for improvement arise. In order to develop the plan below, several steps were taken in order to ensure that the statutory requirements were met and a feasible implementation plan was in place. During the development of the 2018 Municipal Election Accessibility Plan, the following steps shall be implemented:

- Review and analysis of documents, policies and other supporting materials from AMCTO, neighboring municipalities, the Ministry of Municipal Affairs and Housing, technology suppliers and other various stakeholder groups.
- Establish staff training standards and practices directly related to the Election to ensure that people with disabilities are able to vote in a positive customer service environment, and ensure that all Election Officials recognize that a voter’s needs shall be accommodated.



4. VOTING METHODS

The 2018 Village of Point Edward Municipal Election will be working with Intelivote Systems Inc. to provide eVoting services to eligible voters. This includes the convenience and independence of voting from anywhere via telephone, internet or in-person at a voting assistance location during the October 11 – 22, 2018 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

The Intelivote Voting System provides voters with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation. Additionally, persons who have assistive devices set up in their homes can now use them to assist with casting a ballot privately and independently.

By allowing persons with disabilities to vote from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the same independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at in-person Polling Locations offered across Village of Point Edward, throughout the voting period.

4.1 Telephone Voting

Eligible voters may vote using a touch-tone telephone, and the toll-free telephone number, date of birth, and PIN number contained in their Voter Information Letter to access an audio ballot. Communications barriers can make it difficult for people to receive or convey information. Barriers may be identified as low volume, use of language that is not clear or plain, and confusing or unorganized menu options.

The Intelivote telephone voting application provides the following:

- Service on all types of touch tone phones and wireless devices.
- Clear, plain language.
- Menu options that are easy to follow, advising when to select options and provision of confirmation of the voter's selections.
- Standard volume is used to allow for adjustment dependent of the telephone or device being utilized.



4.2 Internet Voting

Eligible voters may vote online, using a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter.

The Intelivote System has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA), so that persons with disabilities can perceive, understand, navigate and interact with the online voting system. It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.

4.3 In-person Voting at voting assistance location(s)

For those individuals without means to access voting via telephone or internet, or who require the assistance of a trained Election Official, an advance voting assistance location and Election Day voting assistance location will be open to provide in-person internet and telephone voting.

Access to the voting assistance location(s) interior and voting area shall be level and slip-resistant. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. The voting area shall be well lit and seating shall be available. Entrance corridors shall be clear of obstructions and tripping hazards and will allow sufficient space for use of a wheelchair or scooter.

An accessible voting area will be available at each voting assistance location(s). These areas shall be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively.

Voters may attend any voting assistance location throughout the voting period. The Village of Point Edward will be operating the following voting place location(s) during the Advance Voting Period:

October 11, 2018 - 9:00 a.m. to 5:00 p.m. (Thursday)
Point Edward Municipal Office (135 Kendall St.)
Internet and Telephone

October 12-21, 2018 - 8:30 a.m. to 5:00 p.m. (Monday to Friday)
Point Edward Municipal Office (135 Kendall St.)
Internet and Telephone

October 13, 2018 – 10:00 a.m. to 4:00 p.m.
Advance voting assistance location
Point Edward Municipal Office (135 Kendall St.)
Internet and Telephone

The voting assistance location will be open on Election Day, Monday
October 22, 2018 from 10:00 a.m. to 8:00 p.m.
Point Edward Community Hall (210 Monk St.)
Internet and Telephone



5. VOTING LOCATION(S)

An accessibility assessment of each physical polling location will be conducted. The following considerations are taken into account when determining which location(s) will be used:

5.1 Accessible Route

Proximity of the voting location to accessible public transit routes shall be considered in the selection of voting location(s). The name and/or address of the voting location shall be clearly visible. An easily navigable route will be marked for entry into the voting location and into the voting area within the location. The voting area shall be identified with clear and understandable signage. Seating areas shall be provided throughout the voting location for individuals needing a rest.

5.2 Entrance and Exit

The route to the entrance of the voting location shall be unobstructed and accessible. The route shall be wide enough to allow for an individual using a wheelchair, scooter, other assistive device, or service animal to travel safely. Doors into the voting location and voting area shall be accessible and easy to open or shall remain propped open for the duration of the voting location hours. Routine checks of entrance and exit routes will be made throughout the hours of operation.

5.3 Parking

Accessible parking shall be available at all voting locations. The designated parking space(s) shall be clearly marked with the international Symbol of Accessibility and will be on firm and level ground, close to the entrance of the voting location.

6. VOTING ASSISTANCE

6.1 Support Person/Friend of the Voter

People with disabilities shall be permitted to be accompanied by a support person at any voting location. A designated support person and/or 'Friend of the Voter' will be administered an oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

6.2 Service Animals

Individuals requiring service animals are permitted to be accompanied by a service animal at all voting locations.

6.3 Election Officials

At in-person voting assistance locations, upon request, Election Officials are available to assist any voter who requires assistance in casting their online or telephone vote. All individuals working in the capacity of an Election Official are formally appointed as such and administered an oath of secrecy prior to voting day.



7. COMMUNICATION

The 2018 Municipal Election Accessibility Plan will be made available on the Village's website www.villageofpointedward.com. Alternative formats will be made available upon request.

Information regarding the accessibility measures provided for the 2018 Municipal Election shall be included in general election advertising as well as in the 2018 Municipal Election Nomination Package.

7.1 Election Materials

The Village of Point Edward is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that takes into account the person's disability.

Alternate Formats

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Village of Point Edward and the person with a disability may agree upon the format to be used for the document or information.

In the event the information is not generated by the Village of Point Edward or is supplied by a third party, the Village of Point Edward will make every effort to obtain the information from the third party in an alternate format and/or will attempt to assist the Elector by providing assistive equipment.

General Election Materials

Large Print – Printed material generated by the Village of Point Edward will be provided in a Arial font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

Website – Information generated by the Village of Point Edward on the website in relation to the election will be compliant with WCAG 2.0 Level A, and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information.

Video – Promotional and educational videos created for the 2018 municipal election shall incorporate audio and captioning.

7.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Village of Point Edward's control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.

In these instances of service disruptions, the Village of Point Edward shall provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities.



Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location(s) and information shall also be posted on the Village of Point Edward's website. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

Accessible services in relation to this plan include voting places, election materials and/or voting provisions for Electors with disabilities at the voting place.

In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the advance vote or on Election Day, notices of disruption will be posted in real time on the Village of Point Edward's website.

8. CANDIDATES

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order to ensure that they are fully accessible. The Accessibility Directorate of Ontario has released several quick reference documents to assist candidates with accessible elections considerations:

- [Count Us In: Removing Barriers to Political Participation - Quick Reference Guide to Accessible Campaign Information and Communication](#)
- [Count Us In: Removing Barriers to Political Participation - Quick Reference Guide to Accessible Constituency, Riding Association, Central Party and Campaign Offices](#)
- [Count Us In: Removing Barriers to Political Participation - Quick Reference Guide to Accessible All Candidates Meetings](#)

9. REPORTING

Pursuant to Section 12.1 of the Municipal Elections Act, 1996, within 90 days after voting day, the Village of Point Edward Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.



Form CL34

VILLAGE OF POINT EDWARD
STATUTORY PROVISIONS REGULATING VOTING PROCEDURES

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



Village of Point Edward Council

USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES POLICY

<p>General Policy Statement:</p>	<p>This policy provides guidance for the appropriate use of corporate resources and/or funding during a municipal election period.</p> <p>The purpose of this policy is to clarify that all election candidates, including Members of City Council are required to follow the provisions of the <i>Municipal Elections Act, 1996</i>, as amended (“MEA”), and that:</p> <ul style="list-style-type: none"> • No candidate shall use the equipment, supplies, services, staff or other resources of the City (including Councillor budgets) for any election campaign or campaign related activities. • No candidate shall use the services of persons during hours in which those persons receive any compensation from the Village.
<p>Rationale and Legislative Authority:</p>	<p>It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation. The Municipal Elections Act, 1996 prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate’s behalf, from accepting a contribution from a person who is not entitled to make a contribution.</p> <p>As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation’s resources for his or her election campaign would be viewed as a contribution by the Village to the Member, which is a violation of the Act.</p>
<p>Application:</p>	<p>This Policy is applicable to all candidates, including members of Village Council.</p>



<p>Specific Policy:</p>	<p>Further to the Council Code of Conduct and the Employee Code of Conduct and in accordance with the provisions of the <i>Municipal Elections Act, 1996</i>:</p> <ul style="list-style-type: none"> • Corporate resources, assets and funding shall not be used for any election-related purposes; • Staff shall not canvass or actively work in support of a municipal candidate or registered third party during the employees working hours; • During a campaign period the use of equipment, supplies, services, staff, promotional materials or other resources of the municipality for any campaign or campaign related activities is not permitted. This prohibition includes, but is not limited to: <ul style="list-style-type: none"> • Use of Village funds to acquire any resources for any campaign related activities such as stationery, office supplies, or photocopying. • Use of the Village brand, logo, crest, coat of arms, slogan or corporate program identifiers, or the Municipal Election logo and any related identifiers on any election campaign material. • Use of corporate information technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, Village email addresses, Village business cards, web pages, blogs, Village issued cell phones) to communicate campaign related messages. • Printing or distribution of any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; (Agendas & Minutes of municipal Council and Committee meetings etc. are exempt from this policy.) • Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the City of Sarnia, is not election-related; • Once the voting period begins Candidates, or registered third parties shall not use the hyperlink to the voting website on any of their campaign materials or social media accounts. • All campaign-related email shall be directed to and from personal email addresses during the campaign period.
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- To avoid any confusion with any website or social media accounts used for Council work, members of Council who choose to create or use their own websites or social media accounts shall throughout the period from May 1st of the municipal election year until Voting Day, include a clear statement, easily found and readable, on each website or social media account's home or bio page indicating that the account is being used:
 - solely for Council work or
 - for both Council work and/or election campaign purposes; or
 - solely for election campaign purposes
- In any material printed or distributed by the Village of Point Edward, candidates are not permitted to:
 - indicate that an individual (either a Member of Council or any other individual) is a candidate registered in any election;
 - identify where they or any other individual will be running for office; or
 - profile or make reference to candidates in any election.
- Websites or domain names that are funded by the Village of Point Edward shall not include any election-related campaign material;
- The municipality's voice mail system shall not be used to record election related messages or the computer network (including the Village's e-mail system) to distribute election related correspondence;
- Photographs produced for and owned by the Village of Point Edward shall not be used for any election purposes;
- Distribution lists or contact lists developed utilizing corporate resources or through contact in a Member of Council's role shall not be utilized for election purposes. (A candidate's use of the voters list is exempt from this policy.)



	<ul style="list-style-type: none"> • Photos taken utilizing Village cameras or sent through Village e-mail accounts also shall not be utilized; and • The above recommendations also apply to an acclaimed Member or a Member not seeking re-election.
<p>Clarification – Use of Village Facilities</p>	<p>In the course of its day to day business the Village offers advertising opportunities to the general public and the availability of room rentals in certain facilities. Candidates are permitted to avail themselves of these opportunities at market rates, the same as any other member of the public.</p> <p>Candidates are generally permitted to campaign (such as hand out flyers) in public spaces (such as parks, or walkways) and at public events (such as the Canada Day Parade) provided they do not disrupt the event or staff functions and provided they comply with all applicable laws.</p>
<p>Application:</p>	<p>In accordance with the <i>Municipal Elections Act, 1996</i>, the Village Clerk is authorized and directed to take the necessary action to give effect to this policy.</p>
<p>Limitation:</p>	<p>Nothing in this Policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.</p>



KEY DATES FOR THE 2018 MUNICIPAL ELECTIONS

Tuesday, May 1st, 2018 to Friday, July 27th, 2018

Nomination Period: Nomination forms may be filed by candidates beginning Tuesday, May 1st, 2018 and on any day thereafter prior to Nomination Day, at any time when the Clerk's Office is open (Monday to Friday, 8:30 a.m. to 5:00 p.m.) and on Nomination Day, Friday, July 27th, 2018 when nomination forms may be filed between the hours of 9:00 a.m. and 2:00 p.m.

Tuesday, May 1st, 2018 to Monday, December 31st, 2018

Campaign Period: The campaign period begins when a candidate has filed the nomination form and ends on December 31st, 2018. Alternative time periods are in effect if the candidate withdraws the nomination, if the Clerk rejects the nomination, or the candidate extends his/her campaign and is continuing to campaign to erase a deficit.

May 1st to October 19th 2018

Third Party Advertising: Individuals, corporations or trade unions may file with the Clerk to be a registered third party for the election; in prescribed form. Restrictions apply as to who may register.

Friday, July 27th, 2018

Nomination Day: Last day for filing nominations. Nominations, in the Required Form, filed on this date may only be filed between the hours of 9:00 a.m. to 2:00 p.m.
Third Party Advertising: filings for registration accepted July 27th to October 19th.

Monday, July 30th, 2018

Certification of Nomination Forms and Acclamations: The Clerk shall certify filed nomination forms prior to 4:00 p.m. Immediately after 4:00 p.m., the Clerk shall declare any acclaimed eligible candidates to be duly elected.

Tuesday, September 4th, 2018

Voters' List: The Clerk shall make the list of voters available to persons entitled.

Tuesday, September 25th, 2018

Final Expense Limits: Provided to Candidates and Third-Party Advertisers



Early October

A Voter Information Letter will be mailed to residents directly in the month of October, providing them with a Personal Identification Number (PIN) which will allow them to **vote 24 hours a day during the voting period** from any touch-tone telephone, cell phone, computer or other device connected to the internet.

Thursday, October 11, 2018 to Monday, October 22nd, 2018

Thursday, October 11, 2018 at 9:00 am to Monday, October 22, 2018 Vote from any touch-tone telephone, cell phone, computer or other device connected to the internet.

Monday, October 22nd, 2018

Election Day: FINAL DAY to VOTE by Internet or Telephone up to 8:00 pm.

Tuesday, October 23rd, 2018

Declaration of Results: The Clerk will declare the results of the election of candidates "as soon as possible after voting day".

Monday, December 3rd, 2018

Term of Office Commences: Elected members must take the oath of office prior to taking their seat. Inaugural Meeting will be held on December 10th in the Council Chambers

Monday, December 31st, 2018

Campaign Period Ends for candidates and registered third parties.