



**GRAVENHURST**  
GATEWAY TO MUSKOKA

**Town of Gravenhurst  
2022 Municipal Elections  
Procedures**

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**Welcome Candidates, Third Party Advertisers and Electors**

Municipal Elections are conducted in accordance with the *Municipal Elections Act, S.O. 1996*, as amended, hereinafter referred to as the MEA. The Town of Gravenhurst will be using an alternative voting method under s.42 of the MEA, being Internet/Telephone Voting (By-law No. 2021-029).

The procedures and forms contained in this document have been developed as required by the MEA, and will be revised as deemed necessary by the Clerk up to and including Voting Day.

Notifications of amendments to the procedures will be provided to Candidates and Third Party Advertisers using the email address provided on filed Nomination Forms and posted on the Town of Gravenhurst website ([www.gravenhurst.ca](http://www.gravenhurst.ca)).

With respect to matters of policy and procedures for alternative voting methods and all other municipal election matters, the decision of the Clerk is final.

The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Candidates, Third Party Advertisers and electors must satisfy themselves through their own determination that they have complied with the MEA.

Questions with respect to these procedures may be directed to:

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## **A. INTRODUCTION**

### **Important Dates**

The 2022 Municipal Election will be held on **Monday October 24, 2022**, ending at **8:00 p.m.**

Unofficial results will be posted on the Town's website at [www.gravenhurst.ca](http://www.gravenhurst.ca) (as soon as possible after 8:00 p.m.).

The nomination period for candidates is May 2, 2022, to August 19, 2022, at 2:00 p.m. Third Party Advertisers may register from May 2, 2022, to October 21, 2022.

### **Principles Guiding Municipal Elections**

The following principles were considered during the development of the MEA, its amendments and the planning and delivery of the 2022 Municipal Elections by Municipal agencies:

- The secrecy and confidentiality of the individual vote is paramount.
- The election should be fair and non-biased.
- The election should be accessible to the voters.
- The integrity of the process should be maintained throughout the election.
- There be certainty that the results of the election reflect the votes cast.
- Voters and candidates should be treated fairly and consistently within a municipality.

## **B. ELECTORS**

### **Qualification of Electors**

On Voting Day a person is qualified to be an Elector if they are:

- A Canadian citizen
- At least 18 years old
- Reside in Gravenhurst or is the owner or tenant of land in Gravenhurst, or the spouse of such person
- Not prohibited from voting because they:
  - Are serving a sentence of imprisonment
  - Are a corporation
  - Are acting as an executor or trustee or in any other representative capacity
  - Was convicted of a corrupt practice described in Section 90(3) of the MEA

### **IT IS THE RESPONSIBILITY OF THE ELECTOR TO ENSURE THEY ARE QUALIFIED.**

Trailer owners in campgrounds are considered tenants and may therefore vote if they are entitled to use the land on Voting Day, or for at least six weeks in the year of the election. Fractional property owners are considered owners.

A tenant or owner of property under a fractional or time share contract are not entitled to vote unless the person(s) are entitled to use the land on voting day, or for a period of six weeks or more during the calendar year in which voting day of the election is held.

### **Students**

Students who reside away from home may vote in both places (in the municipality where they attend school and where their family resides) as long as the family residence is their permanent residence.

## Homeless Persons

Persons without a permanent residence may qualify to be added to the voters list during the revision period provided that they can identify a place within Gravenhurst where they frequently returned to eat and sleep during the five weeks preceding.

## C. CANDIDATES

The following offices are to be elected in the 2022 Municipal Elections:

<b>Municipal Councils</b>	
<b>Mayor</b>	One (1) to be elected at large by all voters in the municipality
<b>District Councillors</b>	Three (3) to be elected at large by all voters in the municipality
<b>Councillor (Ward 1)</b>	One (1) to be elected by all voters in Ward 1
<b>Councillor (Ward 2)</b>	One (1) to be elected by all voters in Ward 2
<b>Councillor (Ward 3)</b>	One (1) to be elected by all voters in Ward 3
<b>Councillor (Ward 4)</b>	One (1) to be elected by all voters in Ward 4
<b>Councillor (Ward 5)</b>	One (1) to be elected by all voters in Ward 5

<b>School Board Trustees</b>		
<b>Trillium Lakelands District School Board</b>	One (1) to be elected to represent the <u>Town of Gravenhurst, Township of Georgian Bay, Township of Muskoka Lakes</u>	
Nominations are to be filed with the Clerk, Town of Gravenhurst		
<b>Simcoe Muskoka Catholic District School Board (Area 5)</b>	One (1) to be elected to represent the <u>District of Muskoka and Parry Sound Area</u> , specifically:	
Town of Bracebridge Town of Huntsville Township of Carling Township of Lake of Bays	Township of McKellar Township of Seguin Town of Gravenhurst Town of Parry Sound	Township of Georgian Bay Municipality of McDougall Township of Muskoka Lakes
Nominations are to be filed with the Clerk, Town of Bracebridge		
<b>Conseil scolaire public du Nord-Est de l'Ontario (Zone A)</b> One (1) to be elected to represent:		
Town of Bracebridge Town of Huntsville Municipality of Whitestone Township of Carling Township of Lake of Bays Township of McKellar Township of Seguin Municipality of East Ferris Township of Nipissing Combined Township of McMurrich/Monteith Township of Perry	Town of Gravenhurst Town of Parry Sound Township of The Archipelago Township of Georgian Bay Township of McDougall Township of Muskoka Lakes West Parry Sound Board of Education Municipality of Magnetawan Township of Strong Township of Machar South River Village Town of Kearny Armour Township	Township of Nipissing East Parry Sound Board of Education Township of Papineau-Cameron Mattawan Township Town of Mattawa Calvin Township Township of Bonfield Township of Chisholm Township of Joly Township of Ryerson Municipality of Powassan Municipality of Callander Village of Burks Falls

Nominations are to be filed with the Clerk, Municipality of East Ferris. <u>Each</u> municipality located greater than 100 kilometres from the Municipality of East Ferris will receive nominations from individuals residing in their municipality.		
<b>Conseil scolaire de district catholique Centre-Sud (#64)</b> One (1) to be elected to represent:		
City of Barrie Town of Gravenhurst Town of Collingwood Town of Huntsville Town of Midland Town of Parry Sound Town of Wasaga Beach Township of Carling Township of Essa Township of Essa – Essa CFB - Part	Township of Lake of Bays Township of McKellar Township of Oro-Medonte Township of Seguin Township of Springwater Township of Tiny City of Orillia Town of Bradford West Gwillimbury Town of Gravenhurst Town of Innisfil Town of New Tecumseth	Town of Penetanguishene Township of Adjala-Tosorontio Township of Adjala-Tosorontio – Tosorontio – CFB - Part Township of Clearview Township of Georgian Bay Township of McDougall Township of Muskoka Lakes Township of Ramara Township of Severn Township of Tay
Nominations are to be filed with the Clerk, City of Barrie		

### Qualification of Candidates

To run for an office on Council or a School Board Trustee, a candidate must be qualified on the day they file their nomination papers.

To run for **Council** (Mayor, District Councillor or Ward Councillor) the candidate must be:

- A Canadian citizen
- At least 18 years of age
- A resident of the Town of Gravenhurst or own or lease property (or be the spouse of the owner or lessee) in the Town of Gravenhurst
- Not legally prohibited from voting
- Not disqualified by any legislation from holding municipal office
- Obtain at least 25 signatures from individuals eligible to vote in Gravenhurst on the day they signed the endorsement

To run for **School Board Trustee** the person must be:

- A Canadian citizen
- At least 18 years of age
- A resident in the area of jurisdiction of the board
- Eligible to be an Elector for the school board in which the person is a candidate
- Not legally prohibited from voting
- Not disqualified by any legislation from holding office

To be a candidate in an **English-Language Public District School Board**, a candidate must:

- be a supporter of the English-language public district school board; or
- not be a supporter of any board, nor have qualified himself or herself as an Elector for a separate or French-language school board in the election

To be a candidate in an **English-Language Separate District School Board**, a candidate must be Roman Catholic who must:

- qualify as an Elector for the English-language separate district school board; or
- be a supporter (or be the spouse of a supporter) of the English-language separate district school board

To be a candidate in a **French-Language Public District School Board**, the candidate must be a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

- qualify as an Elector for the French-language public district school board; or
- be a supporter (or the spouse of a supporter) of the French-language public district school board.

To be a candidate in a **French-Language Separate District School Board**, a candidate must be Roman Catholic and a French-language rights holder (see the Charter for criteria) who must:

- qualify as an Elector for the French-language separate district school board; or
- be a supporter (or the spouse of a supporter) of the French-language separate district school board.

## Nominations

The Nomination Period starts on **Monday, May 2, 2022** and ends on **Friday, August 19 at 2:00 p.m.** Nomination papers will not be accepted after the deadline.

Potential Candidates and Third Party Advertisers are encouraged to make an appointment to ensure availability of staff to receive their nomination paperwork and receive the applicable resources required by the Clerk or designate. Appointments will be provided in accordance with the current public health guidelines and Town's access to municipal facilities procedures.

Nominations must be filed on the prescribed form and accompanied by the Declaration of Qualification, acceptable identification (must be valid and contain the Candidate's name, qualifying address and signature, photograph), the prescribed nomination filing fee (\$200 for the Head of Council, \$100 for all other offices), and such other documentation as required for the filing process. The filing fee is payable by cash, certified cheque, bank draft, money order or other electronic method as accepted by the municipality. A photocopy of identification will be maintained with the nomination records.

Form – Nomination Paper (Form 1)

Form – Endorsement of Nomination (Form 2)

Form – Declaration of Qualification – Municipal Council Candidates

Form – Declaration of Qualification – School Board Trustee Candidates

Form – Consent to Release Personal Information

If, after having filed a nomination form, a candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The filing fee is deemed to have been paid with the latest filing if the two nominations are for the same council/board.

## Withdrawal of Nomination

A candidate, or agent for the candidate, may withdraw their nomination by completing a physical Withdrawal of Nomination form and filing it in person with the Clerk or Deputy Clerk before 2:00 p.m., August 19, 2022. A candidate must present identification with the proper form to the election official. Withdrawal of Nomination papers will not be accepted after the deadline. If a Withdrawal of Nomination form is received by an agent, an Election Official will contact the candidate to confirm receipt of withdrawal.

Form – Withdrawal of Nomination

## Refund of Nomination Fee

A candidate is entitled to receive a refund of the nomination fee if they file their financial statements by 2:00 p.m. on March 31, 2023. If a candidate withdraws their nomination, they are still required to submit financial statements showing all contributions and expenses, including the nomination fee, from the day



they filed the nomination paper until the day they withdrew from the office. For more information regarding financial statements, see **Section J. Post-Election**.

### **Candidate's Names**

The following rules shall apply regarding candidate's names:

- Only the names of certified candidates as confirmed on the candidate's nomination papers shall appear on the Voter Information Letter (VIL), internet or heard on the telephone voting system.
- The candidates' names shall appear on the VIL, internet or heard on the telephone system, in the format of first name then last name (e.g. John Doe), in alphabetical order, based on their surnames and in the case of identical surnames, their forenames. Middle initials shall not be used unless it is deemed necessary by the Clerk.
- If the candidate wishes, and the Clerk agrees, another name that the candidate also uses may be used instead of or in addition to their legal name (e.g. Bill instead of William).
- No reference to a candidate's occupation, degree, title, honour or decoration shall appear in the VIL, internet or heard on the telephone system.
- If the surnames of two or more candidates for an office are identical, or in the Clerk's opinion so similar to cause possible confusion, every candidate's qualifying address shall appear or heard under their name or an alternative option to clarifying as determined by the Clerk.

### **Notice of Nominations Filed**

A list of nomination papers filed (non-certified) will be amended and posted on the Town of Gravenhurst website as soon as possible after filing.

Form – Nomination Papers Filed (non-certified)

### **Certify or Reject Nominations**

It is the responsibility of the candidate to ensure they meet all of the qualifications and file proper nomination papers, prior to 2:00 p.m. on August 19, 2022.

Under the MEA, the Clerk is required to reject or certify nominations of candidates. On or prior to 4:00 p.m. on August 22, 2022, the Clerk will examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the MEA, the Clerk will certify the nomination paper. The Clerk may consider the following criteria in their decision to reject or certify individual nominations:

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk.
- The candidate does not satisfy the requirements of the MEA, as amended (the candidate is not qualified to hold office or is otherwise prohibited by law from being nominated).
- The nomination form is not complete in its entirety, or the prescribed filing fee has not been paid.
- The candidate's name does not appear on the Voters' List.
- The necessary financial statement was not filed for any office in the previous regular election or any new election in which the individual may have been a candidate.

There may be other circumstances in which the candidate is disqualified from being nominated or elected other than those identified above. It is the responsibility of each candidate to ensure that they are not disqualified from being nominated for the office.

If not satisfied, the Clerk will reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and to all other candidates for that office. The Clerk's decision to certify or reject a nomination is final.

Once the nomination is certified, the candidate's name will be placed on the ballot unless the name is removed by a Court Order.

The list of certified candidates will be published in the local newspaper and will be posted on the Town of Gravenhurst website upon certification by the Clerk.

Form – List of Certified Candidates

### **Acclamations**

Candidates will be declared as acclaimed on August 22, 2022, after 4:00 p.m., if the number of certified candidates for an office is the same or less than the number to be elected.

Form – Declaration of Acclamation to Office

### **Maximum Campaign Expenses**

Upon filing of Nomination Papers, candidates will be provided with an estimate of campaign spending limits using the number of Electors on nomination day for each respective office from the previous election. Maximum campaign expenses for the various offices are based on the voters' list and calculations outlined within the MEA and associated Regulations.

Form – Estimated Campaign Spending Limits - Candidate

Form – Estimated Campaign Spending Limits - Registered Third Party

For general contributions, calculations are as follows:

Mayor	\$7,500 plus 85 cents for each Elector entitled to vote for the office
District and Town Council	\$5,000 plus 85 cents for each Elector entitled to vote for the office
School Board Trustee	\$5,000 plus 85 cents for each Elector entitled to vote for the office

There are also adjusted limits based on the categories of who contributes, including the candidate's or their spouse of the candidate's own election campaign. These various specifications are listed within the MEA and associated Regulations.

No later than September 26, 2022, the Clerk shall provide each candidate, via email, with a certificate of maximum campaign expenses that can be incurred. This rate will be based on the Voters' List as it exists on September 15, 2022.

Form – Certificate of Maximum Campaign Spending Limits - Candidate

Form – Certificate of Maximum Campaign Spending Limits - Registered Third Party

### **Campaigning**

#### Prohibition of Canvassing / Advertising at Voting Locations

The MEA provides that while an elector is in a voting location (election help centre), 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 location. No campaign material, literature or advertising of any nature whatsoever of any candidate in the election shall be displayed at, or within an election help centre or municipal facility. This includes the entire building property and the parking lots. Campaign materials or literature of any nature found in these locations will be immediately removed and disposed of without notice.

The Clerk at their sole discretion may provide an exemption to the above prohibition for applicable municipal facilities. The discretion will be provided in writing.

#### Right of Entry for Campaigners

Campaigners shall have access to rented premises, condominiums and co-operative housing units:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.” *Residential Tenancies Act, 2006*, Section 28

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.” *Condominium Act, 1998*, Section 118:

“No non-profit housing co-operative or servant or agent of such a cooperative shall restrict reasonable access to the housing units of the cooperative by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, any office in a municipal government or a school board for the purpose of canvassing or distributing election material.” *Co-operative Corporations Act, 1990*, Section 171.24:

If campaigners are experiencing difficulty in gaining access to a premises as identified about, they should contact the administrating body of the facility.

**The Clerk is not responsible for securing access to any buildings for the purpose of canvassing or distribution of election materials.**

### **Use of Corporate Resources in a Municipal Election**

The Town has in place a Use of Corporate Resources in a Municipal Election Policy. The use of municipal resources for election campaign purposes is strictly prohibited. Corporate resources include municipal facilities, municipal logos/corporate images, Chain of Office, corporate crest, photos, municipal uniforms, graphics or any other item of Town intellectual property. These items are prohibited from use for any campaign-related purposes or materials, including, but not limited to, signs, printed and electronic publications, flyers, brochures, e-mail, website, business cards, postcards, letterheads, leaflets, posters, magnets and promotional items.

Any disregard of this prohibition will be acted upon by The Corporation and could result in legal action.

### **Candidates' Election Campaign Advertisements**

All candidate election campaign advertisements must be in compliance with the MEA at all times. The MEA does not contain restrictions for when a candidate may or may not advertise, however, a candidate must have filed their nomination paper before spending any money and the amount they may spend on their campaigns are regulated.

A candidate shall not cause an election campaign advertisement to appear unless they provide 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.

### **Scrutineers**

A candidate may appoint scrutineers to represent them during the election process, including attendance in the vote counting location on Election Day. The appointment shall be made using the Appointment of Scrutineer by Candidate form as signed by the candidate. When entering the vote counting location the scrutineer will be asked to provide identification and their signed Appointment of Scrutineer by Candidate form. The scrutineer will be issued an identification badge which must be returned to an Election Official prior to leaving the municipal location.

No more than one candidate or one scrutineer representing each candidate may be in the vote counting location area in the election help centre at any time.

All candidates and scrutineers must take an Oral Oath of Secrecy at the vote counting location of the election help centre.

Each scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form including but not limited to:

- attempting to cause a disturbance at a voting place or within the vote counting location;
- attempting, directly or indirectly, to interfere with how an elector votes;
- attempting to campaign or persuade an elector to vote for a particular candidate;
- displaying a candidate's election campaign material in a voting location;
- compromising the secrecy of the voting;
- interfering, or attempting to interfere, with an elector who is marking a ballot;
- obtaining or attempting to obtain, in the election help centre, any information about how an elector intends to vote or has voted;
- communicating any information obtained at the election help centre or within the vote counting location about how an elector intends to vote or has voted;
- attempting to use a cell phone or electronic recording device within the vote counting location;
- and,
- attempting to interfere with election staff in the discharge of their duties.

Any candidate, scrutineer, third party advertiser, agent or voter who by their actions creates a disturbance or interferes in any way with the proper conduct at the election help centre or vote counting location, may be expelled from the location for such actions. An agent, candidate or scrutineer who is dissatisfied with the actions of election officials is invited to contact the Clerk to discuss the matter.

Scrutineers or candidates wishing to observe the final count must be at the vote counting location prior to 8:00 p.m on election night.

For Internet and Telephone Voting, election officials will provide candidates or their scrutineers the opportunity to gain further insights during the logic and accuracy testing phase. This process is intended to provide an understanding of the alternative voting method to those involved in the election.

Form – Appointment of Scrutineer by Candidate  
Form – Oral Oath of Secrecy

## **Election Signs**

By-law No. 2017-140 provides for the regulation of election signs in municipal elections. Campaign signs may be permitted within the limits of District of Muskoka road allowances provided they comply with the Gravenhurst Municipal Election Sign By-law.

### Ministry of Transportation

For convenience, below is information regarding placing election campaign signs on Provincial properties, including laneways. Candidates are responsible for the authorized placement of their signs.

- An election sign must not be placed upon or adjacent to the right-of-way of Class 1 – Freeways or Class 2 – Staged Freeways (e.g. highways 400, 69, 11)
- Election signs may be erected on the right-of-way or adjacent to a Special Controlled Access, Major or Minor Highway (e.g. highway 60, 141, etc.) during an official election.
- Signs up to 0.7 m<sup>2</sup> in size must be placed at least 4 m from edge of pavement. Signs over 0.7 m<sup>2</sup> and up to 3.7 m<sup>2</sup> must be placed at the outer limit of the right-of-way (e.g. fence line).
- An elections sign must not be affixed to a permanent or official highway 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.

- 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 and meet the requirements of the ministry for portable read-o-graph signing.
- A Sign Permit or a Letter of Approval for any signs erected under these instructions is not required.
- Election signs must be removed from the Ministry right-of-way and adjacent properties within three (3) working days following Election Day.

### Private Property

Those installing signs on private property are encouraged to confirm compliance with the property owners in advance of posting signage.

### Rental Housing and Condominium Corporations

Landlords and condominium corporations cannot prohibit their tenants from displaying campaign signs in their own unit. The condominium corporation/landlord will have the right to establish reasonable conditions related to the size or type of sign. Landlords and condominium corporations may prohibit the display of signs in relation in common areas of the building.

### **Election Finances**

Information regarding election finances and campaign contributions, including financial responsibilities of candidates, third party advertisers, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs and Housing. Documentation and supports can be found on the Ministry of Municipal Affairs and Housing website ([www.mah.gov.on.ca](http://www.mah.gov.on.ca)).

The below information is provided for convenience:

- **Corporations and trade unions** that hold bargaining rights for employees in Ontario are prohibited from contributing to an individual campaign. A corporation or trade union that contravenes the campaign financing provisions of the MEA, is liable to fines up to \$50,000. These types of organizations may contribute to third party advertisers campaigns (see section D. Third Party Advertisers).
- Candidates will be required to inform contributors of the contribution limits. A contributor is limited to a total of \$1,200 to any one candidate in an election and \$5,000 to two or more candidates for office on the same council or local board.
- An individual, including the candidate, who contravenes the provisions of the MEA, is liable to fines of up to \$25,000.
- Candidates are not required to open a bank account if they do not receive contributions or incur expenditures related to their campaign.

All candidates are required to file financial statements using the Ministry of Municipal Affairs and Housing prescribed form. Electronic submissions will not be accepted. The received financial statements will be publicly disclosed through the municipal website. For more information regarding financial statements, see Section J. Post-Election.

Form – Financial Statement - Auditor's Report - Candidate (Form 4)

### **Candidates Module**

Candidates will receive a login ID and password permitting access to the Candidates Module after September 1, 2022. This program serves as access to the list of electors applicable to the candidate's electoral race. The Candidate Module permits authorized users to connect into the applicable portions of the voters' list database to review elector list information to discern which electors have participated in the election. The program does not maintain information on how an elector has voted.

Candidates may continue to use the Candidates Module any time after the start of the voting period. A separate hard copy voter strike-off list will not be provided.

Candidates will be required to execute a declaration confirming that the list will be used only for the purpose of the 2022 Municipal Election. Upon the completion of the election event, access to the Candidate Module will be disabled.

Form - Candidate's Declaration – Proper Use of Voters' List

#### **D. THIRD PARTY ADVERTISERS**

Individuals, corporations and trade unions are eligible to register as Third Party Advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise in. Registration allows a Third Party Advertiser to promote or oppose any candidate that the electors in the municipality can vote for (Local Council, District Council and School Board Trustee positions).

Third Party Advertisers may register with the municipality starting on Monday, May 2, 2022, and until Friday, October 21, 2022. Third Party Advertiser registrations will not be accepted after the deadline.

No individual, corporation or trade union shall incur expenses for a third party advertisement unless the individual, corporation or trade union is registered with the municipality when the expenses are incurred and advertisement appears. The expenses incurred in relation to third party advertisements cannot exceed the total expense limits for the registered third party.

Third party advertising must be done independently of candidates. Candidates are not able to direct a Third Party Advertiser. Candidates are not able to register as a Third Party Advertisers.

All Third Party Advertisers are required to file financial statements using the prescribed Ministry of Municipal Affairs form. Electronic submissions will not be accepted. The received financial statements will be publicly disclosed through the municipal website. For more information regarding financial statements, see Section J. Post-Election.

Form – Notice of Registration – Third Party (Form 7)

Form – Financial Statement - Auditor's Report - Third Party (Form 8)

#### **Restricted Period**

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (May 2, 2022) as a registered Third Party Advertiser in relation to the election and ends at the close of voting on voting day.

#### **E. INTERNET AND TELEPHONE VOTING**

A voter is only entitled to vote once in a municipality and once in a school board even if the voter has more than one qualifying properties within the municipality or school board. The place where they vote is where they reside. If a voter resides in one ward but has other properties in different ward(s) in the same municipality, they may only vote in the ward where they reside. A voter may only have one permanent residence.

By-law No. 2021-29 authorizes the Town of Gravenhurst to use internet and telephone voting for the 2022 Municipal Election. Internet voting allows an elector to cast an electronic vote from a computer, tablet or smartphone from anywhere there is an internet connection. In absence of the internet or if elector would prefer, votes can also be cast using the telephone. Electors are not required to enter a municipal facility or designated voting station to cast their vote.

During the voting period, Town Hall (3-5 Pineridge Gate) will be designated as the election help centre and will host access to the internet through voting kiosks stations with applicable voting equipment. The election help centre will provide electors with the option of voting in a specified location, with the assistance of an election official, if assistance is deemed to be required by the elector. Other locations may be established as election help centres. When the public are accessing the election health centre in

person, they must abide by the applicable public health measures and the Town's access to municipal facilities procedures at the time of access.

Other municipal locations, such as the Gravenhurst Public Library, are available to provide internet access for individuals that do not have access to a computer device and/or internet service. Access to the Gravenhurst Public Library will be in accordance with the public health measures and the library's access to the facility procedures at the time of access.

### **Overview of Internet/Telephone Voting Process**

Voting will commence on October 17, 2022, at 10:00 a.m. through to October 24, 2022, at 8:00 p.m.

Electors who have started the voting process prior to 8:00 p.m. on Monday October 24, 2022, but have not concluded will be permitted to proceed provided that the final vote is cast by 8:15 p.m.

If electors have opted to vote at the election help centre, they will be able to vote provided they are within the facility prior to 8:00 p.m. on Monday, October 24, 2022.

Below is an overview of the Internet/Telephone voting process:

1. Eligible electors, as identified with complete information on the voters' list, will receive, through the mail, a sealed and personalized Voter Information Letter (VIL). The VIL will direct electors to a designated website or telephone number, based on their desired method of voting.
2. At the designated website or through the identified telephone number, electors will enter their voter identification number, PIN as well as a validation criterion and then review the Oath. If all correct data is provided, electors will then be entered into the voting system.
3. Based on the eligible options for the elector (ward, school board), the voting system will offer the options for the various election races for the elector to cast their vote. The voting system permits electors to skip a category, under vote (select less than the permitted number of votes) or cast a blank ballot if that is their intent.
4. Following the elector's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming.
5. Once confirmed by the elector, the elector submits (casts) their vote. The voting process is complete. The elector will be struck off the voters' list and identified as having participated in the election.

Once the voter PIN has been used to complete "all" races associated with the election, it cannot be used again, and further access shall not be granted.

### **System Integrity**

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

1. Ensuring that every eligible elector on the voters' list, as amended, receives a sealed VIL containing the voter's unique voter identification and PIN;
2. Ensuring that no one except the Clerk, or designate, can access PINs that match each voter's name and address; and
3. Providing an opportunity for eligible electors to be added to the voters' list or to make amendments to the list, up to and including Election Day.
4. Through the acquiring of an independent third party who will conduct system perforation testing.

### **Voter Information Letters (VILs)**

Voter Information Letters (VILs) will be printed and delivered through Canada Post to the mailing address of all eligible voters contained on the voters' list in advance of the voting period. At the discretion of the Clerk or designate, alternative delivery methods may be utilized.

The VIL may include, but not limited to, the following information:

1. The elector's voter identification and PIN;
2. Internet address (URL) and telephone number to access to cast their vote;
3. Instructions on how to vote;
4. Dates and hours of voting;
5. The location and telephone number of the election help centre;
6. Voter eligibility criteria; and,
7. Information on illegal and corrupt practices under the MEA.

A person cannot give their VIL to another person for the purpose of voting. **Acceptance of another person's VIL including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the MEA, specifically s.89 and 90.**

Should an eligible voter receive more than one VIL, the eligible voter may only vote once and return the other VIL to the election help centre. **Electors who knowingly vote twice are committing an offence under the MEA and subject to an investigation and prosecution by the police and legal system.** VILs returned to the election help centre shall have the PIN disabled. The VIL will be maintained in a secure fashion and destroyed in the same manner as all other municipal election material.

### Replacement PINs

If an elector requires a new PIN, they are encouraged to visit or contact the election help centre to review options with an election official.

- A. If an elector on the voters' list has lost/not received their VIL and the PIN has not been used, an authorized Election Official can issue a new VIL and PIN provided that the satisfactory information has been provided and the elector completes the necessary forms.

The authorized Election Official will proceed to disable the elector's first assigned PIN and issue a new VIL and PIN.\*

Form – Application for Replacement Voter Information Letter (VIL)  
Form – Voter Identification  
Form – Declaration of Identity (Form 9)  
Form – Agent Letter of Authorization

- B. Where a person on the voters' list has attempted to vote and their PIN has already been used, they can attend the election help centre and prove to the satisfaction of the Clerk that they did not vote the PIN and require a new PIN.\*
- C. Where an eligible voter has received an incorrect PIN in terms of school support, and has not voted in any race, the voter can contact the election help centre and may have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility.\*

**\*See Additional Procedure: VIL Replacement**

### Assistance for Electors

If an elector requests assistance to vote, an appointed Election Official may assist provided that the elector takes the Oral Oath to vote with assistance.\*

In lieu of an election official providing assistance, the elector may request that a friend assist the elector at the election help centre. The friend assisting the elector shall be required to take the Oral Oath to vote with assistance. No person shall be allowed to act as a friend of more than one voter at the election help centre.



Where an elector requires an interpreter (provided by the elector), the interpreter shall take the Oral Oath to vote with assistance, and shall translate the oaths as well as any lawful questions put to the elector.

**Candidates or their scrutineers are not permitted to interpret for or assist any electors with the participation in the voting process.**

Form - Oral Oaths at Election Help Centre

**\*See Additional Procedure: Election Help Centre Oaths**

### **Election Process Information Sessions**

To assist in explaining the process and providing information to the electors, candidates and scrutineers, the Town will host a public information session. The session will occur within the summer of 2022 and will be open to the public including candidates or their scrutineers. The purpose of this session is to provide increased knowledge and familiarity with the internet/telephone voting system and answer questions the public may have with the process. The format of this session

Confirmed dates for the above events will be communicated to the public and registered candidates in advance of the session.

### **F. VOTERS' LIST**

The Preliminary List of Electors (PLE, framework for the voters' list) is provided to the Town of Gravenhurst from the Municipal Property Assessment Corporation (MPAC). Electors are encouraged to regularly contact MPAC to ensure their proper information, including birth date and mailing address, are correct for all applicable properties.

By the date agreed upon by the Clerk and MPAC, which must be earlier than September 1, 2022 (or on July 31, 2022, if no date is agreed upon), MPAC will provide the Town with the PLE. The Clerk is required to correct and amend the database using information held by the municipality. The result is the Voters' List.

The voters' list shall include the names of the institutional electors and VILs shall be supplied to all eligible electors at the following institutions:

- Granite Ridge Retirement Residence
- The Manor at Gravenhurst
- Muskoka Shores Community Care

### **Revisions to the Voters' List**

After the PLE has been distributed and corrected / amended by the Clerk, electors are encouraged to ensure they are on the voters' list with the correct information by contacting the election help centre or using the internet voter look-up module at [www.gravenhurst.ca](http://www.gravenhurst.ca).

Electors may make application to be added to or amend the voters' list up to and including Voting Day. Eligible voters who are not on the voters' list will be able to be added to the list by filling out an EI 15 form and Application to Amend Voters' List. To assist with satisfying that the elector is qualified, as per Section 17(2) of the MEA, applicants will be requested to provide proof of identification and association with the qualifying address as per the items identified on the Voter Identification form. If the Clerk is satisfied, as per Section 24(3) of the MEA, their name will be added to the voters' list and they will be provided a VIL containing a voter identification and PIN. For individuals who cannot provide the required identification a Declaration of Identity (Form 9) may be completed.\*

Notice of this revision period shall be advertised a minimum of one time in the newspaper and on the Town of Gravenhurst website during this period.

The Clerk has the authority to remove a person's name from the voters' list if the Clerk is satisfied that the person has died (without an application to change the voters' list). The Clerk is also able to remove a deceased person's name from the voters' list without a hearing, when an application has been filed.

**\*See Additional Procedure: Voters' List Revisions**

Form – Application to Amend Voters' List (Form EL 15)

Form – Voter Identification

Form – Declaration of Identity (Form 9)

**VoterView Module**

The Town of Gravenhurst utilizes the Municipal VoterView module to manage and update the voters' list on an ongoing basis. Only those appointed as Election Officials have the authority to access to the module.

An internet voter lookup interface of the module is available to electors to determine whether they are on the voters' list, submit an application or request for amendments.

**Copies of Voters' List**

Upon written request to the Clerk, a copy of the voters' list (through access to the Candidates Portal) shall be provided to:

- The secretary of a local Board any of whose members are to be elected in this election
- The Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes
- The Clerk for the District of Muskoka, or designate
- The Minister
- Candidates (for Ward Council candidates only those portions pertaining to their area)
- MPs or MPPs who represent any part of the Town of Gravenhurst

**G. ELECTION ADMINISTRATION**

**Clerk's Authority**

The Clerk is responsible for facilitating the 2022 Municipal Election through the establishment of rules and procedures. The Clerk may appoint, in writing, election officials to assist in the administration of the election process with duties including but not limited to:

- Revising the Voters' List;
- Receiving Nomination Papers;
- Administering Oaths;
- Assisting electors with internet voting at the Municipal Office and other locations (kiosks) as determined by the Clerk;
- Assisting in the conduct, supervision and management of the Internet and Telephone Voting procedures; and,
- Assisting the Clerk and other Election Officials as required.

The Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and, in the Clerk's opinion, is necessary or desirable for conducting the election.

The Clerk at any time has the right to amend this document to facilitate the voting process and security.

The Clerk's ruling on any interpretation of this document is final.

## **Secrecy**

All election officials shall take an oath of secrecy and be appointed by the Clerk as per the Appointment Oath of Election Officials. Complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.

## **Public Notice**

Notice of Nominations will be posted a minimum of one time prior to Nomination Day in the Gravenhurst Banner and on the municipal website. The Notice of Nomination for Office for School Board Trustees shall also be available in French. In the event of the need for an additional notice after the close of nominations, this public notice will be published electronically.

The Clerk shall give notice of the election (if one is required) as soon after Nomination Day as possible which will include a list those candidates with certified nominations for each office. The notice shall be advertised a minimum of one time in the Gravenhurst Banner and on the Town of Gravenhurst website.

The Clerk shall also provide notice that describes the method and timelines for the internet and telephone voting process. The notice shall be advertised a minimum of one time in the Gravenhurst Examiner and on the Town of Gravenhurst website.

## **H. ACCESSIBILITY**

The Town of Gravenhurst is committed to ensuring that all qualified electors have the opportunity to vote. The use of Internet and Telephone Voting provides the most accessible access to the electoral process as it eliminates the need for electors to attend a polling station and provides for an extended period of time to participate in the election process. Any questions or comments regarding accessibility should be directed to the Clerk.

The Clerk shall ensure that the election help centre is accessible to electors with disabilities. At the discretion of the Clerk, special requests may be considered for an election official to travel to a location with a mobile voting kiosk (i.e. laptop, tablet) to assist electors who require accommodations.

The Clerk is required to prepare a plan regarding the identification, removal, and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public in advance of the voting period. The Clerk is also required to provide a follow-up report to the public within 90 days after the election.

## **I. ELECTION DAY**

Prior to the activation of the system on October 17, 2022, at 10:00 a.m., the Clerk and those candidates/scrutineers in attendance shall confirm that content on the Zero Report (all applicable candidates listed, zero votes recorded). Candidates or their scrutineer in attendance will be asked to sign the Activation of the Voting System that attests to this fact.

## **Results of Election**

The Clerk, at 8:00 p.m. on October 24, 2022, shall arrange for the close and deactivation of the voting system. The Clerk shall then produce the results report (MEA, Section 55). The Clerk and the Deputy Returning Officer shall sign the report indicating the unofficial results and votes cast.

As soon as possible after Voting Day, the Clerk shall declare the candidates elected as a result of the election, and certify the results of the election.

Form - Declaration of Elected Candidates

Form - Certificate of Election Results

## Recount

In accordance with the Section 56 of the MEA, a recount shall be conducted in the same manner as the original count. Only a judge may provide that a recount be held in a different manner than the original count.

A recount will be permitted under the following circumstances, as included within the MEA:

- Where the counting of ballots resulted in a tie vote and one candidate will not be elected
- Where a municipality, local board or Minister of Municipal Affairs and Housing has passed a resolution to order a recount; or
- Where an electors' request has been granted by the Superior Court of Justice.

## Emergency Situations

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

Form – Emergency Declaration

## J. POST ELECTION

### Financial Statements

Candidates and Third Party Advertisers are required to submit completed financial statements of campaign expenses using the prescribed forms to the Clerk. Completed statements are required to be submitted to the Clerk by March 31, 2023.

There are penalty provisions in the MEA that are applicable to candidates who fail to meet the disclosure and reporting requirements. If a candidate fails to pay over a surplus to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for or to be appointed to any office in Ontario until the next regular election. A candidate will be permitted to resubmit financial statements to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a candidate does not file their financial statement on time and is willing to pay a \$500 late filing fee, the candidate will be provided an additional 30-day grace period to file the financial statement. A candidate exercising this option will not be refunded their nomination filing fee.

In accordance with the MEA, the Clerk shall, before Voting Day, notify all candidates of the penalties under subsection 88.23 (2) and 92(1) related to election campaign finances.

Form – Notice of Penalties under Subsection 88.23 (2) and 92(1)

### Clerk's Responsibility to Review Financial Statements

The Clerk will be required to review all of the financial statements received and identify whether any contributor appears to have exceeded any of the contribution limits. The Clerk will be required to report to the Compliance Audit Committee as soon as possible after the filing deadline regarding contributions made to candidates and third party advertisers in excess of the established limits. Within 30 days of receiving the report, the Compliance Audit Committee must consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

### Clerk's Report on Financial Statements

As soon as possible after May 1, 2023, the Clerk will be required to provide a report and make it available on the Town's website, setting out all candidates in an election and indicating whether each candidate complied with financial reporting requirements.

## Disposition of Records

After one-hundred and twenty (120) days from declaring the results of the election (subject to a Judge's order or recount proceedings), the Clerk shall authorize the destruction of the applicable election records and be provided with written confirmation. The Clerk may also destroy all other documents and materials related to the election except those specified under the Act (e.g. financial statements filed by candidates).

All materials destroyed will be listed, and a declaration stating their destruction will be taken and retained on file.

Form - Declaration of Destruction of Record

## K. ELECTION TIMELINES

### Comprehensive Review of 2022 Municipal Election Timelines

DATE(S)	ACTION ITEM
February 15, 20122	<b>MPAC TO PROVIDE POPULATION OF THE ELECTORAL GROUPS (PEG) REPORT NO LATER THAN FEBRUARY 15, 2018</b>
March 1, 2022	<b>PUBLISH NOTICE OF NOMINATION PERIOD (s.32)</b>
March to July 2022	<b>ENUMERATION</b> Conducted by the Municipal Property Assessment Corporation via web application (voterlookup.ca) or telephone 1-866-296-6722.
March 31, 2022	<b>BY-ELECTION</b> No By-Election shall be held to fill an office that becomes vacant after this date.
April 1, 2022	<b>CLERK TO PREPARE INFORMATION PACKAGES FOR CANDIDATES</b> Calculate preliminary maximum campaign expense limit based on the number of electors on the list of nomination date in the 2022 election.
April 4, 2022	<b>SCHOOL BOARD DETERMINATION AND DISTRIBUTION OF TRUSTEES</b> Deadline for school boards to provide Clerk with a copy of the report on determination and distribution of trustees (O.Reg 412/00).
April 5, 2022	<b>CANDIDATE INFORMATION SESSION</b> 6:30 p.m., Zoom Webinar, hosted in partnership with the Ministry of Municipal Affairs and Housing
April 30, 2022	<b>USE OF MUNICIPAL RESOURCES POLICY</b> Last day for municipalities and Local Boards to establish rules and procedures regarding use of municipal resources
May 2, 2022 to August 19, 2022 at 2:00 p.m.	<b>NOMINATION PERIOD</b> Nomination Papers for candidates for the 2022 Municipal Election may be filed during regular business hours. To book an appointment, call 705-687-3412 or email <a href="mailto:election@gravenhurst.ca">election@gravenhurst.ca</a> .
June 1, 2022	<b>PROCEDURES</b> Clerk to establish procedures and forms for use of vote-counting equipment or alternative voting method, s.42 (3) & (4).
May 2, 2022	<b>CLERK TO ADVISE OF PRELIMINARY SPENDING LIMIT ESTIMATE S. 33.01</b> <b>CLERK TO PROVIDE CANDIDATE NOTICE OF PENALTIES RELATED TO CAMPAIGN FINANCES, S. 33.1</b> <b>REGISTRATIONS FOR THIRD PARTY ADVERTISERS COMMENCES</b>

DATE(S)	ACTION ITEM
July/August 2022	<p><b>PRELIMINARY LIST OF ELECTORS (PLE)</b> MPAC to provide Gravenhurst with PLE. Clerk then corrects for errors and prepares Voters List.</p>
July 31, 2022	<p><b>DEFAULT DATE FOR MPAC TO DELIVER PRELIMINARY LIST OF ELECTORS (PLE)</b></p>
August 19, 2022	<p><b>NOMINATION DAY</b> Nomination Papers for candidates for the 2022 Municipal Election may be filed no later than 2:00 p.m.</p> <p><b>WITHDRAWAL OF CANDIDATE</b> Candidates wishing to withdraw nomination must do so no later than 2:00 p.m.</p> <p><b>LAST DAY TO WITHDRAW A QUESTION ON THE BALLOT</b></p>
August 22, 2022	<p><b>CERTIFICATION OF NOMINATION PAPERS</b> Clerk to Certify or Reject nominations no later than 4:00 p.m.</p> <p><b>DECLARE ELECTION / ACCLAMATIONS</b> Clerk to post list of Candidates and Acclamations.</p>
August 24, 2022	<p><b>ADDITIONAL NOMINATIONS (IF NECESSARY)</b> If necessary, additional nominations will be received between 9:00 a.m. and 2:00 p.m.</p>
August 25, 2022	<p><b>ADDITIONAL NOMINATIONS - CERTIFICATION OF NOMINATION PAPERS BEFORE 4:00 PM, S.35(1)2 – ACCLAMATION(S) AFTER 4:00 P.M.</b></p>
	<p><b>CANDIDATE AND THIRD PARTY ADVERTISER INFORMATION SESSION – FINANCIAL STATEMENTS</b> 6:30 p.m., Zoom Webinar</p>
August 31, 2022	<p><b>ALTERNATIVE LAST DAY FOR MPAC TO DELIVER PLE (if agreed to by MPAC and Clerk)</b></p> <p><b>COMPLETE CORRECTIONS TO PLE AND REPRODUCE IT AS THE VOTERS' LIST, S. 23(2)</b></p>
September 1, 2022 To October 24, 2022	<p><b>AMEND VOTERS' LIST</b> Applications (including acceptable identification) may be made to the Clerk to make additions, corrections or deletions of own information to the Voters list.</p>
September 4, 2022	<p><b>VOTERS' LIST</b> Last day for Clerk to reproduce Voters' list and provide to Candidates.</p>
September TBD	<p><b>VOTER REGISTRATION PORTAL AVAILABLE ON TOWN WEBSITE</b> Online module to allow individuals to determine whether they are on the Voters List.</p>
September TBD	<p><b>LAST DATE FOR CHANGES TO VOTERS' LIST FOR INITIAL VOTER INFORMATION LETTER</b> For every Elector who qualified to be on the Voters' List by 12:00 p.m., a VIL will be mailed to the Elector's mailing address as shown on the Voters' List at that time.</p>
September TBD	<p><b>TESTING OF INTERNET/TELEPHONE VOTING SYSTEM</b> Logic and Accuracy testing.</p>
September TBD	<p><b>INTERNET/TELEPHONE BALLOT PROOF</b> Clerk to sign off on ballot proof.</p>

<b>DATE(S)</b>	<b>ACTION ITEM</b>
September TBD	<b>CLERK TO SIGN OFF ON VOTER INFORMATION LETTER</b>
October TBD	<b>VOTER INFORMATION LETTERS PRINTED AND MAILED TO ELECTORS</b>
October TBD to October 24, 2022 at 8:00 p.m.	<b>REPLACEMENT VOTER INFORMATION LETTERS</b> Replacement VILs available for eligible electors who did not receive a kit, misplaced or required amendments.
September 26, 2022	<b>ISSUE CERTIFICATE OF MAXIMUM CAMPAIGN SPENDING LIMITS</b> Clerk to provide Candidates with Certificate of Maximum Campaign Spending Limits.
September 26, 2022	<b>ISSUE INTERIM LIST OF VOTERS' LIST CHANGES TO ELECTORS</b> As per Section 27(1) of the MEA, provide notice of Voters' List changes from September 15, 2022 to September 25, 2022.
September 30, 2022	<b>DEADLINE TO ESTABLISH COMPLIANCE AUDIT COMMITTEE</b> Council must establish a Compliance Audit Committee to process compliance audit applications prior to October 1 in an election year. Term of appointment for committee is the same as the term of office for Council.
October 17, 2022	<b>ZERO REPORT</b> Printing of Zero Report. Candidates and / or scrutineers in audience request to sign off on Report.
October 17, 2022 at 10:00 a.m.	<b>VOTING PERIOD COMMENCES</b>
October 21, 2022	<b>LAST DAY FOR THIRD PARTY ADVERTISERS TO REGISTER</b>
<b>October 24, 2022</b>	<b>VOTING DAY</b> <b>Final day that qualified Electors may cast their vote up to 8:00 p.m.</b>  <b>Unofficial election results will be released after 8:00 p.m.</b>
October 25, 2022	<b>ELECTION RESULTS</b> The Clerk will declare the official election results as soon as possible after Election Day.  <b>RECOUNT</b> In the event of a tied vote a recount must be held within 15 days of the declaration of the results by the Clerk (MEA, Section 56)  A recount on request from Council / Board / Minister received within 30 days of the declaration of results must be held within 15 days of the receipt of the request (MEA Section 57, 58)
November 15, 2022	<b>2022 – 2026 TERM OF OFFICE COMMENCES</b>
November 17, 2022	<b>INAUGURAL COUNCIL MEETING</b> Inaugural Council Meeting (Town of Gravenhurst) for 2022 - 2026 Term of Council. To be held at the Gravenhurst Opera House at 7:00 p.m.
November 23, 24, 25 (TBD)	<b>GRAVENHURST NEW COUNCIL ORIENTATION</b> Held at the Gravenhurst Council Chamber, 3-5 Pineridge Gate, Gravenhurst
November 22, 2022	<b>CLERK TO PROVIDE MPAC WITH THE FINAL LIST OF CHANGES TO THE VOTERS LIST (MEA Section 27(2))</b>
December 31, 2022	<b>CAMPAIGN PERIOD ENDS</b> Deadline for Candidates to provide Clerk with written notification of deficit and continuation of campaign period. This also applies to Third Party Advertisers

DATE(S)	ACTION ITEM
January 31, 2023	<p><b>NOTICE TO CANDIDATES OF FILING REQUIREMENTS</b> The Clerk shall provide notice of all of the filing requirements and of the penalties under subsections 88.23 (2) and 92(1), to every candidate at least 30 days before the filing date. Last day for Notice of the filing requirements for the financial statements covering the reporting period ending December 31, 2018, is February 27, 2019.</p>
January 23, 2023	<p><b>FINAL DAY FOR THE CLERK TO <u>POST</u> A REPORT ON THE IDENTIFICATION, REMOVAL AND PREVENTION OF BARRIERS THAT AFFECT ELECTORS AND CANDIDATES WITH DISABILITIES (MEA Section 12.1 (3))</b></p> <p><b>FINAL DAY FOR AN ELECTOR TO COMMENCE AN APPLICATION FOR CONTROVERTED ELECTION (MEA Section 83)</b> A copy of the application must be provided to the Clerk within 5 days</p>
January 23, 2023	<p><b>LAST DAY FOR APPLICANT TO SERVE A COPY OF “APPLICATION FOR CONTROVERTED ELECTION” TO THE CLERK. (MEA Section 83)</b></p>
February 23, 2023	<p><b>EARLIEST DATE FOR THE DISPOSITION OF ELECTION RECORDS (if result declared October 25 are unchallenged) s. 88 (1). Ballots shall be destroyed.</b></p>
February 27, 2023	<p><b>LAST DAY FOR NOTICE OF THE FILING REQUIREMENTS FOR THE FINANCIAL STATEMENTS COVERING THE REPORTING PERIOD ENDING DECEMBER 31, 2018, s. 88.25(9), 34, 88.23(2), and 92.1.</b></p>
March 31, 2023	<p><b>DEADLINE FOR FILING FINANCIAL STATEMENTS</b> Financial Statements must be filed no later than 2:00 p.m. Documents will be available for public viewing on the Town of Gravenhurst website as soon as possible after the documents are filed.</p>
May 1, 2023	<p><b>LAST DAY FOR CANDIDATE WHO VIOLATED THE DEADLINE FOR FILING THEIR FINANCIAL STATEMENTS, TO FILE ALONG WITH A \$500 FEE TO AVOID PENALTIES.</b></p> <p><b>LAST DAY FOR CLERK TO REVIEW FINANCIAL STATEMENTS AND REPORT ON ANY THAT EXCEEDED THE LIMITS, S.88.34</b></p>
May 2, 2023	<p><b>FIRST DAY THE CLERK SHALL PUBLISH REPORT OF WHICH CANDIDATES COMPLIED WITH s.88.25</b></p>
June 29, 2022	<p><b>LAST DAY FOR AN ELECTOR TO APPLY FOR A COMPLIANCE AUDIT FOR A CANDIDATE OR REGISTERED THIRD PARTY’S INITIAL FINANCIAL STATEMENTS (s. 88.33(3), s. 88.35(3))</b></p>