

Type of Decision									
Meeting Date	Tuesday, November 14, 2017				Report Date	Wednesday, October 18, 2017			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed

## Clerk's - Report #14/11/17/801- ii - Elections Training September 28, 2017

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### **Subject: Summary of Notes from Elections Training**

1. New regulations for 2018, new legislation. All policies need to be reviewed, preferably prior to December 31, 2017.
2. The role and responsibility of carrying out elections is that of the Clerk; even in larger centres where there are other positions above the Clerk – the Clerk is legislated to complete elections. Council is not to be involved in any aspect of an election. Limited impact on policy.
  - a. One instance – recount policy. Must be created by May 1, 2018 and approved by Council.
3. Nomination period begins Tuesday, May 1, 2017.
4. Add elections principles and compliance with into procedures.
5. Know the principles under the act. The procedures created by the Clerk for your municipality are the rules for your community.
6. Need a Compliance Audit Committee again...quasi-judicial, may deliberate in private when making a decision but meetings are to be open to the public. Must be appointed for same term as council. Appoint prior to October 1, 2018.
7. Recommendation to sign declarations on the 1<sup>st</sup> in case of emergency between end of old Council and swearing in of new on the 3<sup>rd</sup>.
8. Need to use prescribed forms from province as are: all others may be modified for municipal use.
9. Declare the entire facility, including the roads and parking lot as election place. Provides more flexibility in emergencies; accessibility, power outages etc.
10. Clerk now able to amend voter's list using general knowledge.
11. Ensure your recount policy is set out – when, where, who can attend etc.

12. 25 names list: form to be provided by province. Will be a public document. Onus on candidate to ensure signatures are those of eligible voters. If Clerk knows that someone isn't, they should ask but the candidate is swearing to the form, not you. Clerk signing off simply is stating that the form is complete, not validating names. Up to candidate.
13. Can have only one registration desk – municipality so small, no need for multiple desks – dros. Have a number of voting stations behind them. All polls at one table. Enforces anonymity of vote.
14. 2 Advance polls – Saturday a.m. and a Thursday evening. Need at least one.
15. Voter's lists, only legislated to provide one. Cost for each after. Ensure they are returned and destroyed.
16. PLE – need to determine why someone wants to see it. Only allowed for voting purposes. Realtors not allowed access for other purposes. As per MPAC, can only be used for purpose which it was created for.
17. Create a brochure – “*New for 2018 Elections*” include key dates, laws etc.
18. Valid electors have to prove that they are eligible. Camps, owners, who is on roll, how long do they stay here – needs to be more than 6 weeks consecutive?
19. Signage, update by-laws to reflect new changes.
20. Only candidates can put up signs without registering as a 3<sup>rd</sup> party and follow specialized rules. Can create add “this sign authorized by candidates name” and ask others to put on their property. Signs to be on private property only. Need to comply with municipal and provincial rules along highway. Update by-law.
21. Cannot spend any money on signage until candidate has filed or a 3<sup>rd</sup> party has properly registered.
22. Consider having a joint candidate information night – Deep River, Laurentian Hills, us.
23. Question on ballot, by-law must be passed by March 31, 2018. May be repealed by July 27, 2018. Response is binding.
24. Clerk is now responsible to review contributions on financial statements to ensure compliance. Now have to review financial statements. Can be delegated – to Treasurer? Have two people review and sign off. New form 7 for 3<sup>rd</sup> party advertisers.
25. Name filed on the nomination form is the name to be used on the ballot. Same format.
26. Voter's list only available on Sept. 4. Only certify applications after July 30.
27. Even if candidates are acclaimed, need to file forms.

### **To Do**

1. Review and Update Elections Procedures to ensure that they comply with new legislation.