



2022 Oshawa Election Guide
Candidates Edition

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Introduction

The City Clerk is responsible for the proper legislative and administrative conduct of municipal elections in Oshawa. In accordance with the *Municipal Elections Act*, 1996, as amended, the Clerk is authorized to establish procedures and provide information to ensure the delivery of election services.

This Guide has been prepared in accordance with this mandate. The Guide provides general information for both candidates and electors concerning the 2022 Municipal Elections in the City of Oshawa. Additional information may be found on the City's Election Website at www.voteoshawa.ca throughout 2022 or by contacting City Clerk Services. This Guide is provided in conjunction with the Municipal Elections 2022 Guide published by the Ministry of Municipal Affairs. Candidates are urged to review the provincial guide carefully as it provides additional information relating to qualifications, financial responsibilities, campaign contributions, campaign expenses, and financial reporting.

It is important to note that the contents of this document are intended only as a guide. Prospective candidates must satisfy themselves through their own determination that they have complied with all legislated requirements to run for election and hold office.

Assistance and Staff Resources

City Clerk Services staff will be pleased to assist you with any questions you may have concerning the 2022 Municipal Election. Contacts include the following:

Adam Foran, Elections Officer 905-436-3311, Ext. 2310
E-mail: AForan@oshawa.ca

Laura Davis, Deputy City Clerk 905-436-3311, Ext. 2475
E-mail: LDavis@oshawa.ca

Mary Medeiros, City Clerk 905-436-3311, Ext. 2239
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Key Dates

Date	Event
<p>Monday, May 2, 2022 to Friday, August 19, 2022 until 2:00 p.m.</p>	<p>Nomination Period</p> <p>Nomination papers may be filed by candidates or an agent commencing May 2, 2022 through to August 19, 2022 at City Clerk Services, 5th Floor, Rundle Tower, 50 Centre Street South, Oshawa. Nominations may be filed from Monday to Friday between the hours of 8:30 a.m. to 4:00 p.m. and on August 19, 2022 between the hours of 9:00 a.m. and 2:00 p.m.</p>
<p>Monday, May 2, 2022 to Tuesday, January 3, 2023</p>	<p>Campaign Period</p> <p>A candidate's campaign period begins from the date they file their nomination paper with the City Clerk and ends January 3, 2023 (unless the candidate withdraws the nomination, the City Clerk rejects the nomination, or the candidate is continuing their campaign to erase a deficit). <u>A candidate must file a nomination paper before any campaign activity is commenced; this includes raising campaign funds or incurring any campaign-related expenses.</u></p>
<p>Friday, August 12, 2022 until Monday, September 12, 2022</p>	<p>Request to Vote by Mail</p> <p>Voters may request to vote by mail beginning on Friday, August 12 until Monday September 12, 2022.</p>
<p>Friday, August 19, 2022 until 2:00 p.m.</p>	<p>Nomination Day</p> <p>Last day for filing nominations. Nominations may be filed between the hours of 9:00 a.m. and 2:00 p.m. at the Office of the City Clerk.</p> <p>Nominations may be withdrawn in writing before 2:00 p.m.</p>

Date	Event
Monday, August 22 to Monday, October 24, 2022	<p>Appointment of Voting Proxies</p> <p>A person may be appointed as a voting proxy for in-person voting. Application to appoint a voting proxy for in-person voting may be made up to and including Voting Day at City Clerk Services.</p>
Thursday, September 1, 2022	<p>Voters' List Available</p> <p>On or before September 1, 2022, the City Clerk will provide the Voters' List to registered candidates. The Voters' List will also be made available to the general public for supervised viewing only.</p>
Thursday, September 1, 2022	<p>Revision Period Begins</p> <p>Eligible voters whose names are not on the Voters' List or where their information is shown incorrectly may be added or have their information amended on the Voters' List by completing an application with City Clerk Services or at the voting place. Application may also be made to remove another elector's name from the Voters' List until Monday, October 24, 2022.</p>
Monday, September 12, 2022	<p>First Day to Erect Election Signs</p> <p>Municipal election signs can be erected, placed, maintained or displayed starting on Monday, September 12, 2022.</p>

Date	Event
Tuesday, September 26, 2022	<p>Certificate of Maximum Permitted Expenses</p> <p>The City Clerk will provide each candidate with a Final Certificate of maximum permitted expenses for their campaign. Candidates cannot exceed this amount (or the amount provided on the Preliminary Certificate of Maximum Permitted Expenses provided to each candidate when they filed their nomination paper, whichever is greater).</p>
Wednesday, September 27, 2022 until October 10, 2022	<p>Vote by Mail – Canada Post Return Option</p> <p>Voters who requested a vote by mail ballot may return their ballot through regular mail via Canada Post. If returning through the mail, voters should ensure they post their pre-paid return envelope prior to October 10 to ensure it is received prior to Voting Day.</p>
Wednesday, September 27, 2022 until 12:00 p.m. October 20, 2022	<p>Vote by Mail – Drop Off Return Option</p> <p>Voters who requested a vote by mail ballot may return their ballot by placing the return envelope in any secure Vote Oshawa drop box at designated locations throughout the City prior to 12:00 p.m. on October 20, 2022.</p>
October 6-8, 11, 13, 15-16, 2022	<p>Advance Voting</p> <p>Advance voting locations will be open throughout the City to allow voters to cast their ballot prior to Voting Day.</p>
Monday, October 24, 2022	<p>Voting Day</p> <p>Voting places open at 10:00 a.m. and close promptly at 8:00 p.m.</p>

Date	Event
Monday, October 31, 2022	<p>Last Day to Remove Election Signs</p> <p>Election signs must be removed on or prior to this date.</p>
Tuesday, November 15, 2022	<p>Term of Office Commences</p> <p>The 4 year Term of Office commences for elected members.</p>
Tuesday, November 15, 2022	<p>Inaugural Meeting of Council</p> <p>Elected members to take the Oath of Office prior to taking their seat.</p>
Tuesday, January 3, 2023	<p>End of Campaign Period</p> <p>This is the end of a candidate's campaign period, unless they withdrew their nomination, the nomination was rejected by the City Clerk or the candidate is continuing their campaign to erase a deficit. Candidates may not raise funds or incur expenditures beyond this day unless they have a deficit and have notified the City Clerk in writing of their intent to extend their campaign period.</p>
Friday, March 31, 2023 until 2:00 p.m.	<p>Deadline for Filing of Financial Statements</p> <p>Final date on which all nominated candidates must file their financial statements. Late filing will be accepted until May 1, 2023 with a \$500 fee. Financial statements are to be filed with the City Clerk, 5th Floor, Rundle Tower, 50 Centre Street South, Oshawa prior to 2:00 p.m. The nomination filing fee will be refunded to the candidate only after the candidate files the financial statement.</p>

Date	Event
Friday, September 29, 2023	Supplementary Filing Date Final date on which all nominated candidates must file their financial statements for the reporting period ending June 30, 2023.

Elected Offices

On October 24, 2022, voters in the City of Oshawa will elect candidates to the following offices:

Position	Number to be elected
Regional Chair	One to be elected by all electors in the Region of Durham.
Mayor	One to be elected by all electors in the City of Oshawa.
Regional and City Councillor	Five to be elected, one from each of the five wards in the City of Oshawa, by electors in the respective wards.
City Councillor	Five to be elected, one from each of the five wards in the City of Oshawa, by electors in the respective wards.
Trustee, Durham District School Board	Three to be elected by all English Public School electors in the City of Oshawa.
Trustee, Durham Catholic District School Board	Two to be elected by all English Catholic School electors in the City of Oshawa.
Conseiller(ère), Conseil scolaire Viamonde	One to be elected by all French Public electors in the areas of the Region of Durham, County of Haliburton, County of Northumberland, County of Peterborough, City of Peterborough, City of Kawartha Lakes and City of Quinte West.
Conseiller(ère), Conseil scolaire catholique MonAvenir	One to be elected by all French Catholic electors in the Regional Municipality of Durham, Counties of Northumberland and Peterborough and Cities of Kawartha Lakes, Peterborough and Quinte West.

Candidate Information

Term of Office

The term of office is four years, beginning November 15, 2022, and ending November 14, 2026.

Remuneration – Mayor and Council

Position	City of Oshawa Effective November 15, 2022	Region of Durham Effective November 15, 2022
Mayor	\$129,910	\$58,275
Regional and City Councillors	\$47,674	\$58,275
City Councillors	\$47,674	

In the City of Oshawa, in addition to the above salaries, the Deputy Mayor and Chairs of Standing Committees of Council receive an additional stipend of \$5,303 annually, and the Vice-Chairs of Standing Committees of Council receive an additional stipend of \$2,652 annually.

At the Region of Durham, in addition to the salary paid by the Region, Committee Chairs also receive an additional stipend of \$6,000.

Municipal Offices

Qualifications

The qualifications to become a candidate for municipal office in the City of Oshawa are established by the *Municipal Act, 2001* and the *Municipal Elections Act, 1996*.

To be eligible as a candidate for municipal office, a person at the time of being nominated must be:

- a Canadian citizen;
- at least 18 years of age;
- a resident in the City of Oshawa or the owner or tenant of land in the City of Oshawa, or the spouse of such owner or tenant; and,
- not disqualified by legislation from holding municipal office.

A person who is qualified to be elected for municipal office may run to represent any ward, regardless of where they may live.

Disqualification

The following persons are not eligible to be elected as a member of council or hold office as a member of a council, except in accordance with section 30 of the *Municipal Elections Act, 1996*;

- an employee of the municipality;
- a person who is not an employee of the municipality but who is the clerk, treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act 2001* or an investigator referred to in subsection 239.2 (1) of the *Municipal Act 2001*;
- a person who is not an employee of the municipality but who holds any administrative position of the municipality, such as a Clerk, Treasurer, etc.;
- a judge of any court;
- a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada; and,
- except in accordance with Part V of the *Public Service of Ontario Act, 2006* and any regulations made under that Part, a public servant within the meaning of that Act.

A member of the council of a municipality is disqualified from holding office if, at any time during the term of office of that member, they:

- cease to be a Canadian citizen;
- cease to be a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality, in the case of a member of council of a local municipality, or in a lower-tier municipality within the upper-tier municipality, in the case of a member of council of an upper-tier municipality
- are a Senator, a Member of Parliament, or a Member of Provincial Parliament as of the close of nominations on Nomination Day; or
- would be prohibited under this or any other Act from voting in an election for the office of member of council of the municipality if an election was held at that time.

Leave of Absence

An employee of a municipality or local board is eligible to be a candidate for the council or local board that is the employer if they take an unpaid leave of absence beginning as of the day the employee is nominated and ending on Voting Day.

Resignation

A member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada is eligible to be nominated for a municipal office if the person resigns as a member of any of those bodies as of the close of nominations on Nomination Day.

School Board Offices

Qualifications

The qualifications to become a candidate for a school board are established by the *Education Act* and the *Municipal Elections Act, 1996*.

A person is qualified to be elected as a member of a district school board if the person is qualified to vote for members of that district school board and is resident in its area of jurisdiction.

A person who is qualified as set out above to be elected as a member of a district school board is qualified to be elected as a member of that district school board for any geographic area in the district school board's area of jurisdiction, regardless of which positions on that district school board the person may be qualified to vote for.

Disqualification

A person is not qualified to be elected or to act as a member of a district school board if the person is:

- an employee of a district school board or school authority in the Province;
- the Clerk, Treasurer, Deputy Clerk, or Deputy Treasurer of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority;
- a member of the Assembly or of the Senate or House of Commons of Canada; or
- otherwise ineligible or disqualified by legislation.

Leave of Absence

Despite the above disqualifications, the following persons are eligible to be a candidate for or to be elected as a member of a district school board or school authority if they take an unpaid leave of absence, beginning no later than the day the person is nominated and ending on voting day:

- an employee of a district school board or school authority;
- the Clerk, Treasurer, Deputy Clerk or Deputy Treasurer of a municipality or upper-tier municipality, all or part of which is included in the area of jurisdiction of a district school board or school authority.

Resignation

A member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada is eligible to be nominated for a school board office if the person resigns as a member of any of those bodies as of the close of nominations on Nomination Day.

Further Eligibility Requirements

Section 29 (2) of the *Municipal Elections Act, 1996* provides that if a person who has been nominated for an office is nominated for another office to which this Act applies, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed.

Section 30 of the *Municipal Elections Act, 1996* provides additional information and requirements with respect to candidate eligibility for all elected offices. **It is the candidate's responsibility to ensure that they are qualified to be nominated for and hold office.**

Nominations

Nomination Package

Nomination packages can be obtained from Service Oshawa or on the City's Election Website at www.voteoshawa.ca. The nomination package contains all required forms and information to assist potential candidates. In addition, City Clerk Services election staff can answer any questions or assist with other election matters. Nomination forms, notices and other resources can be found on the City's Election Website at www.voteoshawa.ca as they become available.

Nomination documents are public records and are available for inspection by the public at City Clerk Services.

Nomination Period

The nomination period commences on Monday, May 2, 2022 and continues until **Nomination Day, Friday, August 19, 2022**. Nominations may be filed at City Clerk Services, 5th Floor, Rundle Tower, City Hall, 50 Centre Street South between the hours of 8:30 a.m. and 4:00 p.m. Monday to Friday. **Nominations may be filed on Nomination Day at City Clerk Services between the hours of 9:00 a.m. and 2:00 p.m.**

Nomination Forms and Fee

Candidates must file their nomination on the prescribed nomination form. At the time of filing, each candidate must pay the prescribed nomination fee (\$200.00 for Mayor and \$100.00 for all other offices) by cash, debit, credit, certified cheque or money order payable to the City of Oshawa. This filing fee will be refunded if the documents required under Section 88.25 (1) are filed on or before 2:00 p.m. on March 31, 2023. Nomination forms and related information are part of the nomination package available at Service Oshawa or on the City's Election Website at www.voteoshawa.ca.

Filing the Nomination Form

Either the candidate or an agent of the candidate must file the nomination form in person. **Faxed, mailed or emailed nomination forms are not accepted.** An agent filing the nomination paper on behalf of a candidate must provide written authorization, signed by the candidate, appointing the individual to act on their behalf. The City's Agent Authorization Form is available for this purpose.

It is preferred that interested candidates book an appointment to register by contacting City Clerk Services at clerks@oshawa.ca or by telephone at 905-436-3311.

Nomination papers submitted by candidates running in the 2022 Municipal Elections must be endorsed by at least 25 qualified persons. A nomination paper lacking 25 signatures cannot be accepted by the City Clerk. A qualified person is someone who is eligible to vote if an election was to be held on the day the person endorsed the nomination paper. It is the candidate's responsibility to ensure that these individuals are qualified.

All candidates, or an agent filing on behalf of the candidate shall be required to provide the following identification when registering:

- One piece of valid, original identification containing the candidate's name, photograph, qualifying address and signature; or

- Two pieces of valid, original identification, the first containing the candidate's name, photograph and signature, and the second containing the candidate's name and qualifying address.

Failure to provide the necessary identification will prohibit City Clerk Services from accepting the nomination form.

Campaign Period

A candidate's campaign period commences on the day they file a nomination with the City Clerk and ends on January 3, 2023. A candidate must file a nomination paper before any campaign activity is commenced; this includes raising campaign funds or incurring campaign expenses.

Withdrawal of Nomination

A candidate who wishes to withdraw their nomination must notify the City Clerk in writing before 2:00 p.m. on Friday, August 19, 2022. A withdrawal of nomination form is included in the Candidate's Information Package and can also be obtained from the City's Election Website at www.voteoshawa.ca.

Either the candidate or an agent of the candidate must file a complete and accurate withdrawal form in person. The candidate or agent, as the case may be, must provide identification containing their signature at the time of filing the withdrawal. In addition, if an agent is filing the withdrawal on behalf of a candidate, the candidate must also provide the agent with a signed letter to give to the City Clerk authorizing the agent to file the withdrawal. The candidate is still required to submit a financial statement covering all financial transactions up to the time of the withdrawal.

Candidate Certification

Certification of candidate nomination forms will occur **prior to 4:00 p.m. on Monday, August 22, 2022**. Once a candidate is certified, their name will be placed on the ballot unless the candidate's name is removed by Court order.

Campaign Activities

Election Signs

Municipal election signs can be erected, placed, maintained or displayed **starting on Monday, September 12, 2022 and must be removed on or before October 31, 2022**.

Candidates are responsible for maintaining their election signs in the proper condition. This includes replacing signs that have fallen over or are damaged. Removing election signs, damaging them, or knocking them over are crimes of mischief under the Criminal Code. Anyone unlawfully caught with an election sign may be charged with possession of stolen property.

Copies of the City of Oshawa's Election Sign By-Law and Region of Durham's Election Sign By-Law are included in the Candidate's Information Package and available on the City's Election website at www.voteoshawa.ca.

Media Advertising and Promotion

Once a candidate has filed their nomination, there are no restrictions on when or through what media a candidate may or may not advertise. The Canadian Radio-Television and Telecommunications Commission (CRTC) has guidelines that broadcasters must follow to ensure that candidates have equal access to coverage. In addition the CRTC has now established an exemption for Municipal Election Candidates and those campaigning on their behalf from the National Do Not Call List.

Candidates are required to provide the following information to the 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.

All registered candidates have the ability to have their names and other authorized contact information posted on the City's Election Website.

Third Party Advertisers

Individuals, corporations or trade unions who wish to advertise on behalf of a candidate must register with the City Clerk. During the restricted advertising period (May 2 – October 24, 2022) third party advertisers are required to comply with legislation regarding advertising and promotion. Registrations to become a third party advertiser may be filed during business hours between May 2, 2022 and October 21, 2022.

If a third party advertiser chooses to run as a candidate they will cease to become a third party advertiser once nomination papers are filed with the City Clerk. Any advertising or promotions that were incurred by the third party advertiser must be removed.

Further information on Third Party Advertising requirements may be found in the City's 2022 Municipal Elections Guide – Third Party Advertisers located on the Election Website (www.voteoshawa.ca).

Access to Rented Premises and Condominiums

In accordance with Section 88.1, no person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate or their representative from campaigning between 9 a.m. and 9 p.m. at the doors to the apartments, units or houses, as the case may be.

Despite these legislative provisions, candidates may experience difficulty in gaining access to certain premises. If this occurs, candidates should contact the owner of the rental building or the board of directors of the condominium and request that their staff adhere to the legislative right of candidates to have access to these buildings for canvassing purposes.

Copy of the Voters' List

The Voters' List will be made available on or before **September 1, 2022**. The Voters' List contains the names of the all voters entitled to vote for the office for which the candidate is running and may only be used for electoral purposes. Copies of the list may not be sold or shared with other individuals for non-election purposes. One copy of the Voters' List will be distributed to Candidates free of charge in either electronic format on USB or in print on paper. Additional copies may be purchased at a charge of:

- \$20.00 for each additional electronic copy of the Voters' List for the respective Ward on USB;
- \$20.00 for each additional printed copy of the Voters' List for the respective ward;
- \$100.00 for each additional printed copy of the Voters' List for candidates running for the Office of the Mayor

Scrutineers

A candidate may appoint scrutineers to represent them during voting and at the counting of votes, including a recount. The appointment of a scrutineer by a candidate shall be in writing. A scrutineer shall, on request, show proof of their appointment to the election official in charge of a voting place or of a place where votes are being counted.

Voter Information

Voters' List

The Municipal Property Assessment Corporation (M.P.A.C.) prepares a Preliminary List of Electors (P.L.E.) for the City of Oshawa. The City Clerk reviews the list and corrects any obvious errors. The list then becomes the Voters' List for the City of Oshawa and contains the names, addresses and school support of each person who is qualified to vote in the City of Oshawa.

Copies of the Voters' List are made available for supervised viewing at the following locations, during normal office hours, beginning September 1, 2022:

- Service Oshawa – 1st Floor, City Hall, 50 Centre Street South;
- City Clerk Services – 5th Floor, City Hall, 50 Centre Street South;

In addition to the above locations, voters may also check to see if they are on the Voters' List by using the **Voter Look-up** located on the City's Election Website.

Adding or Revising a Person's Information on the Voters' List

Voters may add their name to the Voters' List through the Voterview application. Specific procedures will be developed and posted to the City's Election Website when available.

Removing a Person from the Voters' List

Beginning Thursday, September 1, 2022 and ending on October 24, 2022 a person may make application to the City Clerk requesting that another person's name be removed from the Voters' List. Specific procedures will be developed and posted to the City's Election Website when available.

Voter Qualifications – Municipal Office

A person is entitled to be an elector for a municipal office held in the City of Oshawa if on Voting Day, they,

- are a Canadian citizen;
- are at least 18 years old;
- reside in the City of Oshawa or is the owner or tenant of land in the City of Oshawa, or the spouse of such owner or tenant; and,
- are not prohibited from voting by law.

Voter Qualifications – Regional Chair

A person is entitled to be an elector for the Regional Chair if on Voting Day, they,

- are a Canadian citizen;
- are at least 18 years old;
- reside in the Region of Durham or is the owner or tenant of land in the Region of Durham, or the spouse of such owner or tenant; and,
- have not already cast a vote for the Regional Chair; and,
- are not prohibited from voting by law.

Voter Qualifications – School Board Office

A person is qualified to vote for a member of a district board if, on Voting Day, they:

- are a Canadian citizen;
- are at least 18 years of age;
- reside in the City of Oshawa or is an owner or tenant of residential property in the City of Oshawa or who is the spouse of that person;
- are a supporter of the district school board ; and,
- are not prohibited from voting by law.

Prohibited from Voting

The following are prohibited from voting:

- a person who is serving a sentence of imprisonment in a penal or correctional institution;
- a corporation;
- persons acting as executor or trustee or in any other representative capacity, except as a voting proxy; and,
- persons convicted of a corrupt practice for an election if Voting Day in the current election is less than five years after Voting Day in the election in respect of which they were convicted.

Voter Notification

All electors on the Voters' List will be advised of the date, time and place at which to vote. This applies to all advance voting dates and locations. Voter Notification Cards will be mailed prior to the first advanced voting date. Voters should take this card, along with their identification, with them to the Voting Place as it contains information that will assist election staff in the voting process. If a voter forgets their Voter Notification Card, they can still receive a ballot by producing the proper identification. The Voter Notification Card does not take the place of proper identification at the Voting Place. Voters who do not receive a Voter Notification Card should contact City Clerk Services.

Vote-by-Mail on-Request

Requesting to Vote by Mail (VbM)

Eligible voters can request a VbM package online, in-person or over the phone. Voters must request the VbM package prior to a date specified by the City Clerk, otherwise they may vote in-person. Only the voter may request a VbM package. Candidates and third party advertisers cannot request VbM packages on behalf of voters.

City Staff, designated as Election Officials, will review requests by voters to VbM. If the voter is found on the voters' list and all the voter's details are correct, the voter's request will be approved and a package mailed to them. If the voter requests the VbM package over the phone, they will be instructed to include a scanned copy of their identification in their return envelope. If the voter requests the VbM package over the internet they will be required to upload a photo of their identification through the City's online secure portal for review by Election Officials.

If the voter's information is incorrect or they are not on the list, the voter will be directed to add or update their information on the voters' list. Voters requesting a VbM package who must add or update their information on the voters' list, will be provided with a VbM package provided they make the correction prior to the date specified by the City Clerk. Election Officials will note on the voters' list when a voter has been sent a VbM package to ensure that a duplicate vote is not cast in-person. City Clerk Services will contact each voter that has been sent a VbM package to ensure receipt and provide additional information as needed.

Casting a Vote by Mail

VbM packages will be sent in batches on dates determined by the City Clerk to voters who have had their requests approved. Each package will include instructions and dates for the voter to successfully cast their ballot.

To vote, the voter will mark the ballot for their preferred candidate and:

1. Place the marked ballot in the blank secrecy envelope and seal the envelope;
2. Sign the declaration form; and,

3. Place the signed declaration form and sealed secrecy envelope into the pre-paid return envelope and seal the return envelope.

The voter will return their completed VbM package by either:

- a) Placing the pre-paid return envelope in any Canada Post mailbox prior to October 10, 2022 to ensure it is received prior to Voting Day; or
- b) Placing the return envelope in a secure ballot drop box located at one of the six designated City-owned facilities before 12:00 noon on October 20, 2022.

Only the elector may return a completed mail-in voting package. Candidates and third party advertisers cannot collect or return completed mail-in voting packages on behalf of electors.

Additional communication will be sent to voters who have requested VbM ballots reminding of the deadlines for returning VbM envelopes in order to ensure ballots are received by the City prior to the deadline. Late ballots will not be counted.

Processing Ballot Return Envelopes

Mailed return envelopes will be addressed to the City Clerk and delivered by Canada Post to City Hall. The return envelopes are coloured yellow and clearly marked. As the mailed return envelopes are received, City Staff will separate them into a secure drop box. On a daily basis, a City Staff member designated as an Election Official in the presence of an additional City Staff member designated as an Election Official will collect the return envelopes from the secured and monitored drop box and move them to a secure storage location in City Hall as designated by the City Clerk.

A form including the location, date and time, names of personnel, and number of envelopes received will be completed for each transfer of mailed return envelopes to the secure storage location. In addition, collections will be witnessed by Corporate Security Services, being an independent third party.

On a daily basis, a City Staff members designated as an Election Officials in the presence of Corporate Security will collect return envelopes that have been deposited into secured and monitored ballot drop boxes located in one of the six designated City-owned facilities (Delpark Homes Centre, Northview Community Centre, Donovan Recreation Complex, Civic Recreation Complex, South Oshawa Community Centre and City Hall). The Election Officials will transfer the collected envelopes to a sealed ballot box and deliver the box to the secure storage location in City Hall as designated by the City Clerk for storage. A form including the location, date and time, personnel, and number of envelopes received will be completed for every transfer of return envelopes from each drop box location to the secure storage location.

On dates pre-determined by the City Clerk, designated Election Officials will open the return envelopes. Election Officials will use the declaration form to find the voter on the voters' list. If the voter has not yet voted and their declaration form is signed, the Election Official will cross the voter off and place the package in a secure container marked 'Approved – VbM Packages.' If the voter is marked as having already voted or if the voter has not signed the declaration form, the Election Official will place the package in a secure container marked 'Rejected – VbM Packages' and the ballot will not be counted. When the Election Officials have completed processing the return envelopes, the secure containers and all other election supplies will be returned to secure storage. Candidates or their designated scrutineers may attend on each date determined by the City Clerk where the return envelopes are processed.

Counting Mailed In Ballots

On additional dates predetermined by the City Clerk, designated Election Officials will retrieve the ballot secrecy envelopes from the secure container marked 'Approved – VbM Packages,' open each envelope, and feed each ballot through the vote tabulator. When all ballots have been fed through the vote tabulator, all tabulators, memory cards, ballots, and other election supplies will be returned to secure storage. Candidates or their designated scrutineers may attend on each date determined by the City Clerk where the mailed in ballots are counted. The VbM results will not be accessed or generated until after the close of voting on Voting Day at the City Clerk's designated location. Election results will not be delayed. Results will be available, including the VbM votes, on Voting Day.

Advance Voting Opportunities

A number of advance voting locations will be established to allow voters to cast their ballot prior to Voting Day. Every effort is made to ensure that advance voting locations are set up in different areas of the City to provide equal opportunity for citizens to vote at their convenience, and .. will be provided on weekends and weekdays to further assist voters. A list of the advance voting locations and their operating hours will be provided on the City's Election Website. These locations will also be advertised in local newspapers and included on the Voter Notification Cards mailed to each voter.

Voting by Proxy

A qualified voter who is not able to attend the voting location on Voting Day or an advance voting location to cast their ballot may appoint another person to act as a voting proxy to cast a ballot on their behalf.

The appointment must be done on the prescribed forms available at City Clerk Services and on the City's Election Website. The person being appointed as a proxy will be required to take a statutory declaration before the City Clerk, Deputy City Clerk or designated Commissioner of Oaths at City Hall, 5th Floor, Rundle Tower, 50 Centre

Street South. Once completed, the voting proxy may be exercised at any advance voting location or on Voting Day. On Voting Day the proxy must be exercised at the poll of the person for whom the proxy is voting.

An individual may not act as a voting proxy for more than one other person unless they are:

- a spouse;
- sibling;
- parent;
- child; or
- grandparent or grandchild.

The person acting as a voting proxy is also entitled to vote in their own right at their designated Voting Place.

The appointment of a proxy may only be made after 2:00 p.m. on Nomination Day, August 19, 2022 and expires after Voting Day.

Voting Places on Voting Day, October 24, 2022

The City Clerk establishes a number of voting places within the City. Voting Places are generally distributed in such a way as to reduce the distance voters need to travel in order to cast their ballot. Voting Places will be located in local schools, community centres or other familiar locations that are easily identified and accessible to all voters. All Voting Places open at 10:00 a.m. and close at 8:00 p.m. except for certain Special Voting Places. Voters who have entered the Voting Place prior to 8:00 p.m. will be allowed to vote. No one is allowed to enter the Voting Place after 8:00 p.m.

Special Voting Places

Special Voting Places are established to assist certain citizens who may not be able to travel to a Voting Place to vote. Special Voting Places are typically set up in facilities such as retirement homes. A complete list of Special Voting Places will be determined posted to the City's Election Website when available.

Accessibility

The City of Oshawa is dedicated to providing a barrier-free election for those with disabilities. All voting locations are inspected for access restrictions. The City also uses voting technology that permits persons with disabilities to maintain the secrecy of their vote. In addition, election officials are trained to provide additional assistance to voters if needed at the Voting Place. The Elections Accessibility Plan containing additional details will be provided prior to Voting Day as per the MEA.

Languages/Assistance to Vote

Posters and brochures containing instructions on how to vote are available in all Voting Places. Should a voter require the assistance of an interpreter, the voter must make their own arrangements to provide the interpreter. Candidates and scrutineers are not permitted to serve as an interpreter for a voter. If a voter requires assistance for any reason other than language, the Voting Place staff will be able to provide such assistance. Candidates and scrutineers are not permitted to provide this assistance.

Voting Procedures

The Oshawa Use of Alternative Voting Methods Procedures will be released prior to June 1, 2022 as per the MEA.

Election Results

After the close of the Voting Places at 8:00 p.m. on Voting Day, the results of the votes tabulated at each Voting Place are validated at City Hall then posted at the City's Election Results Centre and on the City's Election Website.

As soon as possible following Voting Day, the City Clerk will declare the candidate or candidates having the highest number of votes for each office elected and certify the results as official.

Financial Responsibilities

Candidates must adhere to a number of requirements with respect to raising campaign funds and incurring campaign expenses. The requirements are set out in the *Municipal Elections Act, 1996*. **All candidates**, including those not elected, those who withdraw their nomination and those whose nomination is rejected by the City Clerk, must disclose and report their contributions and expenses, using the prescribed Form 4 (Financial Statement – Auditor's Report), no later than **2:00 p.m. on March 31, 2023**.

If the candidate has a deficit at the time the election campaign period would otherwise end they may notify the City Clerk on or before January 3, 2023, to extend the campaign period. Notification must be received in writing using the Notice of Extension of Campaign Form – Form 6. The campaign may be extended until June 30, 2023. A second financial statement that includes the information from the primary statement as well as financial information from the extended campaign must be filed with the Clerk by 2:00 p.m. on September 29, 2023.

If the candidate's campaign has a surplus after they have refunded contributions made to themselves or a spouse, the candidate must pay the remaining surplus to the City Clerk when filing their financial statement. The surplus will be held in trust and may be used if the candidate incurs expenses related to a compliance audit. If not needed for this purpose it becomes the property of the municipality or the school board.

Candidates should consult the 2022 Candidates' Guide for Ontario Municipal Council and School Board Elections published by the Province of Ontario for detailed information relating to financial responsibilities, campaign contributions, campaign expenses, and financial reporting.

Additional Information

City of Oshawa – Maps

Registered candidates will be provided with one large wall map free of charge. Candidates running for the position of Mayor will receive a map of Oshawa, while candidates running to represent a ward will receive a map of that ward. Additional copies of wall maps can be purchased for \$15.00 each (Ward Map) and \$30.00 each (City Map) at:

Service Oshawa
City of Oshawa
50 Centre Street South
5th Floor
Oshawa, ON L1H 3Z7
905-436-3311 or toll free 1-800-667-4292
service@oshawa.ca

City of Oshawa – Election Website

The City of Oshawa's Election Website is continuously updated to reflect the most recent developments and information. Visit the site for an up-to-date list of candidates and other important messages or events throughout the election year.

www.voteoshawa.ca.

City of Oshawa – City Clerk Services

City Clerk Services is located at City Hall on the 5th Floor, Rundle Tower, 50 Centre Street South, Oshawa. City Clerk Services staff can answer questions you may have about running for office or the election in general. See Section 2 for additional contact information.

Ministry of Municipal Affairs and Housing – Election Website

This website contains information about municipal elections as well as the Province of Ontario 2022 Municipal Elections Candidates Guide. This guide details a number of the requirements candidates must adhere to when running for office.

www.ontario.ca/page/municipal-elections

Municipal World – Publications

Municipal World provides a number of publications to assist candidates with their election activities. Publications include: Candidates and Electors, Guide to Good Municipal Governance, How To Campaign for Municipal Elected Office, Municipal Election Law, Run & Win: A Guide to Succeeding in Municipal Elections.

Municipal World Inc.

42860 Sparta Line
Union, ON
N0L 2L0
1-888-368-6125

www.municipalworld.com

Service Ontario – e-Laws

This website contains all current statutes including the *Municipal Act*, *Education Act* and *Municipal Elections Act*.

<https://www.ontario.ca/laws>

Association of Municipalities Ontario

A non-profit association representing Ontario's municipalities whose website contains information, training, and other resources for the municipal election.

www.amo.on.ca