



# 2022 Municipal Election Procedures

### ***Municipal Elections Act***

These procedures provide reference to the Act and a plain language summary of municipal election rules for understanding and convenient reference only.

Candidates and Third Party Advertisers are encouraged to read and understand the Act, available at [www.ontario.ca/laws](http://www.ontario.ca/laws), and obtain professional legal or accounting advice for questions of interpretation and application.

### ***Language and Time***

Procedures and forms will be provided in English only. Any reference to a time means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.

### ***Questions***

Questions about these procedures can be addressed to the Clerk.

Phone: 807-625-2230

TTY: 807-622-2225

Email: [CityClerk@thunderbay.ca](mailto:CityClerk@thunderbay.ca)

### ***Election Principles***

The Clerk is committed to conducting an election that upholds the following election principles:

- the secrecy and confidentiality of the individual votes 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; and
- voters and candidates should be treated fairly and consistently within a municipality.
- a proper majority vote decides the election by ensuring, so far as reasonably possible, that valid votes be counted and invalid votes be rejected.

### ***Procedures Subject to Change***

These procedures are subject to change by the Clerk for any reason including clarification or interpretation and changes to the Act, regulations or forms.

The Clerk will summarize changes to these procedures, post updated procedures online and email all certified candidates and Third Party Advertisers.

### ***Certify Procedures***

As Clerk of the Corporation of the City of Thunder Bay for the municipal elections, I do hereby certify the following procedures for conducting the 2022 Municipal & School Board Elections and also certify the forms as listed being those permitted to be used during this election process.



Krista Power  
City Clerk

June 1, 2022

Date

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		SOP Name	Definitions
		SOP Number	OCC-03-01
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

The definitions outlined in this procedure are relevant to a municipal election in Ontario and are to be applied to all procedures approved by the Office of the City Clerk.

## Procedure

Act or “*Municipal Elections Act, 1996*” – the Municipal Elections Act, S.O. 1996 c. 32, as amended.

Advance Voting Period – the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.

Alternate Voting Methods – authorized by by-law to use vote counting equipment or an alternate means other than in person such as telephone or internet voting. By-law 118-1996 authorizes the use of vote tabulators in the City of Thunder Bay and By-law 30-2017 authorizes the use of alternate methods of voting.

Ballot – a card, paper or an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes.

Candidate – a person who has submitted their nomination form under Section 33 of the Act, whether they be an incumbent member of Council or a member of the public.

Certified Candidate – a Candidate whose nomination has been certified by the Clerk under Section 35 of the Act.

Clerk or City Clerk – the Clerk of the Corporation of the City of Thunder Bay who is responsible for conducting this election under the authority of the Act.

Corporate Resource – any service, equipment or financial aid provided by the Corporation of the City of Thunder Bay. Including but not limited to staff of the municipality, communication devices and supporting technology, telephone lines and associated numbers and municipal budgets.

Election – includes any and all general Municipal Election or by-election that may be conducted to fill seats on City Council.

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		SOP Number	OCC-03-01
		Effective Date	June 1, 2022
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Election Official – any Election Staff bearing the authority to make a decision on a matter based on their assigned role as authorized by the Clerk in an election. The term “Election Official” includes but is not limited to the following: Deputy Returning Officer, Managing Deputy Returning Officer, Revision Officer, and Poll Clerk.

Election Staff – any individual that is assigned a role and/or responsibilities by the Clerk in an election.

Elector/Voter – an individual eligible to vote in an election for the City of Thunder Bay. The terms Voter and Elector have the same definition and will be used interchangeably.

Emergency Measures – the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.

Internet/Online Voting – the means for which an elector can cast their ballot through an established process on the internet. Internet voting will be available on the first Advance Voting Day and end at 8pm on Voting Day or upon close of the last poll on Voting Day (whichever is earlier).

Official Results – The Clerk, shall as soon as possible after Voting Day, declare the candidate or candidates who received the highest number of votes to be elected.

Personal Identification Number (PIN) – a unique multiple digit number assigned to each elector to provide security for access to the voting system.

Preliminary List of Electors (PLE) – a list of electors compiled by the Municipal Property Assessment Corporation for an election in the City of Thunder Bay.

Proof of Identification – the proof of identity and residence as prescribed by in O. Reg. 304/13 of the Act. Refer to OC-03-09 for complete list of acceptable identifications.

Recount – the process required to recount votes cast in an Election. Refer to procedure OCC-03-12.

Registered Third Party Advertiser – an individual, corporation or trade union that is registered under section 88.6 of the Act.

Restricted Period for Third Party Advertisements – the period described in subsection 88.4 (2) of the Act.

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		SOP Number	OCC-03-01
		Effective Date	June 1, 2022
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Revision Period – the time in which a person may submit an application for revision of the Voters List. This period begins September 1 until the close of voting on Voting Day.

Scrutineer – a Candidate or a person appointed by a Candidate to oversee the voting and the counting of votes, including a recount. Refer to procedure OCC-03-13.

Tabulator - a device or piece of equipment that optically/digitally scans the complete ballot to read the votes in the designated areas and store the results to a memory card for later processing.

Third Party Advertisement – an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate or a “yes” or “no” answer to a question referred to in subsection 8 (1), (2), or (3) of the Act.

Time/Clock – the time as indicated on the wall clock located in the Office of the City Clerk, City Hall – 1<sup>st</sup> Floor.

Unofficial Results – votes recorded at the close of polls on Voting Day that have not yet been certified by the Clerk.

Voting Day – the final day on which Ballots may be cast in an election in the City of Thunder Bay. The hours required for in-person voting at Voting Locations on Voting Day are 10am-8pm.

Voter Information Letter – a letter mailed directly to an Elector's address that provides information necessary for the elector to exercise their right to vote in person or online.

Voters List – the list of eligible Electors for all races in an election in the City of Thunder Bay.

Voting Location – the designated location, both convenient and accessible to the electors, for the purpose of casting a ballot in person on an Advance Voting Day or Voting Day.

Voting Period – the time during which Electors may cast Ballots in person or by using internet voting. The Voting period begins the first day of Advance Voting and ends on Voting Day.

Voting Proxy – a person appointed by a Voter to register their vote on their behalf. All proxies must be an eligible Voter and be registered with the Clerk.

		SOP Name	Authority
		SOP Number	OCC-03-02
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

This procedure outlines the authority prescribed to a municipality in Ontario relating to a municipal election.

## Procedure

Subsection 11 (2) of the *Municipal Elections Act, 1996*, states that the Clerk of a local municipality is responsible for conducting elections within that municipality, which includes responsibility for:

- (a) preparing for the election;*
- (b) preparing for and conducting a recount in the election;*
- (c) maintaining peace and order in connection with the election; and*
- (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).*

With respect to the duties and authority of a municipal clerk, Section 12 (1) of the *Municipal Elections Act, 1996*, further states as follows:

- 12. (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,*
- (a) is not otherwise provided for in an Act or regulation; and*
  - (b) in the clerk's opinion, is necessary or desirable for conducting the election. 1996, c. 32, Sched., s. 12 (1).*

The power conferred by Section 12 (1) includes the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use. It also includes the power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications or of any other matter.

Section 13 of the *Municipal Elections Act, 1996*, further states as follows:

- (1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be. 1996, c. 32, Sched., s. 13 (1).*
- (2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act. 1996, c. 32, Sched., s. 13 (2).*

Subsection 42 (4) also states that:

		SOP Name	Authority
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*2. The procedures and forms, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.*

*The Municipal Elections Act, 1996, Section 53, also provides that the clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act and provides the authority to the clerk to make arrangements for the proper conduct of the election. Any arrangements made by the clerk, if they are consistent with the principles of the *Municipal Elections Act, 1996*, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.*

## References

*Municipal Elections Act*  
OCC-03-14 Emergency Measures

## Definitions

Act  
Alternate Voting Methods  
Clerk  
Emergency Measures  
Voter Information Letter  
Voting Proxy



		SOP Name	Delegated Authority
		SOP Number	OCC-03-03
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

**Procedure Statement**

The *Municipal Elections Act*, 1996, allows for the Clerk to appoint and delegate authority to Election Officials.

**Procedure**

The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Location.

The Clerk may appoint other Election Officials in addition to DRO’s. The Clerk determines what instruction and training is provided to Election Officials. The Clerk may delegate, in writing, any of the Clerk’s powers and duties; however, the Clerk may continue to exercise the delegated powers and authorities, despite delegation.

To delegate duties to Election Officials, the Clerk shall complete the applicable forms EL10-CTB Appointment and Oath of Deputy Returning Officer and EL11-CTB – Appointment and Oath of an Election Official. Form EL11-CTB will be amended as required for election staff.

**References**

*Municipal Elections Act*, section 15

**Definitions**

- Clerk
- Election Official
- Voting Location

		SOP Name	Notice of Election
		SOP Number	OCC-03-04
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

The Clerk, pursuant to section 13(1) of the Act is required to give notice of the election in a form and manner and at a time that the Clerk considers adequate.

## Procedure

The Clerk shall notify electors of the following through the use of newspaper advertisements, social media, the City’s website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate:

- That a municipal election is being held in Thunder Bay and that the municipality has adopted an alternative voting method.
- The times and dates of the voting period, as well as in-person voting assistance opportunities and special polls.
- Who is eligible to vote in the municipal election.
- Information regarding the Election Help Line and how eligible voters can check to see if their name is on the Voters’ List or if their information is correct.
- The offices for which persons may be nominated and the nomination procedure.
- The opportunity to register as a Third Party Advertiser and the registration procedure.

The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the Act.

## Reference

*Municipal Elections Act, section 13(1)*

## Definitions

Clerk

Third Party Advertiser

Voter

Voters List

Voting Period

		SOP Name	Nomination Process
		SOP Number	OCC-03-05
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

This procedure outlines the process for submitting a nomination during the Nomination Period.

## Procedure

### *Nomination Period/Day*

The Nomination Period/Day changes for every municipal election.

Nomination Day for 2022 Municipal Election is August 19, 2022

Nomination Period for 2022 Municipal Election is May 2, 2022 – August 18, 2022.

Nominations can be filed at the Office of the City Clerk during regular business hours during the Nomination Period. On Nomination Day, nominations may be filed between 9am and 2pm. If a person is present at the Office of the City Clerk on Nomination Day at 2pm. Section 33(4.1) provides that they may file their nomination. The time clock used to determine 2pm shall be the clock in the City Hall – Office of the City Clerk, 1<sup>st</sup> Floor office.

### *Nomination Papers*

Nomination packages will be available at City Hall – Office of the City Clerk on April 6, 2022 and online at [tbayvotes.ca](http://tbayvotes.ca).

Candidates are required to submit the following forms:

- Form 1 – Nomination Paper
- Form 2 – Endorsement of Nomination (Mayor and Councillor only)
- Form EL80-CTB – Declaration of Full Legal Name
- EL18A-CTB – Declaration of Qualifications (Mayor and Councillor)
- EL18B-CTB – Declaration of Qualifications (School Board)
- EL81-CTB – Consent to Release Personal Information

Following the filing of a nomination paper, the Candidate will receive a candidate’s information package of material as per the Clerk’s discretion, including a certificate of maximum campaign expenses and a certificate of maximum self-funding campaign contributions.

### *Filing Fee*

The filing fee is \$200 for Mayor and \$100 for all other positions.

		SOP Name	Nomination Process
		SOP Number	OCC-03-05
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The filing fee must be paid at the time of filing nominations. Accepted forms of payment are cash, debit, certified cheque, bank draft or money order. Credit cards and personal cheques will not be accepted.

***Withdrawal of Nomination***

A person may withdraw their nomination by filing a written withdrawal to the Clerk before 2pm on Nomination Day.

***Examination of Nominations***

If satisfied that a person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination by signing the nomination paper. If not satisfied that a person is qualified, the Clerk shall reject the nomination. The Clerk shall provide notice to each person nominated whether their nomination has been certified. The Clerk’s decision is final. Certification of nomination papers will be completed by 4pm on the Monday following Nomination Day.

**Reference**

*Municipal Elections Act, section 31, 33, 35, 36*

**Definitions**

- Clerk
- Candidate
- Nomination Day
- Nomination Period

		SOP Name	Tabulators
		SOP Number	OCC-03-06
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

This procedure provides operational information relating to the vote counting tabulator equipment to be used in the 2022 Municipal and School Board Election.

## Procedure

The City of Thunder Bay will be relying on the use of electronic vote tabulating equipment to process and tabulate the in person votes at each Voting Location on Voting Day and all Advance Voting Days. The Act requires, under section 42, for the Clerk to have a procedure in place for the use of that equipment and to provide that procedure to all candidates who file their nomination papers. Additionally, section 42 of the Act requires that a municipality pass a by-law to approve the use of vote counting equipment. The City of Thunder Bay’s by-law is By-law 118-1996.

The City of Thunder Bay has procured tabulators from Dominion Voting Systems and Elections Ontario for use in the 2022 election.

The following summarizes the procedure provided by Dominion Voting Systems to prepare, start, use, close and power down the tabulator. The Dominion guide is appended to this procedure for reference.

### *Preparing the tabulator*

1. Each tabulator requires two matching memory cards. Tabulators are shipped without memory cards. Memory cards arrive in a separate package – labelled with tabulator specific data on the back side.
2. Each set of memory cards is labelled Card 1 and Card 2. These cards go into the corresponding memory card slots behind the poll worker and administrator doors.
3. Access the memory card slots by gently squeezing the tabs on the outer edge of the door.
4. Insert the memory cards into the corresponding slots, and then close the memory card doors.

### *To set up the audio*

1. Plug printer power cord and printer USB cable into the back of the printer.
2. Connect the USB printer cable to the USB port on the right side of the tabulator.
3. Connect the printer power cord into a standard wall outlet or into a power bar. If plugging into a power bar, ensure that the power bar is powered on.
4. Connect the ATI cable to the Ethernet port on the right side of the tabulator.
5. Connect the ATI cable to the port on the top of the ATI.
6. Connect the headphones to the audio port on the bottom right side of the ATI.
7. The audio equipment is now ready.

		SOP Name	Tabulators
		SOP Number	OCC-03-06
		Effective Date	June 1, 2022
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### ***Starting the tabulator***

1. Plug the AC power adapter into an outlet and into the back of the tabulator.
2. When prompted, apply the Security Key onto the security keypad. Hold firmly until it is accepted and the password screen appears.
3. Enter the password, then press enter.
4. Correct the time and date, if necessary.
5. Select Open Poll.
6. Select zero.
7. The zero tape will begin printing.
8. Select No if you are done printing copies.
9. The tabulator is now ready to accept ballots

### ***Scanning the tabulator***

1. Using the secrecy folder, feed the ballot into the tabulator entry slot face down.
2. When a valid ballot is inserted into the tabulator, the screen will display the message 'casting ballot' following by 'ballot successfully casted.'
3. The 'system ready' screen will reappear and the 'ballots cast' counter at the bottom of the LCD screen will increase by 1.

### ***Close poll and power down***

1. Apply the security key until the administrative menu appears.
2. Select 'close poll.'
3. Enter the password, then press enter.
4. Select yes to close the poll.
5. The results tape will begin printing.
6. Select no if you are done printing copies.
7. Select power down.
8. Select yes to shut down the tabulator.
9. The tabulator will shut down.
10. Unplug the tabulator.

### ***Casting a ballot with the ballot marking device***

1. Insert a blank ballot face down, title first into the printer tray.
2. Hand the ATI to the voter and have them put on the headphones.
3. If the voter wishes to use the right and left paddles or the sip n' puff device, connect the appropriate device to the sip n' puff port on the bottom left hand side of the ATI. If using the sip n' puff device, secure the clamp to the table and insert a disposable straw.

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4. Have the voter put on the headphones with the assistive device of their choice. Bring up the administrative menu using the security key.
5. Select accessible voting and follow on screen instructions.
6. Ballots can still be scanned during an audio session.
7. Once the audio session is complete, a ballot with the voter’s selection will be printed face down. The ballot should be collected with a secrecy folder and inserted into the tabulator.

Ballot marking devices will be available at all in person advance voting locations, with the exception of drive-thru voting. On Voting Day, BMD’s will be available at the 55+ Centre and West Thunder Community Centre. Voters requiring the use of a BMD on Voting Day are requested to advise the Office of the City Clerk of their need for accommodation to ensure that the appropriate ballot is available for them.

## References

*Municipal Election Act*, section 42

City of Thunder Bay By-law 118-1996

Dominion Voting Systems Inc – Tabulator Procedure and Training Guide

## Definitions

Advance Voting Days

Ballot

Tabulator

Voter

Voting Day

Voting Locations

		SOP Name	Internet Voting
		SOP Number	OCC-03-07
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

This procedure provides an overview of the internet voting system provided by Dominion Voting Systems Inc. for the 2022 Municipal and School Board Election. This procedure has been adapted from the Remote Voting User Guide.

## Procedure

The City of Thunder Bay will be using Internet Voting as an alternate voting method in the 2022 Municipal and School Board Election. The alternate voting method has been approved by By-law 30-2017, as required under section 42 of the Act. The Act also requires, under section 42, that the Clerk will establish procedures for any alternate voting method.

Dominion Voting Systems Inc. will be providing the Internet Voting system for the 2022 election.

The following summarizes the voting procedure provided by Dominion Voting Systems Inc.

1. The Voter receives a Voter Information Letter (VIL).
2. The letter indicates the voting opportunities available to the Voter – Advance Voting Days and Locations, Voting Day and Locations, or Internet Voting.
3. The letter details the voting website link and the Voting Locations.
4. The letter includes a voters ID and PIN.
5. The Voter accesses the voting website and uses their voter ID and PIN to cast their Ballot.
6. The Voter also needs to enter another form of identification to verify their identity.
7. The Voter reviews the oath. If the Voter chooses to accept the oath, they are presented with the Ballot. If declined, they are re-directed to the home page of the voting website.
8. The Voter marks their selections, one office at a time.
9. The Voter reviews the Ballot summary and is presented with the option to make changes or cast the Ballot.
10. Once the Ballot is cast, the Voter is notified on the page, and they are marked as voted (struck off) the Voters List.

Internet voting will commence on October 5, 2022 at 10 am and will close on October 24, 2022 at 8pm. Voters who have gained access to the system prior to 8pm on October 24, 2022 will be permitted to complete the voting process, provided they do so by 8:10pm.

Election Officials will be provided administrative access, as required, to the Internet Voting system. This may include activating or deactivating PINs and accessing results at the close of polls on Voting Day. No access to results is permitted until all polls have closed.



		SOP Name	Internet Voting
		SOP Number	OCC-03-07
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Candidates, or their Scrutineers, will be provided access to the Internet Voting System (Candidate module) showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated.

Prior to activation of the voting system on October 5, 2022, Dominion Voting Systems Inc. will provide Clerk access to the system with secure password and ID for the purpose of viewing a list of all of the candidates' names and to ensure that the total votes cast indicates zero (0). Candidates or their Scrutineer may be present at S.H. Blake Auditorium (Council Chambers), City Hall, 500 Donald St. E., from 9am – 10am on October 5, 2022 to verify and ensure that the total votes cast are at zero (0) and will be required to sign a document that attests to this fact.

## References

*Municipal Elections Act*, section 42, 89

OCC-03-16 Corrupt Election Practices

City of Thunder Bay By-law 30-2017 Alternate Voting Methods

Dominion Voting Systems Inc. – Democracy Suite ImageCast Remote Voting Guide

## Definitions

Advance Voting Days

Ballot

Candidates

Internet Voting

PIN

Scrutineers

Voter

Voter Information Letter

Voters List

Voting Day

Voting Location

Voting Period

		SOP Name	Voters List/Revisions
		SOP Number	OCC-03-08
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

The Preliminary List of Electors (PLE) is provided to the Clerk by the Municipal Property Assessment Corporation (MPAC) no later than August 2, 2022. The PLE contains the name and address of each person entitled to be an Elector in the City of Thunder Bay. The Clerk is required to make preliminary changes to the PLE by August 31, 2022 and produce the Voters List on or before September 1, 2022.

The Revision Period begins on September 1, 2022. Forms EL15-CTB and EL16-CTB must be completed for all requests for revision. A person may submit an application for revision from September 1 until the close of voting on Voting Day.

Revisions can be made to the Voters List as follows:

### In Person

City Hall, Monday-Friday, 830-430

Intercity Shopping Centre – September 16-22, 2022

### By Phone

City Hall, Monday-Friday, 830-430

625-2230

\*An Election Help Line will be established. Contact information will be available on [tbayvotes.ca](http://tbayvotes.ca).

### Mail

500 Donald St. E, Thunder Bay ON, P7E 5V3

Pursuant to S. 23 of the Act, the Clerk will make available, upon request, a copy of the Voters List to:

- The secretary of a local board of whose member are required to be elected;
- The clerk of a local municipality responsible for conducting the elections in any combined area for school board purposes;
- The candidate for an office. Candidates will only receive the part of the Voters List that contains the names of the electors who are entitled to vote for that office.

Within 30 days after Voting Day, the Clerk shall:

- Prepare a final list of the changes to the Voters List under sections 24 and 25 of the Act; and
- Give a copy of the final list of changes to MPAC.

PLEs and Voters Lists are public documents and may be inspected by the public at the Office of the City Clerk. No person shall use the information obtained from these lists, except for election purposes.

		SOP Name	Voters List/Revisions
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Affidavits will be signed by any person receiving a list acknowledging that they have been advised of this. Lists must be returned to the Office of the City Clerk by November 10, 2022.

The PLE together with the interim list of changes make up the Voters List. The Clerk shall prepare and certify the Voters List for each Voting Location.

## References

*Municipal Elections Act*, sections 19, 22, 23, 24, 25, 26, 27, 88

## Definitions

- Clerk
- Preliminary List of Electors
- Proof of Identification
- Revision Period
- Voter
- Voters List
- Voting Location

		SOP Name	Voting Methods
		SOP Number	OCC-03-09
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

City of Thunder Bay By-law 118-1996 authorizes the use of vote counting equipment in a municipal election.

City of Thunder Bay By-law 30-2017 was enacted to allow alternate voting methods such as telephone, internet and mail-in voting to be used in municipal elections.

In addition to in-person voting, the 2022 Municipal Election will use internet voting.

## Procedure

Section 42 (3) of the *Municipal Elections Act, 1996*, states as follows:

- (3) *The clerk shall,*
- (a) *establish procedures and forms for the use of,*
    - (i) *any voting and vote-counting equipment authorized by by-law, and*
    - (ii) *any alternative voting method authorized by by-law; and*
  - (b) *provide a copy of the procedures and forms to each candidate.*

### ***Voter Information Letter (VIL)***

All registered Voters will receive a Voter Information Letter. The letter will include the required information to vote in person or by internet voting. This includes, for in person voting the date, time, and Voting Locations for Advance Voting Days or Voting Day; and for internet voting, the Voting Period, PIN, and website.

Voters who do not receive a VIL, must contact the Office of the City Clerk. VILs returned to the Office of the City Clerk will be marked 'returned mail' and will be maintained in a secure location and destroyed at the same time as all other election records as provided for under section 88 of the MEA. Should a VIL be returned to the Office of the City Clerk that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be secured and destroyed as indicated above.

If information is incorrect on the VIL, either EL15-CTB or EL16-CTB must be completed and presented at City Hall, a Voting Location or at a Revision Day location.

		SOP Name	Voting Methods
		SOP Number	OCC-03-09
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

### ***Proof of Identification***

An elector may use an original or certified or notarized copy of one of the following as proof of identification. One or more pieces of ID must have a photo, qualifying address and signature.

- Ontario driver's licence
- Ontario health card with photo
- Ontario photo card
- Ontario motor vehicle permit (vehicle portion)
- A cancelled personal cheque
- a mortgage statement, lease or rental agreement relating to property in Ontario
- an insurance policy or insurance statement
- a loan agreement or other financial agreement with a financial institution
- a document issued or certified by a court in Ontario
- any other document from the government of Canada, Ontario or a municipality in Ontario
- any document from a Band Council in Ontario
- an income tax assessment notice
- a child tax benefit statement
- a statement of Employment Insurance benefits Paid (T4E)
- a statement of Old Age Security (T4A (OAS))
- A statement of Canada Pension Plan Benefits (T4A (P))
- A Canada Pension Plan Statement of Contributions
- A statement of direct deposit for Ontario Works
- A statement of direct deposit for Ontario Disability Support Program
- A Workplace Safety and Insurance Board statement of benefits (T5007)
- A property tax assessment
- A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
- A CNIB card
- A hospital card or record
- A document showing campus resident, issued by the office or officials responsible for student residence at a post-secondary institution
- A document showing residence at a long-term care home issued by the Administrator of the home
- A utility bill for hydro, gas, water, telephone or cable TV
- A cheque stub, T4 statement or pay receipt issued by an employer
- A transcript or report card from a post-secondary institution

		SOP Name	Voting Methods
		SOP Number	OCC-03-09
		Effective Date	June 1, 2022
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***In Person Voting – Voting Locations***

Voters can attend the voting location identified on their VIL to vote in-person on Advance Voting Days and on Voting Day.

Voting Locations for the 2022 Municipal Election will be confirmed and provided to all Voters through the Notice of Election and on the municipal election website by September 1. The Advance Voting Days have been confirmed as follows:

Advance Voting Days	
October 5-6, 2022	Thunder Bay 55+ Centre
October 12-13, 2022	West Thunder Community Centre

Drive-thru voting will be used in 2022 for the first time. Voters will be able to vote from their vehicle. At the drive-thru voting location, voters will confirm their eligibility with an Election Official and then proceed to cast their ballot. Tabulators will be used to at the drive-thru location. Drive-thru Voting Location will be confirmed by September 1.

***In Person Voting – Paper Ballot***

Voters will vote using paper ballots which will be counted with tabulators procured through Dominion Voting Systems. Voters must bring their VIL to the Voting Location and proof of identification. If they do not have their VIL, proof of identification is required. An election official will confirm their eligibility to vote. Once confirmed, the election official will provide the voter with the applicable ballot(s) and direct the voter to a secure location to mark their vote. Upon completion, the voter will return their ballot in a secrecy folder to the election official and will cast their ballot by inserting the folder into the tabulator. Refer to procedure OCC-03-06 for more information relating to Tabulators.

***Internet Voting – E-Ballot***

The voting system provided by Dominion Voting Systems Inc. allows voters to vote using the internet. Every voter will be limited to only one vote through the use of a PIN included in the VIL or issued in person by an Election Official, as necessary. A voter PIN can only be used once to complete and submit a ballot.

Following the voter’s selection for all offices, the voting system will identify the voter’s choices and provide the voter with the option of changing or confirming their vote selections prior to submission. The voting system will allow the voter to under-vote for any contests or decline from voting altogether.

		SOP Name	Voting Methods
		SOP Number	OCC-03-09
		Effective Date	June 1, 2022
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Internet voting will commence on October 5, 2022 at 10 am and will close on October 24, 2022 at 8pm. Voters who have gained access to the system prior to 8pm on October 24, 2022 will be permitted to complete the voting process, provided they do so by 8:10pm.

Prior to activation of the voting system on October 5, 2022, Dominion Voting Systems Inc. will provide Clerk access to the system with secure password and ID for the purpose of viewing a list of all of the candidates’ names and to ensure that the total votes cast indicates zero (0). Candidates or their Scrutineer may be present at S.H. Blake Auditorium (Council Chambers), City Hall, 500 Donald St. E., from 9am – 10am on October 5, 2022 to verify and ensure that the total votes cast are at zero (0) and will be required to sign a document that attests to this fact.

## References

*Municipal Elections Act*, sections 42, 88  
 Ontario Regulation 304/13

## Definitions

Advance Voting Days  
 Clerk  
 Internet Voting  
 PIN  
 Scrutineer  
 Voter  
 Voter Information Letter  
 Voting Day  
 Voting Location

		SOP Name	Proxy Voting
		SOP Number	OCC-03-10
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

A Voter may appoint another eligible Voter to cast their Ballot on their behalf.

## Procedure

A registered Voter may appoint another person to be their proxy and cast their vote on their behalf. Both Voters must be registered in the same municipality and entitled to vote.

A Voter must complete two copies of the Appointment of Voting Proxy Form 3. The Voter being appointed as a proxy must bring the completed forms to City Hall for them to be certified by the Clerk.

Once certified, a photocopy will be retained in the Clerk’s office. The original will be returned to the appointed proxy for presentation on Voting Day only at the Voting Location of the person appointing the proxy. Proxy voting is not permitted for Advance Voting Days or Internet Voting. At the time of voting at the Voting Location, the proxy will be required to present identification and take an oral oath attesting that they are the appointed elector. The oral oath is contained in Box F of Form 3.

A Voter may be appointed as a proxy for one or more family members, defined as a spouse, sibling, parent, child, grandparent or grandchild. If a Voter is appointed as a proxy for a non-family member, they can only act as a proxy for this person and not for anyone else.

Once certified by the Clerk, a Voter’s PIN will be disabled, as the approved method of voting by proxy is in person at a Voting Location on Voting Day. Should a Voter cancel their proxy, it must be received in writing by the Clerk with original certified documents and proof of identification. If required, a new PIN will be provided.

## References

*Municipal Elections Act, section 44*

## Definitions

Clerk

Elector/Voter

Proof of Identification

Voting Day

Voting Location

Voting Period

Voting Proxy



		SOP Name	Notice of Results
		SOP Number	OCC-03-11
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

The Clerk shall make Unofficial Results of the 2022 Municipal and School Board Election as soon as practical following the close of voting, in-person and online. The Clerk, shall as soon as possible after Voting Day, declare the candidate or candidates who received the highest number of votes to be elected.

## Procedure

Access to all voting methods will remain open to the public until October 24, 2022 at 8pm. Any elector who has arrived at a Voting Location by 8pm will be permitted to vote. Electors who have gained access to the internet voting system remotely through their own device prior to 8pm on October 24, 2022 will be permitted to complete the voting process, provided that they do so by 8:10pm.

The Clerk shall report the unofficial results, when received, on October 24, 2022 at S.H. Blake Auditorium (Council Chambers), City Hall, 500 Donald St. E., Thunder Bay. The Clerk shall make every attempt to report the unofficial results as soon as practical after 8pm. The same unofficial results shall be posted on the City’s election website – [www.tbayvotes.ca](http://www.tbayvotes.ca).

As soon as possible after Voting Day, the Clerk shall declare the Official Results and post the results at City Hall and on the city website.

As soon as possible after Voting Day, the Clerk shall make the following information available at no charge for viewing by the public on the city’s website:

1. The number of votes for each candidate.
2. The number of declined and rejected ballots.

## Definitions

Elector/Voter  
 Internet/Online Voting  
 Official results  
 Unofficial Results  
 Voting Day  
 Voting Location

## Reference

*Municipal Elections Act, section 55*

		SOP Name	Recount Procedures
		SOP Number	OCC-03-12
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

A municipality may be required to hold a recount of the votes cast. The City of Thunder Bay will utilize the mechanisms outlines in the Act to conduct the recount.

## Procedure

### *Recount Required*

The Act requires a recount to be conducted within 15 days of:

- a tie vote where a Candidate cannot be declared elected (automatic);
- a tie vote on a by-law or question (automatic);
- a resolution of Council or local board (for Council or local board offices);
- an order of the Minister (for questions submitted by the Minister); or
- an order of the Superior Court of Justice.

### *Council, Local Board or Minister Request for Recount*

Within 30 days after the Clerk’s declaration of the results under s.55(4) and no later than Wednesday November 23, 2022, a Council or local/school board may pass a resolution or the Minister may make an order requiring a recount. The incoming Council or Local Board cannot pass a resolution for a recount.

### *Application to Superior Court of Justice*

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount no later than Wednesday, November 23, 2022.

### *Cost of Recount*

The costs to conduct a recount will be paid by the City unless any of the cases in section 7 (3) of the Act apply.

### *Notice of Recount*

The Clerk shall give notice by registered mail or personal service of the recount date, time and place to:

- all certified Candidates for the office which is the subject of the recount,
- the Council or school board when a resolution was passed,

		SOP Name	Recount Procedures
		SOP Number	OCC-03-12
		Effective Date	June 1, 2022
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- the Minister when an order has been made, and
- the applicant in the case of a court order.

### ***Persons Entitled to be Present at a Recount***

The following persons are entitled to be present at a recount:

- the Clerk, Election Officials and any person with the Clerk’s permission,
- every Certified Candidate for the office involved, or their Scrutineer,
- the applicant who applied for the recount, if any, and
- legal counsel for any of the above.

### ***Conducting a Recount***

The following votes will be included in a recount:

- in a recount for a tied vote, the votes for Candidates who are tied,
- in a recount for a council, local board or minister request or a court order, the votes for Candidates named in the resolution or order, and
- votes for any other Candidate for the office whose vote total was, in the Clerk’s opinion, close enough to be affected by the recount.

The votes shall be recounted in the same manner as the votes were counted on Voting Day. The Clerk shall attend the recount and bring the transfer cases, ballot boxes, memory cards, tabulators, statement envelopes and all documents that, in the opinion of the Clerk, are relevant to the recount.

### ***Continuing Tie Vote After Recount***

In a case of a tied vote following the recount, the elected Candidate will be determined by the following process conducted by the Clerk:

1. The name of each Candidate is written on equal-sized pieces of paper and the paper is placed in a container selected by the Clerk.
2. The Clerk announces, “the Candidate to be elected shall be the Candidate whose name is written on the first piece of paper I draw from the container.”
3. The Clerk draws a paper from the container and announces the Candidate’s name.

### ***Declaration of Recount Results***

The Clerk will declare the successful Candidate(s) elected 16 days after the recount unless the recount was court ordered and provide notice by:

- posting at City Hall and on the election website, and

		SOP Name	Recount Procedures
		SOP Number	OCC-03-12
		Effective Date	June 1, 2022
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- sending to everyone who was given notice of the recount.

## References

*Municipal Elections Act*, sections 7(1), 56, 57, 58, 59, 60, 61, 62(3), 62(4)

Ontario Regulation 101/97

## Definitions

Certified Candidate

Clerk

Election Official

Recount

Scrutineer

		SOP Name	Scrutineers
		SOP Number	OCC-03-13
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## **Procedure Statement**

A Candidate may appoint Scrutineers to represent them during the voting and at the counting of votes, including during a Recount.

## **Procedure**

The appointment of a scrutineer shall be in writing by completing the Appointment of Scrutineer by Candidate Form (EL12A-CTB). The form must be signed by the candidate in person at City Hall and witnessed by an Election Official.

### ***In-Person Voting***

Candidates and Scrutineers arriving at a Voting Location must present a completed form EL12A-CTB and Proof of Identification to an Election Officials and take an oath of secrecy, form EL12B-CTB. Any Candidate entering a Voting Location will be considered a Scrutineer, unless they are present to cast a Ballot. Only one Scrutineer per Candidate may be at each Ballot issuing station in the Voting Location and at the vote Tabulator.

### ***Internet Voting***

Regarding Internet Voting, after producing the prescribed documents, a Scrutineer will be provided access to a Candidate module, showing them a voter sequence number and/or the Elector names who are entitled to vote for their designated office, allowing them to identify, observe, and list all Electors that have participated.

Scrutineers may log in to the system any time after the election has started and voters have cast ballots, and determine who has voted.

### ***Voter Help Centre***

After producing the prescribed documents, they may attend a Voter Help Centre during hours of operation to observe the process. Scrutineers, who do not follow the instructions of the Clerk or election official, or who attempt to interfere, influence or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Help Centre.

### ***Rights and Prohibitions***

		SOP Name	Scrutineers
		SOP Number	OCC-03-13
		Effective Date	June 1, 2022
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Scrutineers or Candidates can:

- Enter the Voting Location 15 minutes before it opens and inspect the ballot boxes and the Ballots and all other papers, forms and documents relating to the vote (but not so as to delay the timely opening of the Voting Location).
- Place their own seal on the ballot box, immediately before the opening of the Voting Location, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal.
- Examine each Ballot as they are fed into the vote tabulator (but not touch the Ballot).
- Object to a Ballot or to the counting of votes in a Ballot.
- Sign the statement of the results of the election prepared by the Deputy Returning Officer.
- Place their own seal on the ballot box immediately after the close of voting on each day of an advance vote, so that Ballots cannot be deposited or withdrawn without breaking the seal.
- Examine the Voters' List periodically to determine who has voted or to count how many Electors have voted but may not interfere with the conduct of the voting process.
- Be present at the time and place where results are received by the Clerk, including signing the results report indicating the final results and votes cast.

Scrutineers or Candidates cannot

- Sit at the tables provided for Election Officials.
- Enter a voting booth while occupied or be near enough to the vote Tabulator to see how a Voter has marked their ballot.
- Campaign at the Voting Location.
- Attempt, directly or indirectly, to interfere with how an Elector votes.
- Display a Candidate's election material (including buttons, pins, etc.) in a Voting Location.
- Compromise the secrecy of voting.
- Obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a Voting Location about how an Elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of the Voting Location.

**General**

- The Deputy Returning Officer (DRO) is responsible for the conduct of the Voting Location and no candidate or scrutineer has the right to interfere with the DRO in the discharge of his or her duties.
- Anyone who is creating a disturbance at a Voting Location will be removed by the DRO.

		SOP Name	Scrutineers
		SOP Number	OCC-03-13
		Effective Date	June 1, 2022
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- The seal(s) must not contain any writing that could be considered “election campaigning’, therefore, the name of the candidate is not permitted on the seal;
- Scrutineers/Candidates who wish to have a discussion with another Candidate or Scrutineer must leave the Voting Location to carry on their discussion outside of the Voting Location.
- No campaign material or literature of any nature whatsoever shall be displayed within the Voting Location. The boundaries of the Voting Location are the boundaries of the property where the Voting Location is located and includes the parking lot.
- Scrutineers/Candidates wishing to observe the transmission of results must be at the Voting Location prior to the closing of the Voting Location at 8:00 p.m. No one will be admitted to the Voting Location after 8:00 p.m.
- Scrutineers/Candidates wishing to observe the counting of advance votes must be at City Hall prior to 8:00 p.m. on Voting Day.
- The total of votes cast for each candidate as counted by the vote tabulating equipment is final. The DRO is not required to do a second recount.

## References

*Municipal Elections Act, section 16*

## Definitions

Ballot  
Candidate  
Clerk  
Election Official  
Elector/Voter  
Internet Voting  
Proof of Identification  
Recount  
Scrutineer  
Tabulator  
Voters List  
Voting Day  
Voting Location

		SOP Name	Emergency Measures
		SOP Number	OCC-03-14
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

The Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act. The authority relates to the conduct of the vote and any aspect of the election process.

## Procedure

When declaring an emergency, the Clerk will make arrangements that are consistent with the principles of the Act and will continue until the Clerk declares that it has ended.

In the event of an emergency, the Clerk will advertise on radio, social media and television, if possible, and post notices to the extent possible, that the election has been delayed or extended.

In the event of an emergency, the Clerk will advise Dominion Voting Systems Inc. to stop accepting votes or extend the voting period past the scheduled time, whichever is relevant to the emergency declaration.

In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a qualified person appointed or available to attend to the election details.

Given the availability of Internet Voting, any event that results in one or more Voting Locations becoming unavailable for use on Voting Day, shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a replacement Voting Location, or extend the voting hours.

The Clerk will plan for contingencies relating to extreme weather, fire at a Voting Location, power failures, pandemic, or labour disruptions of municipal staff or postal delivery.

## References

*Municipal Elections Act, section 53*

## Definitions

Clerk  
 Emergency Measures  
 Internet Voting  
 Voting Day  
 Voting Location  
 Voting Period



		SOP Name	Election Records
		SOP Number	OCC-03-15
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

The Clerk shall be responsible for the retention and destruction of all Election Records in accordance with the Act.

## Procedure

Documents and materials filed with or prepared by the Clerk or any other Election Official under the Act are public records and until their destruction, may be inspected by any person at the Clerk’s Office at a time when the office is open.

No person shall use information obtained from public records except for election purposes.

Subject to a Judge’s order or recount proceedings, after 120 days from declaring the results under section 55 of the Act, the Clerk shall destroy the paper ballots. E-ballots will also be destroyed by Dominion Voting Systems Inc., who shall provide the Clerk with a certificate of data destruction.

The destruction of Election Records shall be witnessed by at least two witnesses. Witnesses to the destruction of records shall sign an attestation.

The Clerk may also destroy any other documents and materials related to the election. Ballots and any other documents shall not be destroyed if a court orders that they be retained and a recount has been commenced.

The Clerk shall retain Candidates’ financial statements and auditor’s reports under the members of the Council or local board elected at the next regular election have taken place.

All elector information obtained by a Candidate during the 2022 Municipal Election shall be destroyed after the election. Candidates may return documents to the Clerk for destruction. Documents can be returned to the Office of the City Clerk until November 10, 2022. Following that date, it is the Candidate’s responsibility to destroy all documents containing elector information.

Over the course of the election, third parties working for the municipality may be provided with election records for purposes including, but not limited to:

- maintaining the internet voting system,
- maintaining the voter list,
- producing Voter Information Letters, or

		SOP Name	Election Records
		SOP Number	OCC-03-15
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- any other purposes deemed necessary by the Clerk.

When the data is no longer needed, the third party will destroy the data and provide a certificate of data destruction to the Clerk.

## References

*Municipal Elections Act*

*Municipal Freedom of Information and Protection of Privacy Act*

## Definitions

Ballot

Clerk

Candidate

Election Official

Election Record

Elector

Third Part Advertiser

		SOP Name	Corrupt Election Practices
		SOP Number	OCC-03-16
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

The Clerk is responsible for the integrity of the Municipal Election, ensuring that it is conducted in a transparent, fair and secure manner.

## Procedure

### *Corrupt Election Practices*

The Act provides for penalties and enforcement of corrupt practices and other offences during an election process. Penalties can include a fine up to \$5,000, forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment up to six (6) months.

A person is guilty of an offence if they attempt to or commit any of the following:

- vote without being entitled to do so;
- votes more times than the Act allows;
- vote in a place where they are not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- appoints a proxy and then votes otherwise than by the proxy;
- having been appointed a voting proxy, votes under the authority of the proxy when the Elector has cancelled the proxy, is no longer entitled to vote or has died;
- before or during an election, published a false statement of a candidate’s withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a ballot to anyone;
- delivers to the automated voting tabulating Officer to be placed in a ballot box a paper other than the ballot initially provided to them;
- takes a ballot away from a voting location; or
- at an election, takes, opens or otherwise deals with a ballot, automated vote tabulator, or a book or package of ballots without having the authority to do so.

Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the Alternate Voting Methods (internet voting) since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.

The Clerk has agreed to the following rules and regulations:

- all complaints submitted in writing about actions which may contravene the provisions of the Act will be considered by the Clerk;

		SOP Name	Corrupt Election Practices
		SOP Number	OCC-03-16
		Effective Date	June 1, 2022
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- all such valid complaints submitting in writing, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

### ***Mail Tampering***

The Criminal Code of Canada states that tampering with an individual’s personal mail is a criminal offence punishable by law. The City of Thunder Bay’s election methods rely on delivery of the Voter Information Letter to eligible electors in order to provide those electors with the means to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

All complaints relating to mail tampering will be submitted to the City Clerk in writing and, once deemed valid, will be sent to the appropriate authorities.

### ***Unauthorized use of Voter Information Letter***

Where an eligible Voter has tried to use their PIN and they have determined that it has already been used, the Voter can go to City Hall with satisfactory identification and have the Clerk, Deputy Clerk or Municipal Election Coordinator confirm that the voter’s PIN has been used by an unauthorized individual.

Prior to the issuance of a new VIL and PIN, the Voter shall be required to satisfactorily answer all questions posed by the Clerk, Deputy Clerk or Municipal Election Coordinator. If deemed necessary, the voter shall also be required to take an oath. Once the Voter has properly answered all questions and taken the prescribed oath, the Voter shall be issued a new VIL/PIN. The original ballot that was cast by the unauthorized individual will remain in the ballot box, as ballots are disassociated from their PINs once they are cast.

All situations relating to inappropriate use of PIN and will be documented and once deemed valid, will be sent to the appropriate authorities.

### **References**

*Municipal Elections Act*, section 89-94  
 Criminal Code of Canada, section 356(1)

### **Definitions**

Ballot

		SOP Name	Corrupt Election Practices
		SOP Number	OCC-03-16
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

Clerk  
 Deputy Returning Officer  
 Election Official  
 Elector  
 Proof of Identification  
 Voter Information Letter  
 Voting Location  
 Voting Proxy

		SOP Name	Election Forms
		SOP Number	OCC-03-17
		Effective Date	June 1, 2022
Section	Elections	Supersedes Date	

## Procedure Statement

The Clerk is authorized to establish forms required to conduct the election.

## Procedure

The following forms will be used as indicated for the 2022 Municipal and School Board Elections.

Forms 1-10 are produced by the Ministry of Municipal Affairs & Housing and are available online at <https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/> or by contacting the Municipal Elections Office.

City of Thunder Bay forms are available on request by contacting the Municipal Elections Office.

Form Number	Title of Form
Form 1	Nomination Paper
Form 2	Endorsement of Nomination
Form 3	Appointment of Voting Proxy
Form 4	Financial Statement – Auditor’s Report of Candidate
Form 5	Financial Statement – Subsequent Expense
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration of Third Party
Form 8	Financial Statement – Auditor’s Report Third Party
Form 9	Declaration of Identity
EL10-CTB	Appointment and Oath of Deputy Returning Officer
EL11-CTB	Appointment and Oath of an Election Official
EL12A-CTB	Appointment of Scrutineer by Candidate
EL12B-CTB	Oral Oath of Secrecy
EL15-CTB	Application to Amend Voters’ List
EL16-CTB	Application for Removal of Another’s Name from Voters’ List
EL18A-CTB	Declaration of Qualifications - Council
EL18B-CTB	Declaration of Qualifications - Trustee
EL21-CTB	Notice of Death or Ineligibility of Candidate
EL22-CTB	Certificate of the Voters List
EL27-CTB	Oral Oaths
EL38-CTB	Witness Statements as to Destruction of Ballots
EL39-CTB	Notice of Recount
EL40-CTB	Recount Results
EL41-CTB	Declaration of Recount Results
EL65-CTB	Declaration of Identity
EL80-CTB	Legal name and signature
EL81-CTB	Consent to Release Personal Information