

Third Party Advertiser Information Package



ELECTION 2018

www.owensoundvotes.ca

This guide has been prepared for the purpose of supplying information, which will be of assistance to persons intending to register as a third party advertiser.

It is most important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references.

Prospective third party advertisers must satisfy themselves through their own determination that they have complied with the third party advertiser regulations. Third party advertisers must make themselves aware of the penalty sections of the *Municipal Elections Act, 1996* respecting third party advertisers.

This document is subject to revisions throughout the campaign period. Please check the date of last revision to confirm you are working from the most recent version of this document.

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PART A Introduction

1. Definitions

1.1. Registered Third Party

An individual, corporation or trade union that has registered with the Clerk.

1.2. Restricted Period for Third Party Advertisements

The restricted period begins on May 1, 2018 and ends at the close of voting on Voting Day, October 22, 2018.

If an individual or group wants to spend money before May 1st on signs or advertisements supporting someone who intended to become a candidate, the third party advertising rules would not apply. However, once the restricted period begins on May 1st, any signs or advertisements would have to be taken down or discontinued.

1.3. 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 on the ballot.

- a. An advertisement is deemed not to be a third party advertisement if the person or entity that causes the advertisement to appear in any broadcast, print, electronic or other medium incurs no expenses in relation to the advertisement.
- b. An advertisement is deemed not to be a third party advertisement when it is given by an individual to his or her employees, by a corporation to its shareholders, directors, members or employees or by a trade union to its members or employees.

2. Important Dates

May 1, 2018	Registrations may be filed
October 12-22, 2018	Voting Period – begins at 10 a.m. October 12 th and ends at 8 p.m. October 22 nd
October 22, 2018	Voting Day and last day to register
December 31, 2018	Campaign period ends Last day to file extension of campaign
March 29, 2019	Financial filing deadline

3. Forms

All forms that are to be completed by third party advertisers will be available on the election website www.owensoundvotes.ca. The forms necessary for registration are also included in this package.

PART B Qualifications

4. Registration of Third Party Advertisers

An individual, corporation or trade union, may in person or by an agent, file with the Clerk of the municipality responsible for conducting an election a "Notice of Registration – Third Party" Form 7 to be a registered third party for the election, and the notice must include a declaration of qualification signed by the individual or by a representative of the corporation or trade union, as the case may be.

On the date on which the Clerk certifies the notice of registration, the individual, corporation or trade union is a registered third party for the election. A registered third party cannot withdraw their registration.

There is no fee to register as a third party advertiser.

At the time of registering, a "Release of Campaign Information" Form OS11 can be provided to the Clerk's Office.

4.1. Eligibility for Registration

Only the following persons and entities are eligible to file a notice of registration:

- a. An individual who is normally a resident in Ontario;
- b. A corporation that carries on business in Ontario; or
- c. A trade union that holds bargaining rights for employees in Ontario.

4.2. Restriction

The following persons and entities are not eligible to file a notice of registration:

- a. A candidate whose nomination has been filed;
- b. A federal political party or any federal constituency association or registered candidate at a federal election endorsed by that party;
- c. A provincial political party, constituency association, registered candidate or leadership contestant; or

- d. The Crown in right of Canada or Ontario, a municipality or local board.

Third party advertisements shall not be under the direction of a candidate whose nomination has been filed.

4.3. Time for Filing

The notice of registration must be filed between May 1, 2018 and October 19, 2018 when the Clerk's office is open.

4.4. Registration Package

The registration process will include the Third Party Advertiser receiving the following:

- Blank "Financial Statement – Auditor's Report Third Party" Form 8
- "Preliminary Certificate of Maximum Campaign Expenses" Form OS12A
- "Preliminary Certificate of Maximum Expenses for Parties, Etc." Form OS12C OR "Certificate of Maximum Expenses for Parties, Etc." Form OS15C if available
- "Registration Notices" Form OS13B
- A copy of 2018 Municipal Election Procedures
- A copy of the Election Accessibility Plan
- A copy of Policy No. CrS-C39: Use of City Resources during Elections
- A copy of the completed "Nomination Checklist" Form OS14A.

4.5. Certification

Certification will take place as follows:

- a. The Clerk will review each "Notice of Registration" Form 7 upon filing.
- b. The Clerk will certify the registration by signing the Notice of Registration if satisfied that the person, corporation or trade union is qualified and the registration complies with the Act.
- c. The Clerk may wait to certify the registration if all required information is not supplied or further verification is required.
- d. Upon certification the Clerk will provide notice to the registrant that they are a registered third party for the election.
- e. The Clerk will reject a registration if the person, corporation or trade union filing notice of registration is not qualified to be registered or the

registration does not comply with the Act. Notice of a rejected nomination will be provided as follows:

- a “Notice of Rejection of Nomination or Registration” Form OS19 emailed to the person, corporation or trade union filing notice,
 - notice to all registered third parties by email, and
 - updating the list of registered Third Party Advertisers posted online.
- f. The Clerk’s decision to certify or reject a notice of registration is final.

PART C Campaign Finance Information

5. General

Third parties are required to keep complete and accurate financial statements during the course of their campaigns. All contributions and expenses are to be accounted for and disclosed by the registered third parties on the relevant prescribed financial form(s). Third parties should seek their own legal or accounting advice for questions about campaign finances. The Clerk is not responsible for giving financial advice.

6. Contributions

A contribution shall not be made to or accepted by an individual, corporation or trade union, or made to or accepted by an individual acting under his, her or its direction, unless the individual, corporation or trade union is a registered third party.

A contribution shall not be made to a registered third party outside the campaign period.

Contributions include:

- a. monetary contribution;
- b. value of goods and services;
- c. the admission price for a fund-raising function;
- d. the difference between the amount paid and the market value of a good or service sold at a fund-raising function;
- e. the difference between the amount paid and the market value of a good or service purchased for the campaign; and
- f. any unpaid but guaranteed balance of a campaign loan.

6.1. Not Contributions

The following are not contributions:

- a. the value of services provided by voluntary unpaid labour;
- b. the value of services provided voluntarily by employees of an entity as long as they do not receive extra compensation from their employer;
- c. an amount of \$25 or less that is donated at a fund-raising function;
- d. the amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less;
- e. the value of free political advertising provided it is in accordance with the Broadcasting Act (Canada) and is made available to all candidates; and
- f. the amount of a campaign loan obtained by the candidate or the spouse of the candidate.

6.2. Value of Goods and Services

The value of goods and services provided as a contribution is:

- a. If the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time; and
- b. If the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

6.3. Campaign Account Loans

A registered third party and, in the case of an individual, his or her spouse, may obtain a loan in relation to third party advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account.

Only the registered third party and, in the case of an individual, his or her spouse can guarantee a loan.

6.4. Who May Contribute

Only the following may make contributions:

- a. An individual who is normally a resident in Ontario;
- b. A corporation that carries on business in Ontario;

- c. A trade union that hold bargaining rights for employees in Ontario;
or
- d. The registered third party and, in the case of an individual, his or her spouse.

6.5. Who Cannot Contribute

The following shall not make a contribution:

- a. A federal political party or any federal constituency association or registered candidate at a federal election endorsed by that party;
- b. A provincial political party, constituency association, registered candidate or leadership contestant; or
- c. The Crown in right of Canada or Ontario, a municipality or local board.

6.6. Who May Accept a Contribution

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

6.7. Contributors

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

6.8. Contributions Exceeding \$25

A contribution of money that exceeds \$25 cannot be contributed in cash. It must be contributed in a manner that associates the contributor's name and account with the payment or by a money order signed by the contributor.

6.9. Maximum Contributions

A contributor shall not make contributions exceeding a total of \$1,200 to a registered third party in relation to third party advertisements that appear during an election in a municipality.

A contributor shall not make contributions exceeding a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

6.10. Fund-raising

A fund-raising function shall not be held for an individual, corporation or trade union that is not a registered third party in the municipality.

A fund raising function shall not be held outside the campaign period.

7. Expenses

An expense shall not be incurred by or under the direction of an individual, corporation or trade union unless he, she or it is a registered third party in the municipality.

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements are expenses.

An expense shall not be incurred outside the campaign period unless an auditor's report needs to be prepared.

Expenses include:

- a. The replacement value of goods retained by the person, individual, corporation or trade union from any previous election in the municipality and used in the current election;
- b. The value of contributions of goods and services;
- c. Audit and accounting fees;
- d. Interest on loans under section 88.17;
- e. The cost of holding fund-raising functions;
- f. The cost of holding parties and making other expressions of appreciation after the close of voting;
- g. Expenses relating to a compliance audit;
- h. Expenses that are incurred by a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate; or
- i. The cost of third party advertisements.

The cost of holding fund-raising functions does not include costs related to:

- Events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- Promotional materials in which the soliciting of contributions is incidental.

8. Spending Limits

The Clerk must provide each registered third party with an estimated spending limit upon the filing of registration papers. The estimate will be calculated based on the number of electors in the previous election.

By September 25, 2018, the Clerk must provide each registered third party with a final spending limit. The final campaign spending limit will be calculated based on the number of electors on the voters' list for the current election.

If the final limit is lower than the estimate, the higher amount becomes the registered third party's official spending limit.

9. Duties of Registered Third Parties

A registered third party shall ensure that:

- a. No contributions of money are accepted or expenses are incurred until one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- b. All contributions of money are deposited into the campaign accounts;
- c. All funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- d. All payments for expenses are made from the campaign accounts;
- e. Contributions of goods or services are valued;
- f. Receipts are issued for every contribution and outgained for every expense;
- g. Records are kept of: the receipts issued for every contribution, the value of every contribution, whether a contribution is in the form of money, goods or services, and the contributor's name and address;
- h. Records are kept of every expense including the receipts obtained for each expense;
- i. Records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;
- j. Records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- k. Records are kept of any loan and its terms under section 88.17;
- l. The records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of

- the council or local board and until their successors are elected and the newly elected council or local board is organized;
- m. Financial filings are made in accordance with sections 88.29 and 88.32;
 - n. Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;
 - o. A contribution of money made or received in contravention of the MEA or a by-law passed under the MEA is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;
 - p. A contribution not returned to the contribution under clause (o) is paid to the Clerk of the municipality in which the registered third party is registered;
 - q. An anonymous contribution is paid to the Clerk of the municipality in which the registered third party is registered; and
 - r. Each contributor is informed that a contributor shall not make contributions exceeding \$1,200 to any one registered third party, and \$5,000 to two or more registered third parties.

10. Effect of Default

A registered third party is not entitled to register in a subsequent election until after the next regular election has taken place:

- a. If the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
- b. If a document filed under section 88.29 shows a surplus, and the registered third party fails to pay the amount to the Clerk by the relevant date;
- c. If a document filed under section 88.29 shows that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
- d. If a document filed under section 88.32 shows a surplus and the registered third party fails to pay the amount required by that section by the relevant date.

10.1. Notice of Default

In the case of a default described above, the Clerk will notify the registered third party that the default has occurred and will make available to the public the name of the registered third party and a description of the nature of the default.

10.2. Application to Court

The registered third party may, before the last day for filing a document under section 88.29 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document and, if the court is satisfied there are mitigating circumstances justifying a later date for filing, the court may grant an extension for up to 90 days.

The registered third party shall notify the Clerk in writing before 2 p.m. on the last day for filing a document under section 88.29 or 88.32 that the application has been made.

10.3. Late Filing Fee

The penalty for a default described in section 88.27(1)(a) does not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for filing the document, the registered third party files the relevant document as required under section 88.29 or 88.32 and pays the Clerk a late filing fee of \$500.

11. Campaign Period

The campaign period will be determined in accordance with the following rules:

- a. The campaign period begins on the day on which the individual, corporation or trade union is registered as a registered third party;
- b. The campaign period ends on December 31st;
- c. Despite (b), if the registered third party has a deficit at the time the campaign period would otherwise end and the registered third party notifies the Clerk in the prescribed form on or before December 31, the campaign period is extended and is deemed to have run continuously from the date on which the registered third party was registered until the earliest of,
 - i. June 30th;
 - ii. The day the registered third party notifies the Clerk in writing that he, she or it will not accept further contributions; and
 - iii. The day A equals the total of B and C, where
 - A = any further contributions,
 - B = the expenses incurred during the extension of the campaign period, and
 - C = the amount of the registered third party's deficit at the

start of the extension of the campaign period.

- d. If after the campaign period ends, the registered third party incurs expenses relating to a compliance audit and he, she or it notifies the Clerk in writing, the campaign period is deemed to have recommenced and to have run continuously from the day on which the registered third party was registered until the earliest of,
 - i. The day the total of A and B equals the total of C and D, where,
 - A = any amount released to the registered third party under subsection 88.31 (7);
 - B = any further contributions;
 - C = the expenses incurred after the campaign period recommences; and
 - D = the amount of the registered third party's deficit, if any, before the campaign period recommenced;
 - ii. The day the registered third party notifies the Clerk in writing that he, she or it will not accept further contributions; and
 - iii. June 30th.

12. Financial Statements

It is the responsibility of the registered third party to file a complete and accurate financial statement and auditor's report (if necessary) on time.

The filing deadline is March 29, 2019 by 2 p.m.

If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before March 29, 2019.

If the campaign period for the registered third party continues during all or part of the supplementary reporting period (January-June 2019), the registered third party shall before the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary report period.

A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report, updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.

The supplementary filing deadline is September 29, 2019 by 2 p.m.

12.1. Appointment of an Auditor

A registered third party whose campaign contributions or expenses exceed \$10,000 must appoint an auditor. Only persons licensed under the *Public Accounting Act, 2004* may be appointed to the position of auditor.

12.2. Report by Clerk

As soon as possible after April 30th in the year following a regular election, the Clerk shall make available to the public on a website or in another electronic format a list of all registered third parties for the election along with an indication of whether each has filed a financial statement and auditor's report.

13. Surplus/Deficit

A registered third party has a surplus if the total credits exceed the total debits, and a deficit if the reverse is true.

The total credits are the sum of:

- a. The contributions;
- b. Any amounts of \$25 or less that were donated at fund-raising functions;
- c. Any amounts of \$25 or less for goods or services that were sold at fund-raising functions;
- d. Interest earned on campaign accounts; and
- e. Revenue from the sale of election materials.

The total debits are the sum of the expenses.

When filing the financial statement, a third party advertiser with a campaign surplus must pay the entire surplus to the Clerk who was responsible for conducting the election.

Prior to paying over any surplus monies to the Clerk, a registered third party is entitled to refund any contributions made to the campaign by the registered third party or his or her spouse. The amount that may be refunded is the lesser of the amount of the relevant contributions or the amount of the surplus.

13.1. Hold in Trust

The Clerk shall hold the amount paid in trust for the registered third party. The amount held in trust becomes the property of the municipality when all of the following conditions are satisfied:

- a. The campaign period has ended;
- b. It is no longer possible to recommence the campaign period;
- c. No compliance audit has been commenced; and
- d. The period for commencing a compliance audit has expired.

13.2. Return of Surplus

If the registered third party notifies the Clerk in writing that he, she or it is incurring subsequent expenses relating to a compliance audit, the Clerk shall return the amount of the surplus, with interest to the registered third party.

14. Record Keeping

Registered third parties are required to keep complete and accurate financial statements during the course of their campaigns. All contributions and expenses are to be accounted for and disclosed by the registered third party on the relevant prescribed financial form(s). Registered third parties should seek their own legal advice for questions about campaign finances. The Clerk is not responsible for giving financial advice.

15. Offences, Penalties and Enforcement

15.1. Offences

A registered third party is guilty of an offence and, on conviction in addition to any other penalty that may be imposed under the MEA, is subject to the penalty described in subsection 88.27(1):

- a. If the registered third party incurs expenses that exceed the spending limit;
- b. If the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section; or
- c. If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the MEA.

15.2. Compliance Audits

A council or local board shall establish a compliance audit committee before October 1st of an election year.

An elector who is entitled to vote in an election and believes on reasonable grounds that a registered third party has contravened a provision of the MEA relating to campaign finances may apply for a compliance audit of the candidate's campaign finances of the registered third party, even if the registered third party has not filed a financial statement under section 88.29.

An application for a compliance audit needs to be made to the Clerk of the municipality in which the registered third party was registered, made in writing and set out the reasons for the elector's belief.

Within 30 days after the compliance audit committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. The decision of the committee may be appealed to the Superior Court of Justice within 15 days after the decision is made.

If the committee decides to grant the application it will appoint an auditor to conduct a compliance audit of the registered third party's election campaign finances. The auditor will prepare a report to provide to the registered third party, the Clerk and the applicant. The Clerk will forward the report to the committee.

The committee will consider the report within 30 days after receiving it and will decide whether to commence a legal proceeding against the registered third party.

15.3. Penalties for Corporations/Trade Unions/Individuals

The following penalties are available to the courts upon conviction:

Corporations/Trade Unions

- A fine of up to \$50,000.

Individual

- A fine not more than \$25,000
- Imprisonment for a term of not more than 6 months

16. Election Advertising

Information in advertisements and campaign material is the responsibility of the third party advertiser and any questions or concerns should be directed to the third party advertiser.

The City takes no responsibility for the accuracy of information provided in campaign materials

16.1. Mandatory Information in Third Party Advertisements

A third party advertisement must contain the following information:

- a. The name of the registered third party;
- b. The municipality where the registered third party is registered; and
- c. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

16.2. Municipal Authority to Remove Advertisements

If a municipality is satisfied that there has been a contravention of section 88.3, 88.4 or 88.5, the municipality may require a person who the municipality reasonable believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

16.3. Municipal Sign By-law Regulations

All signs posted are subject to the City of Owen Sound Sign By-law No. 2014-001. The complete by-law is available on the election website www.owensoundvotes.ca.

Political posters cannot be erected more than 30 days before Voting Day (October 22, 2018) and must be removed within 72 hours following Voting Day. Political posters shall only be permitted on a Street in front of any Property which is owned by the City, the County of Grey, the Province of Ontario or the Dominion of Canada or on a street allowance in front of private property if permission is obtained from the owner of the private property.

Notwithstanding the above, political posters shall not be permitted on a road allowance abutting Greenwood Cemetery.

Political posters are subject to the following regulations:

- a. have a maximum sign area of 1.5 m² for each sign;
- b. are setback 2.0 m minimum from the travelled portion of a municipal roadway (including road shoulder) and setback 0.5 m minimum from any municipal sidewalk;
- c. are mounted on their own support affixed or secured directly to the ground; and
- d. additional regulations as may be provided for in By-law No. 2014-001 as amended from time to time.

By-law No. 2014-001 provides for fines to be levied against anyone who contravenes these requirements.

17. Prohibition of Canvassing in Help Centres

No campaign material or literature of any nature relating to any third party advertiser shall be displayed within the area of a Help Centre. During a municipal election, any location designated as a Help Centre shall include the immediate area, as determined by the Clerk, in which the Help Centre is located. Campaign material includes campaign clothing or buttons, signs or any other advertising material.

PART D General Information

18. Qualifications of Elector

A person is entitled to be an elector if on Election Day he or she:

- a. Resides in the municipality or is the owner or tenant of land there or the spouse of such owner or tenant;
- b. Is a Canadian citizen;
- c. Is at least 18 years old; and
- d. Is not prohibited from voting as per the MEA or other Act

19. Voter List and Enumeration

The Preliminary List of Electors for the City of Owen Sound is prepared by the Municipal Property Assessment Corporation (MPAC) and contains the names and addresses and school support of each person who is listed in MPAC's data and who meets the qualifications of an elector.

Voters are placed on the Voter List primarily through information obtained by MPAC. This year MPAC is using an online web portal to allow all voters to check if they are on the Voter List. If a voter has moved since the last election or has not confirmed their citizenship through MPAC they may not be on the list. The City of Owen Sound encourages all voters to visit www.voterlookup.ca to confirm they are on the list.

The City of Owen Sound will also be making a portal available in September which will enable voters to check if they are on the Voter List. Eligible voters without computer access or who would prefer assistance are invited to call or attend at the Clerk's Office at City Hall after September 4, 2018 to determine if they are on the Voter List.

Voters may also provide this information at a help centre during the voting period. However, in an effort to keep the voting process as efficient as possible for everyone, the City is encouraging all eligible voters to ensure they are on the Voter List before Election Day.

20. Revision of Voter List

A person presenting appropriate identification may file an application at the Clerk's Office at City Hall requesting that the person's name be added, or removed from the Voters' List; or that information on the Voters' List relating to the person be amended.

The City of Owen Sound will be making a Voter Registration Portal available through the Election website to allow electors to apply to be placed on the Voter List in the event they are not on the list already. Voters will then be able to print their application and bring it with them, along with appropriate identification, to a help centre for submission.

All applications require an original signature and proof of identification from the applicant which is why the form cannot be submitted online.

21. Voting

The City of Owen Sound is using a telephone and internet method of voting. Voters will be able to cast their vote from their home, or anywhere they can access the internet or telephone, 24 hours a day during the voting period.

21.1. Voting Period

There is an extended voting period between October 12-22, 2018 to make casting a ballot easier. Help Centres will be set up in various locations in Owen Sound during the voting period.

21.2. Proxy Votes

Will not be used in this election due to the accessibility of the voting system.

21.3. Help Centres

During the voting period election staff will be available to assist voters at the following help centres during the dates and times noted below.

Date	Location	Time
Friday, October 12	City Hall	8:30 a.m. – 4:30 p.m.
Saturday, October 13	Royal Canadian Legion	10:00 a.m. – 6:00 p.m.
Sunday, October 14	Julie McArthur Regional Recreation Centre	10:00 a.m. – 4:00 p.m.
Monday, October 15 to Friday, October 19	City Hall	8:30 a.m. – 4:30 p.m.
Saturday, October 20	Heritage Place Mall	10:00 a.m. – 6:00 p.m.
Sunday, October 21	Harry Lumley Bayshore Community Centre	10:00 a.m. – 4:00 p.m.
Monday, October 22	City Hall	8:30 a.m. – 8:00 p.m.
	Harry Lumley Bayshore Community Centre	10:00 a.m. – 8:00 p.m.

12.1. Institutional and Retirement Home Election Help Centres

Election Help Centres will be provided for residents of the institutions or retirement homes during the Voting Period at the following locations:

- Central Place Retirement Community
- Georgian Heights Health Care Centre
- Grey Bruce Health Services
- Hannah Walker/John Joseph Place
- Kelso Pines Retirement Home
- Kelso Villa Retirement Home
- Lee Manor Retirement Home
- Maple View Long-Term Care Home
- Seasons Retirement Community
- Summit Place Long-Term Care Home

The times of Help Centers at institutions and retirement homes will be confirmed before the Voting Period and posted at each location.

22. Voting Procedure

For information on the voting process including how to vote and voting system testing, please see the 2018 Municipal Election Procedures, which will be provided upon nomination and are also available on the election website, www.owensoundvotes.ca.

23. Electors Absence From Work

An elector is entitled to have three (3) consecutive hours to vote on Election Day (October 22, 2018). If an elector's normal hours of employment are such that they would not have three consecutive hours to attend the voting station, the employer must allow them to be absent for as long as necessary and the absence shall be timed to suit the employer's convenience as much as possible. The employer shall not make a deduction from the employee's pay or impose any other penalty for the absence from work.

PART E 2018 Resources

24. Resources

Visit the City's Election webpage www.owensoundvotes.ca to find up to date election information and important links like the Ministry of Municipal Affairs guide for third party advertisers.

25. Election Related Questions

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to any member of the Clerk's Election team:

Briana Bloomfield, City Clerk
519-376-4440 ext. 1247
bbloomfield@owensound.ca

Kristen Van Alphen, Deputy Clerk
519-376-4440 ext. 1228
kvanalphen@owensound.ca

Curtiss Law, Deputy Clerk
519-376-4440 ext. 1235
claw@owensound.ca

26. Questions pertaining to the City's Administration and Operation

All other inquiries should be directed to the City Manager, who will follow up with the necessary Director or appropriate staff.

Answers to questions posed by registered third parties will be shared with all registered third parties, without identifying the source of the query, by email dispatch, generally within one week.

Wayne Ritchie, City Manager
519-376-4440 ext. 1210
writchie@owensound.ca

27. Access to City Staff

Registered third parties are invited to set up meeting requests through the City Manager's office. An appointment should be arranged in advance. To ensure fairness, access to senior staff shall be the same for all registered third parties.

Answers to all questions asked of staff in person will be recorded and shared with all registered third parties, by email dispatch, generally within one week.

28. Legal Questions

For legal matters and clarifications, registered third parties are advised to contact their solicitor.