

# Forms and Notice Procedure 2018 Municipal Election

The Clerk is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the Act.

The following list of forms and notices have been developed to assist in conducting the 2018 Municipal Election. The City of Pickering will make use of any of these forms or notices in order to complete Election processes. Forms and notices that are used during the conduct of the 2018 Municipal Election in the City of Pickering will be posted on the City's website and the website will be updated as required.

The Ministry of Municipal Affairs prescribes the following forms and the City of Pickering could make use of these forms in conducting the 2018 Municipal Election:

- Form 1 Nomination Paper
- Form 4 Campaign Financial Statement
- Form 5 Financial Statement – Subsequent Expenses
- Form 6 Notice of Extension of Campaign Period
- Form 7 Notice of Registration (Question on the Ballot)
- Form 8 Financial Statement – Auditor's Report (Question on the Ballot)
- Form 9 Declaration of Identity

At the time of writing, the Ministry of Municipal Affairs website states that updated Guides and Forms will be posted at the beginning of April, 2018. With recent changes to the *Municipal Elections Act, 1996*, there could be changes to the above noted forms, along with new forms added.

The following list of forms and notices have been developed to assist in conducting the 2018 Municipal Election and the City of Pickering could make use of these forms in order to complete election processes:

### **Table of Contents – Alphabetical**

- Application for Removal of Another's Name from Voters' List
- Application to Amend Voters' List
- Application to Re-Issue Voter's Information Letter
- Appointment and Oath – Deputy Returning Officer
- Appointment and Oath – Election Official
- Appointment of Scrutineer – By-laws or Questions
- Appointment of Scrutineer by Candidate
- Candidates' Declaration – Proper Use of Voters' List
- Certificate of Election Results
- Certificate of Maximum Amount of Contributions – Own Campaign
- Certificate of Maximum Amount of Expenses for Parties etc. – Candidate
- Certificate of Maximum Amount of Expenses for Parties etc. – Registered Third Party
- Certificate of Maximum Campaign Expenses - Candidates
- Certificate of Maximum Campaign Expenses – Registered Third Party
- Certificate of the Voters' List
- Consent to Release Personal Information

Declaration of Acclamation to Office  
Declaration of Election Candidate(s)  
Declaration of Recount Results  
Declaration of Results – By-laws or Questions  
Disclaimer to Right to Office  
Election Official Application  
Final Summary of Election Results  
List of Certified Candidates  
List of Persons Who Voted at an Advance Vote  
Notice of Additional Nominations  
Notice of Death/Ineligibility of Candidate  
Notice of Default - Candidate  
Notice of Default – Registered Third Party  
Notice of Election Information  
Notice of Nomination for Office  
Notice of Offence/Corrupt Practice  
Notice of Recount  
Notice to Candidate of Filing Requirements  
Notice to Electors – By-laws or Questions  
Notice to Registered Third Party of Filing Requirements  
Oath of Qualification  
Oral Oath of Friend or Interpreter/Assistance  
Oral Oath of Secrecy  
Recount Results  
Withdrawal of Nomination  
Witness Statements as to Destruction of Ballots

**Declaration**

In accordance with Section 12(1) of the *Municipal Elections Act, 1996*, I, Debbie Shields, City Clerk and Returning Officer, hereby declare that the Forms and Notices in this Procedure could be used in conducting the 2018 Municipal Elections in the City of Pickering.

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Debbie Shields  
City Clerk/Returning Officer

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Date