



10-Day Online Voting Period October 14 to October 24, 2022



2022 Municipal Election

Information Guide for Candidates

Approved by the Returning Officer/Clerk of the Township of Tyendinaga
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Part A: Introduction

This guide assists individuals intending to stand for elected office in the upcoming Township of Tyendinaga municipal election. It will be posted, along with updates, to both the Township's [election website](#) and the Candidate Portal.

Candidates are responsible for ensuring they are familiar with the requirements of the [Municipal Elections Act](#). Prospective candidates must satisfy themselves, through their own determination and own legal advice, that they comply with the legislation and all regulations, and that they are in fact qualified and not disqualified by law to seek elected office. A copy of the Municipal Elections Act is available for candidates from the Clerk's Office, upon request. It is also available online at <https://www.ontario.ca/laws>

Candidates must comply with all requirements related to election campaign financing. In addition, candidates are advised to refer to the guide published by the Province - the [2022 Candidates' Guide for Ontario Municipal Council and School Board Elections](#). The Provincial guide provides both general information and financial reporting requirements under the Municipal Elections Act.

New in Tyendinaga for 2022 Municipal Election

10 – Day Voting Period

The voting period for the 2022 Tyendinaga municipal election for Reeve, Deputy Reeve, Councillors and School Board Trustees is: October 14th to October 24th, 2022. Voters will be able to cast their ballot during the 10-day voting period from anywhere using an internet-connected computer, tablet, smartphone, or telephone. This means that voters will have 10 continuous days and over 200 hours to cast their ballots. Voters requiring assistance may visit one of two Voter Assistance Centres (VACs) where Election staff will be on hand to offer access to internet- connected devices and answer questions.

Electronic Filing Option for Candidate Nominations and Third Party Advertisers

Prospective Candidates and Third Party Advertisers must make an appointment with election staff to register; however, the meeting to complete and sign official documents, with Adobe Sign can now take place virtually or in person.



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Accessibility Enhancements

The Township of Tyendinaga has incorporated leading-edge accessibility features into the 2022 Municipal Election. These include a mobile app with accessibility enhancements that allow voters to vote from home using their own devices. Internet and telephone voting method allows voters to vote using accessibility features like screen magnifiers, brightness or high contrast views, screen readers, TTY telephone assistance or any other assistive device they may use at home.

Voter Instruction Letter

The Township will mail each eligible voter on the Voters' List, a letter that contains a unique voting Personal Identification Number (PIN), voting instructions, the website address for voting and where assistance is available.

Voters will use their PIN along with their birthdate to access the secure online voting platform.



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Important Dates

May 2 to August 19, 2022:

Nomination period (during regular office hours). Nominations must be submitted using the prescribed form(s).

Individuals who wish to register as a candidate must first schedule a virtual or in-person appointment by contacting elections staff by e-mail at elections@tyendinagatownship.com.

Candidates must not spend or raise funds for their election campaign until their Nomination form has been filed with the Returning Officer/Clerk.

August 19, 2022 (Nomination Day):

Last day for nominations to be accepted, or for a nomination to be withdrawn.

Nominations will only be accepted between 8:30 a.m. and 2 p.m. An appointment must be scheduled with Election Office officials prior to the submission of a nomination.

Withdrawals must be in writing, using the prescribed form, and submitted by 2 p.m.

Note: If there are insufficient candidates for any office, the nomination period for that office will be extended to August 24 (9 a.m. to 2 p.m.).

May 2 to October 21, 2022:

Third party advertisers are required to register with the Returning Officer/Clerk, using the prescribed form.

Individuals, corporations, or trade unions who wish to register as a third party advertiser must first schedule a virtual or in-person appointment by contacting elections@tyendinagatownship.com or by phone at 613-396-1944 extension 200.

Until the Returning Officer/Clerk certifies a third party advertiser's registration, they may not spend money on their campaign, accept contributions or begin advertising.

May 2, 2022 to January 3, 2023:

Campaign period begins on the day a candidate files a nomination form and the period ends on January 3, 2023 unless:

- 1) The candidate withdraws the nomination;
- 2) The Returning Officer/Clerk rejects the nomination; or,
- 3) The candidate is extending their campaign to erase a deficit.



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August 22, 2022:

Returning Officer/Clerk examines nomination forms for qualification requirements, and if satisfied, certifies papers by 4 p.m.

After 4 p.m., Returning Officer/Clerk declares list of officially certified and acclaimed candidates.

September 1, 2022:

Returning Officer/Clerk to provide certified candidates with access to the Voters' List, upon their signing of the Candidate's Declaration - Proper Use of Voters' List & Access to Candidates' Portal Form.

September 1 to October 24, 2022:

Township can make revisions to the Voters' List.

September 6, 2022:

Election signs may be placed in accordance with the Township of Tyendinaga Election Signs By-law.

September 26, 2022:

Returning Officer/Clerk to provide certified candidates with a Certificate of Maximum Campaign Spending Limit (Final Amount), Certificate of the Maximum amount of contributions to a candidate's own election campaign, a Certificate of the Applicable Maximum Amount for Expenses that can be incurred after voting day.

October 14, 2022:

Online voting begins at 10 a.m.

Eligible voters can vote from anywhere that they have access to an internet connection.

Voters require a Voter Information Letter to vote. Voters must follow the instructions on the Voter Information Letter to cast their ballot using their unique PIN along with their birthdate to access the secure online voting platform.

October 24, 2022:

Online voting ends at 8 p.m.

Unofficial results of the election will be announced as soon as possible after the close of voting. Unofficial results will be posted to the results section of the [elections website](#).

October 25, 2022:

Returning Officer/Clerk to declare official results of the election as soon as possible after October 24, 2022.

October 31, 2022:

Election signs must be removed from public and private property no later than 11:59 p.m.

November 15, 2022:

2022-2026 Term of Office commences. Inaugural Council meeting (additional information will be provided closer to the meeting date).

January 3, 2023:

Campaign period ends unless:

- 1) The candidate withdrew the nomination;
- 2) The Returning Officer/Clerk rejected the nomination; or,
- 3) The candidate wants to extend their campaign to erase a deficit.

Candidates may not raise funds or incur expenditures beyond this date unless they have a deficit and have notified the Returning Officer/Clerk, in writing, of the extension to the campaign period. If a candidate has a deficit on this date and wishes to continue fundraising to eliminate the deficit, the candidate must notify the Returning Officer/Clerk on the prescribed form; failure to do so will mean the campaign period automatically ends on January 3, 2023.

Note: The Returning Officer/Clerk will send a notice to all candidates at least 30 days before October 24, 2022 to remind candidates of their financial filing responsibilities.

January 3, 2023:

Supplementary campaign period begins for candidates that have extended their campaign period to erase a deficit.

March 30, 2023:

If a candidate cannot submit their financial statements by March 29, 2023, this is the last day they may apply to the Superior Court of Justice for an extension to file their financial statements. Extensions shall not be permitted for more than 90 days.

March 31, 2023:

Deadline for candidates to file financial statements; the statement covers the period from the day the candidate filed their nomination form until December 31, 2022.

Candidates must notify the Returning Officer/Clerk, in writing, of a Court extension by 2 p.m. on this date.

May 1, 2023:

Candidates that have not filed their financial statement by the deadline may file their financial statement by this date, if the statement is accompanied with a \$500 late filing fee.

This grace period ends at 2 p.m.



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May 2, 2023:

Returning Officer/Clerk to publish a report indicating which Candidates filed their financial statements and who is in default.

Candidates who did not file the required financial statement will be sent a Notice of Default outlining penalties.

June 30, 2023:

Supplementary campaign period ends for candidates who extended their campaign to erase a deficit.

September 28, 2023:

Last day candidates and registered third parties may apply to the Superior Court of Justice for an extension to file their financial statements. Extensions shall not be more than 90 days.

September 29, 2023:

Deadline for candidates and registered third parties to file supplementary financial statements and auditor's reports; a supplementary financial statement includes the information from the initial statement and adds financial information from an extended campaign.

Candidates must notify the Returning Officer/Clerk, in writing, of a Court extension by 2 p.m. on this date.

October 30, 2023:

Candidates that have not filed their supplemental financial statement by the deadline may file their financial statement by this date, provided the statement is accompanied with a \$500 late filing fee.

This grace period ends at 2 p.m.

Term of Office and Offices to be Elected

For the 2022 Municipal Election, members will be elected for the period beginning November 15th, 2022 and ending, November 14, 2026 for the following offices:

- Reeve
- Deputy Reeve
- Councillor
- Algonquin and Lakeshore Catholic District School Board (English Separate)¹
- Hastings Prince Edward District School Board (English Public)²
- Conseil Des Écoles Catholiques Du Centre-Est (French Separate)³
- Conseil Des Écoles Publiques De L'est De L'ontario (French Public)⁴

¹ Nomination forms for this office must be submitted to the Clerk of the City of Belleville. For more information on registering for this office, contact the City of Belleville at mtmacdonald@belleville.ca or visit cityofbelleville.ca

² Nomination forms for this office must be submitted to the Clerk of the Municipality of Tweed. For more information on registering for this office, contact the Municipality of Tweed at clerk@tweed.ca or visit tweed.ca

³ Nomination forms for this office must be submitted to the Clerk of the City of Kingston. For more information on registering for this office, contact the City of Kingston at elections@cityofkingston.ca or visit cityofkingston.ca/elections

⁴ Nomination forms for this office must be submitted to the Clerk of the City of Kingston. For more information on registering for this office, contact the City of Kingston at elections@cityofkingston.ca or visit cityofkingston.ca/elections

Part B: Qualification of Candidates

Member of Council

Qualifications for Members of Council are set out in Section 256 of the Municipal Act, 2001 and Section 17 of the Municipal Elections Act.

In order to run for office on Tyendinaga Township Council a person must be, at the time of nomination:

1. A Canadian citizen;
2. At least 18 years old;
3. A resident of Tyendinaga or the owner or tenant of property, or the spouse of such owner or tenant; and,
4. Not disqualified by any legislation from holding office.

Ineligibility

The following are ineligible to be elected as Members of Council:

- (a) An employee of the Township except during an authorized unpaid leave of absence (the leave of absence must begin prior to filing the nomination form);
- (b) A person who is not an employee of the municipality but who is the Returning Officer/Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar, a closed meeting investigator, or who holds any administrative position of the municipality.
- (c) A judge of any court.
- (d) A member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada.

Part C: Nomination Procedures

Nomination Procedure

Candidate nomination meetings with Township election staff are by appointment only. These meetings may be booked as virtual or in-person appointments. Drop-ins are not available. Contact the Election Office by email at elections@tyendinagatownship.com or by telephone at 613-396-1944 extension 200.

Once the meeting is booked, prospective candidates will receive an email from Election Staff confirming the date, time, meeting location and log-in details for those who have selected a virtual Zoom appointment. This email will also include a link to a package of digital forms customized for the position they are submitting their nomination for.

Candidates must prepare the following prior to their nomination meeting:

1. Proof of Identity

Candidates should collect and scan their required identification documents (ID) and upload it with their Proof of Identity form.

Identification Requirements

Candidates filing a nomination must present acceptable identification during their scheduled nomination meeting with the Township of Tyendinaga elections office. The identification provided must meet the following three criteria. They may be met through two or three pieces of identification.

- Photo ID
 - Ontario Driver's Licence, Ontario Photo Card, Canadian Passport, Certificate of Indian Status, etc.
- Proof of Canadian citizenship
 - Canadian Passport, Canadian Birth Certificate, Certificate of Canadian Citizenship, Citizenship Card, etc.
- Proof of qualifying address
 - Ontario Driver's Licence, Photo Card, property tax bill, utility bill, insurance policy, pay stub from current employer, document from a Band Council in Ontario, etc.

If you are filing as an agent of a candidate, you must present any piece of government-issued identification showing your name and signature as well as identification for the candidate following the criteria above.



Valid Ontario Driver's Licence and Canadian Passport are most commonly used as identification



If you are scanning your ID, please scan all pages together as a single file.
If you are taking a photo of your ID, please photograph each piece of identification separately on a white background for legibility.

Be prepared to show original versions of your ID at your Nomination Meeting.

2. Endorsement Signatures

Candidates for Township Council positions are not required to be endorsed as the endorsement requirement does not apply to a nomination in a municipality in which the number of electors who were eligible to vote in the 2018 election was less than 4000.

3. Nomination Paper - Form 1

Candidates should complete the nomination form with their name written the way they want it to appear on the electronic and paper ballot. Candidates who normally go by a different name than their legal first name may be permitted to use that name, provided that the Returning Officer/Clerk agrees.

4. Declaration of Qualifications

Candidates are required to complete a Declaration of Qualifications form as part of the nomination documentation process. Elections staff in at the Township of Tyendinaga Municipal Office shall administer this declaration during the Candidate Nomination Meeting.

5. Filing Fee Payment

The nomination filing fee is \$200 to run for the office of Reeve and \$100 for all other offices. This fee must be paid to the Returning Officer/Clerk at the time you submit your nomination form.

The fee can be paid by debit, credit card, certified cheque or money order payable to the Treasurer, Township of Tyendinaga.

Refund of Nomination Fee

A candidate is entitled to receive a refund of the nomination filing fee if they file their financial statements with the Returning Officer/Clerk by the filing date. The deadline to file financial statements is 2 p.m. on March 31, 2023.

When to File

Persons wishing to become a candidate must file a nomination form prior to

receiving any campaign contributions and prior to spending any funds on a campaign.

A person may file their nomination form beginning May 2, 2022. The deadline to file is August 19, 2022 at 2 p.m. The time displayed by the Municipal Office electronic clock shall be the record of time that a candidate files their nomination form.

Individuals who wish to register to become a candidate must first schedule an appointment by contacting elections@tyendinagatownship.com by phone 613-396-1944 extension 200.

Where to File

In-Person Option

Appointments are required and can be booked in advance by emailing elections@tyendinagatownship.com. Candidates wishing to file the nomination form in- person or have an agent file it on their behalf may do so at:

Township of Tyendinaga Municipal Office
859 Melrose Road
Shannonville, ON K0K 3A0

Online Filing Option

New for 2022, Candidates may file their nomination electronically through a virtual meeting. Appointments are required and can be booked in advance by emailing elections@tyendinagatownship.com or calling 613-396-1944 extension 200. Appointments for electronic filing of candidate nominations begin Monday, May 2, 2022 at 8:30 a.m.

Who can File?

A candidate can file their original signed nomination form in-person, or online. Alternately, an agent can file on behalf of the candidate. The agent must also provide a copy of the candidate's identification as well as providing their own identification.

Exception for Additional Nominations - Only if Required

If the number of nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9 a.m. and 2 p.m. on August 24, 2022.

Examination and Certification of Nominations by Returning



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Officer/Clerk

The Returning Officer/Clerk shall examine each nomination that has been filed, by 4 p.m. on August 22, 2022. If the Returning Officer/Clerk is satisfied that the person is qualified to be a candidate, they will certify the nomination form.

If required, any additional nominations filed, in accordance with the above section, "Exception for Additional Nominations - Only if Required", shall be examined before 4 p.m. on August 25, 2022.

If the Returning Officer/Clerk rejects a nomination they will give notice as soon as possible to the individual seeking nomination and to all candidates. The Returning Officer/Clerk's decision to certify or reject a nomination is final.

Withdrawal of Nominations

A person may withdraw their nomination by filing a written withdrawal in the Clerk's Office, before 2 p.m. on August 24, 2022.

Acclamations

If, at 4 p.m. on August 22, 2022 the number of certified candidates for an office is the same as or less than the number to be elected, the Returning Officer/Clerk shall immediately declare the candidate or candidates elected by acclamation.

Part D: Campaign Information

Candidates are strongly encouraged to refer to [the 2022 Candidates' Guide for Ontario Municipal Council and School Board Elections](#) for information on candidates' financial responsibilities.



A candidate must file their nomination form before spending any money or receiving campaign contributions, and the amount a candidate spends on their campaign is regulated.

Campaign Expense Limits

There are limits on the amount a registered candidate may spend during the period starting the day the candidate files a nomination paper and ending on January 3, 2023. The limit on campaign expenses is based on a formula related to the number of electors entitled to vote for the office.

Once a person files their nomination form, they will be given a Preliminary Certificate of Maximum Campaign Expense Limit based on the Voters' List from the 2018 Municipal Election.

The following formula stipulated by the Municipal Elections Act is used to calculate the spending limits:

Reeve: \$7,500 plus 85 cents per eligible elector

Deputy Reeve, Councillor or School Board Trustee,: \$5,000 plus 85 cents per eligible elector

Filing Financial Statements

All candidates, including those not elected, those who withdrew their nomination and whose nomination was rejected by the Returning Officer/Clerk, must disclose and report on their campaign expenses and contributions by March 31, 2023 at 2:00 p.m., or before May 1, 2023 at 2:00 p.m. (with a \$500 late filing fee) in accordance with the following:

- All candidates are required to file a detailed financial statement on the prescribed form – Form 4.
- Candidates must have their financial statement audited and submit the auditor's report to the Returning Officer/Clerk along with their financial statement, if expenses and/or contributions total more than \$10,000.



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A candidate must file a separate financial statement for each office to which they were nominated during the election period, unless the offices are all on the same council and are elected by a general vote of all electors of a municipality. Each campaign for an office for which the election is conducted by ward is a separate campaign.

The financial statement must be filed by May 1, 2023. Candidates' financial statements are filed with the Returning Officer/Clerk and are public documents which will be available for viewing by the public on the Township's website. The Returning Officer/Clerk will advise candidates at least 30 days prior to the May 31, 2023 filing deadline of all filing requirements of the Act. The Returning Officer/Clerk is not required to give additional notice for each supplementary filing date.

Access to Apartment Buildings, Condominiums, etc. by Candidates (or their Authorized Representatives)

Campaign provisions have been clarified through recent amendments to the Municipal Elections Act to allow candidates to campaign in apartment buildings, condominiums, non-profit housing co-ops or gated communities from 9 a.m. until 9 p.m. until October 23, 2022. Landlords and condominium corporations may not prohibit tenants or owners from displaying campaign signs in their windows.

Part E: Voter Information

Voter Qualifications

A person is qualified to be a voter in Tyendinaga if on the last Voting Day - October 24, 2022, the person,

- (a) resides in Tyendinaga or is the owner or tenant of land in the Township, 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 outlined in the Municipal Elections Act or any other law.

Persons Prohibited from Voting

The following persons are prohibited from voting:

- (a) A person who is serving a sentence of imprisonment in a penal or correctional institution;
- (b) A corporation;
- (c) A person acting as executor or trustee or in any other representative capacity;
- (d) A person who was convicted of the corrupt practice described in subsection 90 (3) of the Municipal Elections Act, if voting day in the current election is less than five years after voting day in the election in respect of which they were convicted.

Definition of Residence

For the purposes of the Municipal Elections Act, a person's residence is the permanent lodging place to which, whenever absent, they intend to return. These provisions exist to allow for individuals who are homeless to vote. The following rules apply in determining a person's residence:

1. A person may only have one residence at a time.
2. The place where a person's family resides is also their residence, unless they move elsewhere with the intention of changing their permanent lodging place.
3. If a person has no other permanent lodging place, the place where they occupy a room or part of a room as a regular lodger or to which they habitually return is their residence.

- (2.1) Despite number 1 above, a person may have residences in two local municipalities at the same time if,
- (a) the person lives in one of the local municipalities in order to attend an educational institution but not with the intention of changing their permanent lodging place; and,
 - (b) the person's permanent lodging place is in the other local municipality.

Voters' List

The Voters' List is a list of eligible electors in the Township of Tyendinaga. During non-election years the Township of Tyendinaga does not maintain a Voters' List.

During an election cycle, the Municipal Property Assessment Corporation (MPAC) is responsible for preparing the preliminary list of electors for each municipality and school board in Ontario. It is MPAC's Municipal Property Assessment database of both property owners and tenants that is used to prepare this preliminary list, which aids in the preparation of the final Voters' List for the election.

From now until the middle of August voters may log into MPAC's online web tool [VoterLookup.ca](https://voterlookup.ca) to check their information.

Voterlookup.ca lets you:

- confirm the accuracy of your information;
- update your information where incorrectly recorded; and/or,
- add a name to the database so that it is correctly recorded for municipal and school board voting purposes.

In the middle of August, MPAC will provide this preliminary list of electors to the Township. Until October 24, 2022, the Township will conduct its own enumeration of eligible voters in Tyendinaga.



Eligible voters should be on the Voters' List by mid-September.

This will ensure that they receive their Personal Identification Number (PIN) in the mail, which will allow them to access their online ballot.



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How to Get a Copy of the Voters' List

Candidates are entitled to receive a copy of the List for campaign purposes. The List will be provided electronically to Candidates using the Candidate's Portal. **The information contained on the Voters' List is to be used for election purposes only. The use and sale of the Voters' List for Commercial purposes is strictly prohibited.**

In order to gain access to the Voters' List, candidates must first complete the prescribed form: Candidate's Declaration - Proper Use of Voters' List & Access to Candidates' Portal.

Proxy Voting

Proxy voting is used when a person cannot attend a voting location to cast their ballot. However, since Tyendinaga voters will be able to cast their ballot from anywhere they have an internet connection, proxy voting will not be available for the 2022 Municipal Election.

Part F: Contact Information, Forms & Checklist

Contact Information

To schedule an appointment to file a nomination form, or for general inquiries please contact the Township's Election Office at elections@tyendinagatownship.com or by phone at 613-396-1944 extension 200.

Forms

Candidates can get copies of forms from the Clerks Office, or download them from the Government of Ontario's Central Form Repository at www.forms.ssb.gov.on.ca.

Direct links to forms:

[Nomination Paper \(Form 1\)](#)

[Financial Statement – Auditor's Report – Candidate \(Form 4\)](#)

[Financial Statement – Subsequent Expenses \(Form 5\)](#)

[Notice of Extension of Campaign Period \(Form 6\)](#)

[Financial Statement – Auditor's Report – Third Party \(Form 8\)](#)

[Candidate's Declaration - Proper Use of Voters' List & Access to Candidates' Portal](#)

[Personal Information Release Form - Candidate Consent](#)

[Election Sign Deposit Form](#)

[Declaration of Qualifications - Council](#)

[Notice of Electronic Communications](#)

Candidate Checklist

Before you can file your nomination as a candidate in Tyendinaga's 2022 Municipal Election, you must ensure the following:

- Confirm that you are qualified to run for Municipal Office in the Township of Tyendinaga, or for the School Board for which you are running in.
Applicable Forms: Declaration of Qualifications - Council
- Book your meeting with the Elections Office to file your nomination. Email: elections@tyendinagatownship.com or by call 613-396-1944 extension 200.
- After booking your meeting you will receive an email with all nomination forms included as a package. Complete your nomination form on-line to the best of your ability using the Township's online platform **prior to your appointment with the Elections Team.**
Applicable Form: [Nomination Paper \(Form 1\)](#)
- You have original photo identification, which includes your proof of Canadian citizenship, signature, name and qualifying address to file your nomination. E.g. Driver's Licence and Passport. Upload your scanned ID.
- If you intend to put up election signs, you have completed the election sign permit application included in your package of electronic forms.
Applicable Form: [Election Sign Deposit Application](#)
- You have the appropriate nomination filing fee, and election sign Deposit application fee ready to submit.
Applicable Fees: Reeve's office - \$200
All other offices - \$100
Election Sign Deposit - \$100 (refundable)

After you have filed your nomination as a candidate in Tyendinaga's 2022 Municipal Election:

- Open up a separate bank account under your campaign. **Remember!** You must not spend or raise funds for your campaign until your nomination form and all other documents have been filed with the Elections Office.
- Only allow your election signs to go up any time on September 6, 2022. Failure to comply with the Township's Election Signs By-law may result in additional fees being incurred.
- Login to the Candidate's Portal and ensure you are familiar with the set-up. Together with the [elections website](#), the Candidate's Portal is your primary hub for Candidate information.



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- Attend the Candidate Information & Training Sessions. Check the [elections website](#) for updates. Topics will cover election signage & how the internet voting process works.
- Schedule an appointment in September with By-law enforcement staff to review Election Sign regulations to ensure compliance and avoid fees being charged to you.

For further information, please direct all inquiries to the Elections Office by emailing elections@tyendinagatownship.com