



## NEW FOR 2022

The Office of the City Clerk is introducing new processes to help candidates navigate the 2022 Municipal Election. Below is a summary of the changes and how they impact you as a Candidate and your campaign.

### 1. Candidate Access Portal

The Candidate Access Portal is a web-based platform that allows controlled access for candidates to view real-time elector list data that is applicable to their constituency.

#### **Electronic Voters' List(s)**

Candidates will now have access to real-time data for eligible electors in their electoral district via a basic search capability. In addition to displaying elector information like name, property address, and mailing address, candidates can also view the strike-off status. All data contained in the Voters' List(s) can be extracted for importation into Excel for further analysis without requiring the involvement of the City Clerk.

#### **Document Library**

Relevant documents, maps, forms, templates and guides will be uploaded to the candidate's portal for download.

Candidates will be automatically registered for the Candidate Access Portal by the City Clerk upon certification. An email containing a username and temporary password will be sent to the email provided by the Candidate. It is the sole responsibility of the Candidate to safeguard their login credentials and any material that is downloaded from the Portal.

Access to the Voters' List(s) will be enabled on September 1<sup>st</sup>, 2022 and remain active until the close of voting on Voting Day. At which point, the Office of the City Clerk will terminate your access. The Candidate will be responsible for destroying any electronic records such as local copies of the Voters' List.

### 2. Financial Templates

All candidates must disclose and report their contributions and expenses. The Office of the City Clerk will be providing a prescribed Excel template (available for download through the Document Library on the Candidate Access Portal) to assist candidates with their tracking and submission.



### **Electronic Copy**

Candidates will now be required to submit an electronic copy of their final financial statement completed using the provided Excel template. This requirement is in addition to the paper-copy – which will remain as the official record.

### **3. Internet Voting**

Internet Voting will be introduced for the Advance Vote in 2022. Further information will be shared at your appointment and a demonstration provided later in the year.

The City Clerk or designate will review with you the new processes noted above during your scheduled appointment.