

# **TWOMO ELECTION RESOURCE GUIDE**

**FALL 2022**

**For the Fall 2022 Election of District Social Services Administration Board (DSSAB)  
Members to Represent Territory Without Municipal Organization (TWOMO)**

**Ministry of Children, Community and Social Services**

**May 2022**

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<b>Change Log</b>			
<b>Date</b>	<b>Status (New, Revision, Cancelled)</b>	<b>Section</b>	<b>Description of Revision</b>
April 2022	Revision	3. Election Planning Timeline	Dates updated to reflect changes to election timelines for 2022
	Revision	6. Funding	Funding structure
	New	Appendix "P"	Application for exceptional circumstances fund

## 1. CONTEXT

Social services in Northern Ontario are delivered by 10 District Social Services Administration Boards (DSSABs). Created in 1998, DSSABs are responsible for delivering a range of social services including Ontario Works, childcare, and social housing. Eight DSSABs also deliver land ambulance services.

The *DSSAB Act* and its regulation provide for the DSSAB's structure, board member qualifications, chairs of boards, and term of office of members. The Regulation also identifies the number of members for each Board, the areas they represent and the manner of their appointment.

While DSSAB members representing municipal jurisdictions within the District are appointed by the municipal councils of those municipalities, DSSAB members representing areas within Territories Without Municipal Organization (TWOMO) are selected by the residents of that territory through an election.

Elections in TWOMOs are held the same day that municipal elections are held. This year's municipal and TWOMO elections will be held on **October 24, 2022**. DSSABs are responsible for administering the TWOMO elections.

The regulation under the *DSSAB Act* does not define the election process for members representing territory without municipal organization. This resource guide will assist DSSABs in administering the TWOMO election process by:

- providing guidance to DSSABs for running elections in a territory without municipal organization,
- identifying the ministry's key requirements for running elections,
- describing the roles and responsibilities of election officials, and
- providing templates of forms that can be adapted.

## WHAT'S NEW FOR THE OCTOBER 24, 2022 ELECTIONS?

The TWOMO Election Resource Guide has been revised and updated, using as references the Ministry of Municipal Affairs and Housing (MMAH) **2022 Voters' Guide - Ontario Municipal Council and School Board Elections** and the **2022 Candidates' Guide - Ontario Municipal Council and School Board Elections**.

### New for 2022:

1. Election day is **October 24, 2022**, and the close of nominations is **August 19, 2022** (Nominations may be submitted beginning May 1, 2022). Both of these dates are the same as the dates for municipal elections determined under the *Municipal Elections Act, 1996*.
2. Voters are required to show identification in order to vote. If your name is on the voters' list, you will be required to show one piece of identification that has your name and address on it in order to receive a ballot. The requirement to show identification that has your signature on it has been removed.
3. Clerks can decide to accept the nomination filing fee by an electronic method of payment if they wish.

### Representation of TWOMO

The following summary chart shows for each DSSAB, the number of members representing TWOMO and the area(s) they represent. (Refer to the regulation under the *DSSAB Act* in Appendix "Q" for a more detailed description of each area.)

DSSAB	Territory Without Municipal Organization
Algoma	1 member represents Area 7
Cochrane	1 member represents Area 8
Kenora	1 member represents Area 12
	1 member represents Area 13
	1 member represents Area 14
Manitoulin-Sudbury	1 member represents Area 15
Manitoulin-Sudbury	3 members represent Area 7
Nipissing	1 member represents Area 7
Parry Sound	2 members represents Area 7
Rainy River	1 member represents Area 7
	1 member represents Area 11
	1 member represents Area 12
Sault Ste. Marie	1 member represents Area 13
Sault Ste. Marie	2 members represent Area 3
Thunder Bay	1 member represents Area 7
Timiskaming	1 member represents Area 6
	1 member represents Area 7

## 2. MCCSS's KEY REQUIREMENTS FOR RUNNING ELECTIONS IN A TERRITORY WITHOUT MUNICIPAL ORGANIZATION

The key requirements of the Ministry of Children, Community and Social Services (MCCSS) for running elections in TWOMOs are as follows:

- Elections will be held on the same day that municipal elections are held: **October 24, 2022.**
- The nomination period will end on the same day that nominations end for municipal elections: **August 19, 2022.**
- The public will be notified (e.g. ads in local newspapers, radio, social media etc.) of the dates and locations of nomination meetings.
- Legally constituted parties/bodies (e.g. local services boards, cottager associations, local roads boards) in the District will be notified of the election (see Appendix "C").
- Nomination Papers will be mailed to interested parties and will be accepted by mail, courier or fax up to a pre-determined date prior to the election (see Appendix "E").
- A Notice of Election will be prepared and submitted to local newspapers to advise the public of the location, time and date of voting (see Appendix "J").
- Voting places will be established to permit, within reason, easy access for electors.
- Proxy voting will not be permitted.
- DSSABs will be required to report-back to MCCSS and account for the funds that were flowed to them (see Appendix "O").

### 3. ELECTION PLANNING TIMEFRAME

As per the ministry’s key requirements, the election of members representing TWOMOs must take place on **October 24, 2022**.

The nomination period will end **August 19, 2022** (Nominations may be submitted beginning May 1, 2022).

The following timetable is provided as a guide for the staging of major election activities. It is not intended to be an exhaustive list of all the activities that are required to be carried out.

Activity	Timeframe
Advertise to local media (e.g. newspapers, radio) to inform the public about the upcoming election and nomination process.	<b>May 1 – Aug 15</b>
Deputize a Returning Officer, as appropriate, to run the election in a Territory Without Municipal Organization.	14-17 weeks prior to election date: <b>June 24 - July 15</b>
Receive nominations and determine whether they will be accepted or rejected.	By <b>August 19, 2022</b> if nomination received before nomination day; By <b>August 22, 2022</b> if nomination received on nomination day
Where Nomination Papers are rejected, complete the Notice of Rejection of Nomination Papers (see Appendix “F”) and mail to individual.	As soon as possible after nomination is rejected
Where elections expenses are anticipated to be more than \$5,000 above planning allocation, submit exceptional circumstances fund Application (see Appendix “P”)	By August 26, or as soon as final nominations determined by DSSAB
Prepare the List of Certified Candidates (see Appendix “G”); or announce Acclamation to Office (see Appendix “I”).	By <b>August 19, 2022</b> if all nominations received before nomination day; By <b>August 22, 2022</b> if a nomination received on nomination day.
Select poll personnel (Deputy Returning Officers and poll clerks), as may be required, and have them complete the oath (see Appendices “A” and “B”).	8-10 weeks prior to election date: <b>August 15 – 29</b>
Adapt the forms provided in this Resource Guide, as required.	8-10 weeks prior to election date: <b>August 15 – 29</b>
Alternative voting methods: Deadline for passage of a By-law for use of alternative voting methods,	<b>August 24, 2022</b>

Activity	Timeframe
establishing of the forms and processes and providing candidates with the forms and processes.	
Finalize Voters List [Preliminary List of Electors (PLE) received from MPAC by (two options)].	<b>August 2 or August 22</b>
Notify legally constituted parties/bodies in the District about the election and provide a supply of Nomination Papers (see Appendix “C”). (Examples of legally constituted parties/bodies include local services boards, cottager associations, local roads boards, volunteer fire departments, and statute labour boards.)	6-8 weeks prior to election date: <b>August 2 – Sept 12</b>
Mail out Nominations Papers to interested parties (see Appendix “E”).	Upon request
Confirm the number and location of voting places.	3-4 weeks prior to election date: <b>September 26 – October 3</b>
Prepare the Notice of Election and submit it to appropriate local media (see Appendix “J”).	3-4 weeks prior to election date: <b>September 26 – October 3</b>
Prepare ballots and Voter's Lists (see Appendices “J” and “L”).	3-4 weeks prior to election date: <b>September 26 – October 3</b>
Provide an information session for election personnel, as may be required.	2-3 weeks prior to election date: <b>October 3 – 10</b>
Deliver ballots and other voting material to Deputy Returning Officers.	1-2 weeks prior to election date: <b>October 10 – 17</b>
Advertise to the public, via appropriate media, the location of polling places, hours, etc.	Friday, Saturday and Sunday before election day, and day of election: <b>October 21- 24</b>
At the close of election day, tabulate returns and inform the Board of the results.	<b>October 24, 2022</b>
Review Ballots and Ballot Tabulations and provide the Board with the certification of results.	<b>October 26, 2022</b>
Deadline for returning completed form “Report Back to MCCSS on Election Expenditures” to MCCSS. (See Appendix “O”)	<b>January 31, 2023</b>

## **4. ELECTION PROCESS FOR TERRITORIES WITHOUT MUNICIPAL ORGANIZATION**

The DSSAB regulation requires that residents of TWOMOs select the DSSAB board members who will be their representatives. TWOMO elections take place on the same day as the municipal elections, this year the elections are held on October 24, 2022.

DSSAB members representing municipal jurisdictions within the District are appointed by the municipal councils of those municipalities as set out in the Regulation. Council members are elected under the *Municipal Elections Act, 1996*. The term of all DSSAB members begins on January 1 following the municipal election.

DSSABs are responsible for administering the TWOMO elections. The election process includes obtaining the Preliminary List of Electors, selecting personnel and Returning Officers, adapting the forms provided in this Resource Guide as needed, notification of the public of the nomination process and the polling process, receiving nominations and determining eligibility, establishing location of polls, training elections personnel, preparing voters lists, conducting polling, and tabulating and certifying results.

### Alternative Processes for Administering the Election

A DSSAB may contract with a third party to administer the election. This could include a contract with a municipality.

The expertise in election administration often resides with municipal clerks in Ontario. The use of an outside expert, namely a municipal clerk, as the board's election clerk may be cost effective and will best assure the board, the ministry and the public that the election process is fair and is being conducted with integrity. The costs incurred by the member municipality for the conduct of the DSSAB election are the responsibility of the board.

The clerk of the largest municipality is the clerk for school board elections under the *Education Act, 1990*. Often the municipal clerk of the largest member municipality will be in the best position to oversee the DSSAB election. However, there may be a better choice of municipality to conduct the election for a particular board. For example, there are synergies possible by having an adjacent municipality take on the responsibilities.

The DSSAB in each instance would sit in the place of the municipal council for making those decisions that a municipal council would normally make during the elections process. The municipal clerk, as the election clerk for the DSSAB would be required to make the necessary reports to the board for direction on those matters.

Subject to approval of municipal council, the clerk of a member municipality may be appointed the DSSAB Election clerk.

## Qualifications of Electors

An elector must be:

- a Canadian citizen;
- at least 18 years old; and
- residing in the Territory Without Municipal Organization or an owner or tenant of land there, or the spouse of such owner or tenant.

Regulations made under the *District Social Services Administration Boards Act* state that Board members representing a territory without municipal organization are to be selected by the residents of that territory.

According to information from Statistics Canada from the 2020 census, there are approximately 34,500 residents in TWOMOs who are represented by DSSABs.

An elector should show identification confirming their identity in order to receive a ballot. Photo ID is not required (please see list on next page of acceptable documents that show names).

Identification to establish place of residence is only required if the elector is not already on the voters' list.

Acceptable documents that show name and qualifying address:

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario photo card
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan or financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Canada Child Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.

15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization which provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence issued by the office or officials responsible for student residence at a post-secondary institution.
26. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
27. A cheque stub, T4 statement or pay receipt issued by an employer.
28. A transcript or report card from a post-secondary school.
29. A document showing residence in a long-term care home under the *Fixing Long-Term Care Act, 2021* issued by the Administrator for the home.

Acceptable documents that show name:

1. An Ontario driver's licence.
2. An Ontario Health Card.
3. An Ontario motor vehicle permit (plate portion).
4. A Canadian passport.
5. A Certificate of Canadian Citizenship.
6. A Certificate of Indian Status.
7. A Veterans Affairs Canada Health Card.
8. A social insurance number card.
9. An Old Age Security Card.
10. A credit card.
11. A debit card.
12. An employee identification card.

13. A student identification card issued by a post-secondary institution.
14. A union identification card or a professional licence card.
15. A cancelled personalized cheque.
16. A mortgage, lease or rental agreement for property in Ontario.
17. An insurance policy.
18. A document issued or certified by a court in Ontario.
19. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
20. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).

If an elector does not have acceptable identification, they may make a statutory declaration that they are eligible to vote in order to receive a ballot.

#### Qualifications of Members Elected to Represent Territories Without Municipal Organization

The Regulation made under the *DSSAB Act* outlines the qualifications of members and the term of office.

Section 3.1(2) of the Regulation provides that:

“A member of a board ... who represents a territory without municipal organization shall be a Canadian citizen who is at least 18 years of age, and

- (a) a permanent resident of the territory without municipal organization\*;
- (b) an owner or tenant of property in the territory without municipal organization; or
- (c) the spouse of an owner or tenant of property in the territory without municipal organization.”

\*Note that this should be read as if ‘or’ follows section (a).

#### Term of Office of Members Elected to Represent Territories Without Municipal Organization

The term of office for DSSAB TWOMO board members is four years. The term of office for a board member commences on January 1, 2023.

There is no authority for boards to use alternate members. If a member becomes ineligible, the board appoints a new member to serve that territory for the remainder of the term. Boards decide how to appoint a new member.

## The Nomination Process

DSSABs must appoint/deputize a Returning Officer to conduct the election in the TWOMO. DSSABs must also appoint Deputy Returning Officers, and may appoint Poll Clerks and any other election officials that are considered necessary, for each voting place. All election administration personnel must complete the oath (see Appendices "A" and "B").

A person may be nominated by submitting a nomination form (see Appendix "E") to the Returning Officer, or his or her designate, in person or by an agent. Where the DSSAB requires nominees to submit their form in person, Returning Officers may wish to designate in different areas of the DSSAB officials to whom nomination forms may be returned. DSSABs may also organize nomination meetings if appropriate.

Note that the form in Appendix "E" allows for self-nomination.

The last day for nomination, Nomination Day, is the same as that for municipalities August 19., 2022. Prior to 4:00 p.m. on the Monday following Nomination Day (August 22, 2022) the Returning Officer shall examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the DSSAB Act and Regulation, the Returning Officer shall certify as such on the nomination filed. If not satisfied, the Returning Officer shall reject the nomination and as soon as possible give notice to the person who sought to be nominated and all other candidates for that office. The Returning Officer's decision is final.

Those disqualified from seeking to represent TWOMO include:

- An employee of the DSSAB.
- Except during a leave of absence under Section 30 of the *Municipal Elections Act, 1996*, an employee of a municipality within the DSSAB service area and as defined in the *Municipal Affairs Act, 1990*. An employee must be on leave as of the day they are nominated. If elected to office, the employee is deemed to have resigned from employment.
- A judge of any court.
- A member of the Assembly (Ontario Legislature).
- A member of the House of Commons.
- A member of the Senate.
- Anyone who holds one or more office(s), election of which is governed by the *Municipal Elections Act, 1996* and/or the *District Social Services Administration Boards Act*.
- A Crown Employee within the meaning of the *Public Service Act* who is a Deputy Minister or who is in a position or classification designated in the regulations made under that Act for the purposes of Section 11 thereof.
- A person who is serving a sentence of imprisonment in a penal or correctional institution, including a sentence being served in the evenings or on weekends.
- A corporation.

- A person who was convicted of the corrupt practice described in Subsection 90(3) of the *Municipal Elections Act, 1996* if Voting Day in the current election is less than four years after Voting Day in the election in respect of which he or she was convicted.
- A person who was convicted of the corrupt practice described in Subsection 91(1) of the *Municipal Elections Act, 1996* if Voting Day in the current election is less than six years after Voting Day in the election in respect of which he or she was convicted.
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information.
- Otherwise ineligible or disqualified under the *Municipal Act, 2001* or any other Act.

The Returning Officer will inform a nominee that his or her nomination papers have been rejected (see Appendix "F", "Notice of Rejection of Nomination Papers"). Note that a candidate who is running for municipal office may run as a member to represent a DSSAB, but if elected to both positions, is permitted to hold only one office.

### Notification of Nomination Process

The Returning Officer should establish early on in the process, the method of giving notice regarding offices for which persons may be nominated and the nomination procedures.

Legally constituted parties/bodies in the District as well as residents of the territory without municipal organization should be notified about the nomination process and that an election is taking place for a representative on the DSSAB and that eligible nominees should come forward.

DSSABs will need to reach residents using some of the approaches outlined below. Since each territory without municipal organization is distinct, some approaches will likely need to be modified to meet different communities' needs.

Nomination Papers should be reasonably accessible to allow interested parties the opportunity to participate in the election process.

### Ways of Notifying the Public

Suggested ways to notify the public about the nomination process and election date, location of voting places, etc., include the following:

- A. Local newspapers
- B. Local radio stations
- C. Social media ads
- D. Mail notices to residents
- E. Notify legally constituted parties such as (1) Incorporated Municipalities, (2) Post Offices, (3) Local Services Boards, (4) Local Roads Boards, (5) Cottager Associations, (6) Volunteer Fire Departments, and (7) Statute Labour Boards

- F. Place notices in establishments open to the public, community centres, etc.
- G. Posting on DSSAB internet site
- H. Consider hosting a candidate info night (in person or virtually) to answer questions

### Acclamation

If the number of candidates nominated is equal to the number of members that are required, the candidate or candidates will be declared duly elected by acclamation. See Appendix "I", "Declaration of Acclamation to Office".

### Insufficient Number of Nominees

Candidates who have filed their nomination papers by the deadline will be declared duly elected by acclamation.

Where there are fewer eligible nominees than members required to represent the TWOMO, the Returning Officer will extend the deadline for nominations. Additional efforts should be made to circulate the Notice of Nominations more broadly.

### Preliminary Lists of Electors (PLE) for Elections in a Territory Without Municipal Organization

The Municipal Property Assessment Corporation (MPAC) conducts an enumeration of the inhabitants in a municipality, locality and non-municipal territory. MPAC provides a Preliminary List of Electors (PLE) which is delivered by August 22, 2022. The PLE may only be used for election purposes. The PLE cannot be made available to the public. The PLE is used by a municipality/electing school board or DSSAB to create the final Voters' List. The Voters' List may only be made available to the public as prescribed in the *Municipal Elections Act, 1996*.

In accordance with Section 15 (1) and (2) of the *Assessment Act, 1990*:

- (1) For the purposes of the *Municipal Elections Act, 1996*, the assessment corporation shall conduct an enumeration of the inhabitants of a municipality and locality at the times and in the manner prescribed by the Minister. 2016, c. 15, s. 72 (2).

*Same, non-municipal territory*

- (2) For the purposes of elections to boards constituted under the *District Social Services Administration Boards Act* or under other provincial statutes, the assessment corporation shall conduct an enumeration of the inhabitants of all or part of the non-municipal territory at the times and in the manner prescribed by the Minister. 2016, c. 15, s. 72 (2).

MPAC will also provide DSSABs with September Exceptions Files in early-September which will reflect changes that have occurred since the July PLE (MPAC canvasses municipalities, DSSABs in May/June to obtain their 2022 post-enumeration product requirements and delivery date preferences. MPAC offers 2 delivery date options for the PLE – August 2, 2022 or August 22, 2022 and the September Exceptions Files will be provided to all municipalities and DSSABs on Sept. 9, 2022 )

Once the Returning Officer has corrected any obvious errors on the PLE, it becomes the Voters' List and should be certified as revised. The Voters' List is subject to revisions<sup>1</sup> up to and including Election Day. MPAC should be notified of any revisions which are to be submitted to MPAC within 30 days following a regular election.

## **5. VOTING PROCESS**

### Access

Voting place means the area designated by the Returning Officer in which the facilities for the conduct of the vote are located.

Typically, the voting places for local elections are open from 10:00 a.m. to 8:00 p.m. on voting day. Electors who are in the voting place at 8:00 p.m. are entitled to vote. This timeframe is used throughout the resource guide. If local circumstances warrant, these hours may be extended through earlier opening of the voting place.

Each election area should have at least one voting place. Voting places should be located in a central area that provides reasonable access to residents. Interpretation of "reasonable access" will vary across the DSSABs, depending on local conditions.

Note that all voting places be accessible to electors with disabilities, and the Returning Officer shall have regard to the needs of electors with disabilities in choosing voting places.

### For The Vote

DSSABs must make a concerted effort to communicate to all residents the election date, locations of voting places and relevant processes.

Prior to voting day, the Returning Officer shall prepare and certify the Voters' List for use in each voting place.

No campaign material or literature of any nature relating to any candidate in the election shall be displayed within the voting place on voting day.

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<sup>1</sup> A person can now only apply to remove another person's name from the voters' list in the case of a voter who is deceased. (Rules for adding a name or changing information have not changed.)

Every person who is present in the voting place or at the counting of the votes shall help to maintain the secrecy of the voting. No person shall interfere with an elector, obtain or attempt to obtain at a voting place information about how an elector intends to vote or has voted, or communicate any information obtained at a voting place about how an elector intends to vote or has voted<sup>2</sup>.

### Emergency Vote Procedures

The vote will be postponed for a particular voting place by the Returning Officer in the event of adverse weather or other unforeseen circumstances that would unduly hinder qualified electors from voting.

In areas where one or more poll (but not all) needs to be postponed, those polls that do not need to be postponed will proceed normally. The ballot boxes for these polls will be sealed and remain closed until all polls for the area have been completed.

An effort should be made by the Returning Officer to ensure that any poll that needs to be postponed is rescheduled as soon as possible.

### Forms

Clear, consistent forms should be utilized for the nomination and election process.

The Returning Officer shall prepare and cause to be printed a sufficient number of ballots for use in the election.

Sample forms provided for use can be found in the Appendices to the Resource Guide.

### Ballot Boxes

Ballot Boxes should be provided to each Deputy Returning Officer in advance of the poll.

Ballot boxes should be made of a durable material and constructed so that the ballots can be deposited and cannot be withdrawn without the box being unsealed or being unsealed and unlocked.

Specific details concerning maintaining the integrity of the ballot box and the poll are discussed in Appendix "H".

The Returning Officer may require that three envelopes be included in the Ballot Box to be used after the Poll Count. One envelope could be labeled for "USED BALLOTS", a second for "UNUSED BALLOTS" and a third for "REJECTED, CANCELLED AND DECLINED BALLOTS".

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<sup>2</sup> This includes photography or video of a marked ballot which is now expressly prohibited.

The Ballot Box should also be sent with seals to close the box before the vote and with seals to be used after the Vote for its transport to the Returning Officer.

### Voting Procedures

Ballots will be given to persons whose name appears on the Voter's List. Identification may be requested to verify the name. It is recommended that the elector's name then be crossed off the Voter's List or marked to show that the elector has received a ballot.

On attendance of a qualified elector whose name does not appear on the Voter's List, the Deputy Returning Officer must complete the Application to Amend Voter's List information required (name, qualifying address, mailing address) and then require the elector to sign the Voter's List (see Appendix "K" for a sample Application to Amend Voter's List).

Once the Returning Officer has approved the application and the elector has signed the amended Voter's List, he/she should be given a ballot and directed to the Voting Booth.

On receiving the ballot from the voter, the Deputy Returning Officer shall immediately deposit it in the ballot box, in the full view of the voter and any persons authorized to be in the voting place.

If an elector returns a ballot to the Deputy Returning Officer and indicates that the elector is declining to vote, the elector is no longer entitled to vote and the Deputy Returning Officer shall immediately write the word "declined" upon the ballot.

The Deputy Returning Officer shall keep a record of the number of electors who indicate that they are declining to vote.

### Ballot Counting

After the close of the voting place, the Deputy Returning Officer counts the ballots and records the results on an Election Results Form (see Appendix "N").

The Deputy Returning Officer then notifies the Returning Officer of the results. The ballot boxes will then be sealed and sent to the Returning Officer.

The Returning Officer shall check the election results forms from the Deputy Returning Officers for the Official Totals. The Returning Officer may open the ballot box if he or she considers it necessary in order to interpret the election results form. The Deputy Returning Officer shall be present.

A scrutineer or a certified candidate is entitled to receive a copy of the election results form from the Returning Officer but not from the Deputy Returning Officer.

The Returning Officer conducts all recounts for the elections for which he or she is responsible. Recounts can be required when there is a tied vote where both or all candidates cannot be declared elected or by resolution of the DSSAB board. The Deputy Returning Officer, any other election official appointed to assist with the recount, certified candidates for the office involved, counsel for the certified candidate, or any other person may be present with the Returning Officer's permission.

### Alternative Voting Methods

Recently, a number of municipalities have chosen to use alternative voting methods. DSSABs may wish to look at using alternative voting methods when planning for elections for members from TWOMOs. These methods may provide improved convenience, greater accessibility and the opportunity for increased voter turnout.

The DSSAB must pass a by-law for alternative voting/counting methods and the by-law must be passed at least sixty (60) days prior to the election (by August 24, 2022 ) and remain in force until repealed.

If DSSABs are interested in seeing sample procedure information as a reference for any of these alternative voting methods, they may contact the Ministry for a copy. Previously, the Ministry obtained the information from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) and the sample procedures have not been tested or proven by AMCTO or by the Ministry and are merely provided for reference:

- automated vote equipment – poll count tabulators (City of London);
- vote by mail-in ballot (Municipality of Clarington);
- internet voting (Town of Markham);
- touch screen voting (none available);
- voting by telephone

The municipalities noted in brackets above have drafted the sample procedure materials. Since the materials are just samples, if DSSABs wish to pursue the alternative voting methods or wish for more information after reviewing the samples, DSSABs are encouraged to directly contact the municipality who drafted the procedure or another municipality who also conducts their elections using the same or similar method.

DSSABs may contact: Laurie Meher, Manager, MCCSS, Social Assistance Program Policy Branch, at [Laurie.Meher@ontario.ca](mailto:Laurie.Meher@ontario.ca) for copies of the sample procedures.

### Transition Period Following the Election

During the period following the election and prior to the beginning of the new Term of Office (January 1), the existing Board continues to govern. However, some restrictions to the Board's actions will apply. The following activities should not be undertaken by the Board during this period:

- appointment or removal from office of any member of the board;
- hiring or dismissal of any employee of the board;
- disposition of any real or personal property of the DSSAB which had a value exceeding \$50,000 when it was acquired by the DSSAB (unless the disposition was included in the most recent budget adopted by the DSSAB before nomination day);
- making any expenditures or incurring any other liability which exceeds \$50,000 (unless the liability was included in the most recent budget adopted by the DSSAB before nomination day), excluding normal day to day business expenditures e.g. Ontario Works.

## 6. FUNDING

### **Base funding allocation**

In 2022, base funding of up to \$25,000 per DSSAB and 1 TWOMO Area, plus \$2,000 for each additional TWOMO Area within a DSSAB, will be allocated to cover the costs of administering the TWOMO elections.

Eligible costs must be reasonably attributable to running the election (e.g. holding public meetings, sub-contracting the task of running the election, advertising, postage). Eligible costs are only those costs in addition to costs that are already cost-shared through Ontario Works Administration funding. Receipts to support the eligible costs are to be submitted with the Report-Back on Eligible Expenditures (see Appendix “O” for supporting form). Any unspent funds and/or funds used for ineligible costs are recoverable by the Ministry of Children, Community and Social Services.

### **Exceptional circumstances fund (A total fund of \$25,000 for all eligible DSSABs)**

In addition to the base funding allocation, DSSABs’ may request additional support from a \$25,000 exceptional circumstances fund. DSSABs who demonstrate exceptional TWOMO elections needs and anticipate incurring more than \$5,000 over their base funding allocation will be able to apply to access a portion of the fund. Expenses incurred over the planning allocation will be considered on a case-by-case basis through the submission of the exceptional circumstances fund application (Appendix “P”) to MCCSS and will be reimbursed based on availability of funds and compliance with expense guidelines.

Following the nomination period (August 19, 2022), DSSABs will have the opportunity to reassess their elections funding needs and at that point apply for additional funding through the exceptional circumstances fund application.

Exceptional circumstances include unique geographic, demographic or socio-economic conditions that result in an elevated elections overhead.

Applications are to be submitted to the DSSAB’s designated MCCSS Program Supervisor by **August 26, 2022**.

Approved applications will be eligible to receive a portion of the \$25,000 fund. Decisions on fund disbursement will be communicated by September 9, 2022.

DSSABs will be required to report-back to the ministry on the election costs and account for expenses. Final expenses that do not exceed \$5,000 above the base allocation will be capped at the DSSAB's allocation and will not be reimbursed through the exceptional circumstances fund.

Each DSSAB Chief Administrative Officer must complete and return Appendix "O" by January 31, 2023 to the appropriate MCCSS Regional Director.

# APPENDICES

**APPENDIX "A"**

**Appointment and Oath of Deputy Returning Officer**

**District Social Services Administration Board**

\_\_\_\_\_  
Name of Person Appointed

The person named above is hereby appointed Deputy Returning Officer for the above-named DSSAB and delegated the following duties and responsibilities:

\_\_\_\_\_  
Returning Officer

\_\_\_\_\_  
Date

I, the person named above, swear solemnly that I will:

- act faithfully in the capacity set out in my appointment and perform all duties required without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an elector when she/he is marking her/his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show her/his marked ballot to any person.

\_\_\_\_\_  
(Signature of Person making Affidavit)

\_\_\_\_\_  
Date

Declared before me

At the \_\_\_\_\_ of \_\_\_\_\_

In the District of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Returning Officer

**APPENDIX “B”**

**Appointment and Oath of Poll Clerk**

\_\_\_\_\_  
District Social Services Administration Board

\_\_\_\_\_  
Name of Person Appointed

The person named above is hereby appointed Poll Clerk for the above-named DSSAB and delegated the following duties and responsibilities:

\_\_\_\_\_  
Returning Officer

\_\_\_\_\_  
Date

I, the person named above, swear solemnly that I will:

- act faithfully in the capacity set out in my appointment and perform all duties required without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an elector when she/he is marking her/his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show her/his marked ballot to any person.

\_\_\_\_\_  
(Signature of Person making Affidavit)

\_\_\_\_\_  
Date

Declared before me

At the \_\_\_\_\_ of \_\_\_\_\_

In the District of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Returning Officer

## APPENDIX “C”

### Letter of Notification

#### District Social Services Administration Board

Letter to be sent to legally constituted parties/bodies (e.g. local services boards, cottager associations) in the District

Dear,

As you may know, an election will be held on **(insert date of election)** to vote for **(insert number of members to be elected)** to represent territory without municipal organization on the **(insert appropriate DSSAB name)** District Social Services Administration Board.

In order to proceed with the election of an individual **(if more than 1 member insert the number to be elected)** to represent territory without municipal organization in the District, the **(insert name of DSSAB)** is seeking the assistance of local services boards, local roads boards, volunteer fire departments and other interested organizations in the District.

Enclosed is the Notice of Election, as advertised in the local papers, along with a supply of Nomination Papers which we ask you to post in a conspicuous area to the advantage of the electors in territory without municipal organization.

Section 3.1(2) of the Regulations made under the *District Social Services Administration Boards Act* provides that:

“A member of a board ... who represents territory without municipal organization shall be a Canadian citizen who is at least 18 years of age, and

- (a) a permanent resident of the territory without municipal organization;
- (b) an owner or tenant of property in the territory without municipal organization; or
- (c) the spouse or partner of an owner or tenant of property in the territory without municipal organization.”

Those disqualified from seeking to represent TWOMO include:

- An employee of the DSSAB.
- Except during a leave of absence under Section 30 of the *Municipal Elections Act, 1996*, an employee of a municipality or a local Board as defined in the *Municipal Affairs Act*. An employee must be on leave as of the day they are nominated.

- A judge of any court.
- A member of the Assembly (Ontario Legislature).
- A member of the House of Commons.
- A member of the Senate.
- Anyone who holds more than one office, election of which is governed by the *Municipal Elections Act, 1996* and/or the *District Social Services Administration Boards Act, 1990*.
- A Crown Employee within the meaning of the *Public Service Act, 2006* who is a Deputy Minister or who is in a position or classification designated in the regulations made under that Act for the purposes of Section 11 thereof.
- A person who is serving a sentence of imprisonment in a penal or correctional institution, including a sentence being served in the evenings or on weekends.
- A corporation.
- A person who was convicted of the corrupt practice described in Subsection 90(3) of the *Municipal Elections Act, 1996* if Voting Day in the current election is less than four years after Voting Day in the election in respect of which he or she was convicted.
- A person who was convicted of the corrupt practice described in Subsection 91(1) of the *Municipal Elections Act, 1996* if Voting Day in the current election is less than six years after Voting Day in the election in respect of which he or she was convicted.
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information.
- Otherwise ineligible or disqualified under the *Municipal Act, 2001* or any other Act.

Completed Nomination Papers are to be forwarded to the undersigned by **(date)**.

Voting will take place on **(insert date)** between the hours of **(insert hours)**.

**[If alternative voting method is chosen provide details]**

All persons who are entitled to vote (Canadian citizens, 18 years of age or older, and residents of the territory) are required to register with Election Officials at the Poll prior to receiving a Ballot. Proxy voting is not permitted.

Any inquiry may be addressed to the undersigned.

Thank you for your assistance.

Sincerely,

Name, address, phone and fax numbers of Returning Officer

## APPENDIX "D"

### Notice of Nominations

#### **\*\*IMPORTANT NOTICE\*\***

TO: **All residents of the territory without municipal organization within the District of \_\_\_\_\_**

Pursuant to Section 3.1(2) of Ontario regulation 278/98, under the *District Social Services Administration Boards Act*, there will be an election for \_\_\_\_\_ ( ) representative(s) on the \_\_\_\_\_ District Social Services Administration Board. \_\_\_\_\_ ( ) representative(s) shall represent \_\_\_\_\_.

The District Social Services Administration Board for the District of \_\_\_\_\_ is seeking **Nominations for Representation** of the territory without municipal organization to represent Area \_\_\_\_\_.

#### **Nominee Qualifications**

A person is eligible to be a DSSAB member representing territory without municipal organization if he or she is:

- a permanent resident of the territory without municipal organization; or
- an owner or tenant of property in the territory without municipal organization; or
- the spouse or partner of an owner or tenant of property in the territory without municipal organization.

#### **The Position**

- To represent the territory without municipal organization of \_\_\_\_\_, effective \_\_\_\_\_, 20\_\_\_\_. The number of meetings, meeting dates and remuneration will be established by the Board.

#### **Territory without municipal organization includes the following geographic townships:**

\*List geographic townships as in the appropriate Schedule of the Regulations made under the *District Social Services Administration Boards Act*\*

**Please contact, \_\_\_\_\_, the Deputy Returning Officer for a copy of the Nomination Papers at \_\_\_\_\_.**

**Nomination Papers must be in by no later than August 19, 2022.**

**APPENDIX “E”****Nomination Papers****District Social Services Administration Board**

I, \_\_\_\_\_, of \_\_\_\_\_,  
 (Name of Candidate/Nominee) (Qualifying Address)

and \_\_\_\_\_, \_\_\_\_\_ hereby put forward  
 (Mailing Address) (Postal Code)

- my name as a candidate for the office of DSSAB member representing Territory Without Municipal Organization (TWOMO) and I further declare that I am legally qualified to hold office for which I have been nominated.

\_\_\_\_\_  
 Signature of Candidate/Nominee

\_\_\_\_\_  
 Date

Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Note: A person who has been nominated may withdraw his/her nomination by filing a written withdrawal with the Returning Officer by 2:00 p.m. on August 19, 2022.

A candidate who is running for municipal office may run as a member to represent DSSAB but, if elected to both positions, is permitted to hold only one office.

**APPENDIX "F"**

**Notice of Rejection of Nomination Papers**

**District Social Services Administration Board**

TO:

\_\_\_\_\_  
(Candidate Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Postal Code)

FROM:

Returning Officer:

\_\_\_\_\_  
(Name of Returning Officer)

\_\_\_\_\_  
(District Social Services Administration Board)

Take notice that your nomination filed with me has been examined and the same has been **REJECTED** as you do not meet the eligibility requirements to hold office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Returning Officer

\_\_\_\_\_  
Date

**APPENDIX "G"**

**List of Certified Candidates**

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**District Social Services Administration Board**

**NAME OF CANDIDATE**

**QUALIFYING ADDRESS**

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Dated at \_\_\_\_\_  
This \_\_\_\_ day of \_\_\_\_\_, 2022.

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Name of Returning Officer,

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District Social Services  
Administration Board

## **APPENDIX “H”**

### **Instructions for Deputy Returning Officers and Poll Clerks**

The following is a brief description of the duties and responsibilities of election personnel.

#### **General**

- The poll is to be open to voters from 10:00 a.m. until 8:00 p.m. [NOTE THAT POLLS MAY OPEN EARLIER AT THE DISCRETION OF THE RETURNING OFFICER]
- Election personnel should attend at their respective Poll in order to be “open for business” at 10:00 a.m. Election personnel should be present at the Poll 15-20 minutes early to set-up.
- Personnel should take any food or drink they may require during the day.

#### **Voting Procedures**

- Empty the ballot box of all materials as provided.
- On the attendance of a qualified elector, the Deputy Returning Officer (DRO) shall complete the Voter's List with the information required (name, qualifying address, mailing address) and then require the elector to sign the Voter's List.
- Ballots are to be folded. The outside of the Ballot is to be initialed by the DRO.
- Once the elector has signed the Voter's List, he/she is to be handed a ballot and directed to the Voting Booth or area.
- The elector is requested to bring the completed Ballot back to the DRO, folded in a manner that the DRO's initials are visible and the Ballot is then deposited in the Ballot Box by the elector. For clarity, Ballots are folded to ensure that the DRO cannot see the mark on the ballot.

## Counting Procedures

- At 8:00 p.m. the Poll shall be closed. Any person, eligible to vote, who is in attendance at the Poll before 8:00 p.m. shall be permitted to vote. In effect should an elector be in the Poll before 8:00 p.m. he/she will be allowed to vote though the Poll has been effectively closed.
- When everyone has voted, the DRO will open the Ballot Box and sort the ballots in those marked for each candidate.
- The DRO will then take a count of each sort and complete the "Statement of Elections Results" accordingly.
- All UNUSED Ballots will be placed in the envelope provided with the Ballot Box. The number of USED ballots will be noted on the envelope.
- All REJECTED, CANCELLED, and DECLINED Ballots will be placed in the envelope provided with the Ballot Box. The number of REJECTED, CANCELLED, and DECLINED ballots will be noted on the envelope.

**Place all envelopes in the Ballot Box. Seal the Ballot Box and return it to the Returning Officer.**

# APPENDIX "I"

## Declaration of Acclamation to Office

District Social Services Administration Board

Member to Represent \_\_\_\_\_ Territory Without Municipal Organization

I hereby declare the certified candidates listed below to be acclaimed to the District Social Services Administration Board as members representing territory without municipal organization:

NAME OF CERTIFIED CANDIDATE


Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
**Name of Returning Officer**

\_\_\_\_\_  
**Chair of District Social Services Administration Board**

**APPENDIX “J”****Notice of Election****\*\*IMPORTANT NOTICE\*\***

TO: All residents of the Territory Without Municipal Organization within the District of \_\_\_\_\_

The \_\_\_\_\_ District Social Services Administration Board will hold an election to select a member who will represent the Territory Without Municipal Organization for Area \_\_\_\_\_ to the District Social Services Administration Board.

\_\_\_\_ ( ) Member to represent the Territory Without Municipal Organization of Area \_\_\_\_\_

**NOTE: If there are 2 or more members on a DSSAB representing territory without municipal organization, adapt this form accordingly.**

Voting will take place in the listed Poll Centre(s) on \_\_\_\_\_  
Between 10:00 a.m. and 8:00 p.m.

All persons who are entitled to vote are required to register with Election Officials at the Poll prior to receiving a Ballot.

Proxy Voting is **not** permitted.

**Qualified Electors**

- a Canadian citizen;
- at least 18 years old; and
- residing in the territory without municipal organization or an owner or tenant of land there, or the spouse of such owner or tenant.

**Names of Candidates**

Candidate's Name

Candidate's Name

**Qualifying Address**

\_\_\_\_\_ Township

\_\_\_\_\_ Township

**Polls**

#1 – Name of Centre

Address

#2 – Name of Centre

Address

Date of Notice  
Returning Officer Name  
DSSAB



**APPENDIX "L"**

**Ballot**

**District of \_\_\_\_\_ Social Services Administration Board**

Ballot

Member to represent Territory Without Municipal Organization for Area \_\_\_\_\_ of the Board.

You can vote for ONE (1) candidate for this Office:

**Name of Candidate** \_\_\_\_\_

**Name of Candidate** \_\_\_\_\_

**Name of Candidate** \_\_\_\_\_

**APPENDIX "M"**

**Certificate and Receipt for Ballots**

Poll # _____  _____ District Social Services Administration Board
---

Ballot for Member to Represent Territory Without Municipal Organization on the DSSAB  Quantity (as delivered by Returning Officer) _____  Corrected Quantity (as verified by D.R.O.) _____
---

I, the undersigned Returning Officer, do hereby declare that I have supplied to the Deputy Returning Officer of the said polling subdivision, the quantities of ballots listed.

Returning Officer	Date

I, the undersigned Deputy Returning Officer for the said polling subdivision, do hereby declare that I have received from the Returning Officer, the quantities of ballots delivered to me or, if different, as verified by me.

Deputy Returning Officer	Date

# APPENDIX "N"

## Election Results

\_\_\_\_\_ District Social Services Administration Board

Office of DSSAB Member to Represent

\_\_\_\_\_ Territory Without Municipal Organization

Date: \_\_\_\_\_

I hereby certify that during the election held on \_\_\_\_\_ for the Office listed above, the certified candidates received the votes that follow their respective name:

Candidate	Total Votes
_____	_____
_____	_____
_____	_____
_____	_____

I further certify the following candidate **ELECTED** as a result of the vote taken on

\_\_\_\_\_  
Date

_____	_____
Candidate	Total Votes

_____	_____
<b>Initials of Returning Officer</b>	<b>Date</b>

**APPENDIX "N"**

**Election Results (cont'd)**

Ballot Count

Total Ballots Received from the Returning Officer \_\_\_\_\_

Counted Ballots \_\_\_\_\_

Rejected Ballots \_\_\_\_\_

Cancelled Ballots \_\_\_\_\_

Declined Ballots \_\_\_\_\_

Unused Ballots \_\_\_\_\_

Total Ballots \_\_\_\_\_

\_\_\_\_\_  
Returning Officer

\_\_\_\_\_  
Date

**APPENDIX "O"**

**Report-back to Ministry of Children, Community and Social Services (MCCSS) on  
Election Expenditures  
(Due to MCCSS January 31, 2023)  
\_\_\_\_\_ District Social Services Administration Board**

Chief Administrative Officer  
DSSAB  
Address  
Date

Total Allocation for \_\_\_\_\_ DSSAB \$ \_\_\_\_\_

<b>Expenses</b>	<b>Specify</b>	<b>Amount(\$)</b>
Human Resources		
Sub-contracting		
Public Meetings		
Advertising		
Printing/Photocopying		
Postage		
Ballot		
Boxes		
Transportation		
Other		
<b>Total</b>		<b>\$</b>

I, the undersigned, verify the items listed above and their expense. Receipts are available to verify the expenses identified above.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

**APPENDIX "P"****Application to Ministry of Children, Community and Social Services (MCCSS) for estimated elections expenses above the DSSAB's planning allocation**

(Provide to MCCSS Program Supervisor by August 26, 2022)

**District Social Services Administration Board**

Referring to page 7 of this guide, "MCCSS' Key Requirements for Running Elections in a Territory without Municipal organization", identify any unique barriers or circumstances to meeting MCCSS' key requirements that would require funding above the allocation provided to your DSSAB. This may include geographic, socioeconomic, and demographic factors that are unique to your communities and impact your elections expenses.

Outline the circumstances/rationale for your request and a breakdown of estimated expenditures above your DSSAB's approved allocation (You may expand the table below, if required):

<b>Expenses</b>	<b>Circumstances/Rationale</b>	<b>Amount(\$)</b>
Human Resources		
Sub-contracting		
Public Meetings		
Advertising		
Printing/Photocopying		
Postage		
Ballot		
Boxes		
Transportation		
Other		
<b>Total</b>	<b>Amount above allocation</b>	<b>\$</b>

I, the undersigned, verify the items listed above and their expense. Receipts are available to verify the expenses identified above. (Due to MCCSS by January 31, 2023)

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

## APPENDIX “Q”

### District Social Services Administration Boards Act Loi sur les conseils d’administration de district des services sociaux

#### ONTARIO REGULATION 278/98

#### GENERAL

Consolidation Period: From December 20, 2018 to the e-Laws currency date.

Last amendment: 520/18.

Legislative History: 37/99, 112/99, 608/99, 40/00, 620/00, 131/01, 355/02, 422/03, 298/04, 288/05, 501/05, 410/06, 164/07, 123/09, 210/10, 383/10, 462/10, 109/17, 472/17, 520/18.

*This Regulation is made in English only.*

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#### SOCIAL SERVICES PRESCRIBED

1. (1) For the purpose of the definition of “social services” in subsection 1 (1) of the Act, social services include,

- (a) services with respect to assistance under the *Ontario Works Act, 1997*;
- (b) services with respect to income support under the *Ontario Disability Support Program Act, 1997*;
- (c) services set out in subsection 6 (1) of Ontario Regulation 138/15 (Funding, Cost Sharing and Financial Assistance) made under the *Child Care and Early Years Act, 2014*; and
- (d) REVOKED: O. Reg. 131/01, s. 1 (1).
- (e) services with respect to benefits under the *Family Benefits Act*. O. Reg. 278/98, s. 1; O. Reg. 131/01, s. 1 (1); O. Reg. 472/17, s. 1.

(2) Despite Ontario Regulation 131/01, this section, as it read immediately before that regulation came into force, continues to apply to expenditures with respect to provincial social housing costs under the *Social Housing Funding Act, 1997* in respect of billing periods ending before January 1, 2001. O. Reg. 131/01, s. 1 (2).

## GRANTS UNDER SECTION 10 OF THE ACT

2. The amount of a grant under section 10 of the Act shall be,

- (a) 50 per cent of the board’s reasonable costs of administration during its first year, as estimated by the board and approved by the Director under the *Ontario Works Act, 1997*; and
- (b) the board’s reasonable start up costs, as estimated by the board and approved by the Director under the *Ontario Works Act, 1997*. O. Reg. 278/98, s. 2.

## DESIGNATION OF DISTRICTS FOR BOARDS AND MEMBERSHIP OF BOARD

3. (1) The district for each of the boards established by the Minister is set out in section 1 of the corresponding Schedule to this Regulation. O. Reg. 278/98, s. 3 (1).

(2) The number of members of each of the boards, the areas that those members represent and the manner of their appointment are set out in section 2 of the corresponding Schedule to this Regulation. O. Reg. 278/98, s. 3 (2).

## QUALIFICATIONS OF MEMBERS

3.1 (1) A member of a board who is not a member at large and who represents one or more municipalities shall be a member of a municipal council. O. Reg. 37/99, s. 1.

(2) A member of a board who is not a member at large and who represents territory without municipal organization shall be a Canadian citizen who is at least 18 years of age and,

- (a) a permanent resident of the territory without municipal organization;
- (b) an owner or tenant of property in the territory without municipal organization; or
- (c) the spouse of an owner or tenant of property in the territory without municipal organization. O. Reg. 37/99, s. 1; O. Reg. 40/00, s. 1 (1); O. Reg. 288/05, s. 1 (1).

(3) A member of a board shall not be an employee of the board. O. Reg. 37/99, s. 1.

(4) In this section,

“spouse” means,

- (a) a spouse as defined in section 1 of the *Family Law Act*, or
- (b) either of two persons who live together in a conjugal relationship outside marriage. O. Reg. 288/05, s. 1 (2).

## TERM OF OFFICE OF MEMBERS

4. (1) A member of a board appointed as a member at large shall hold office for a term not exceeding four years. O. Reg. 278/98, s. 4 (1); O. Reg. 410/06, s. 1 (1).

(2) The term of office of a member of a board who is not a member at large shall commence on January 1 next following the commencement of the term of office of the council that the member represents or January 1 in any subsequent year of the term of office of that council and shall not exceed four years. O. Reg. 278/98, s. 4 (2); O. Reg. 410/06, s. 1 (2).

(2.1) Despite subsection (2), if there is a vacancy created by an increase to the number of members of the Board who are not members at large, the term of office of the member filling the vacancy may commence at any time. O. Reg. 109/17 s. 1.

(3) A member of a board may be re-appointed when his or her term ends. O. Reg. 278/98, s. 4 (3).

(4) If a member who was appointed by one or more municipalities becomes ineligible to hold office as a board member, fails to attend three consecutive board meetings without the board’s authorization, resigns or dies before the end of his or her term, the council or councils that appointed the member shall appoint a new member to serve for the remainder of the term. O. Reg. 37/99, s. 2.

(5) If a member of a board represents an area set out in the Schedule for that board that is comprised of territory without municipal organization and that member becomes ineligible to hold office as a board member, fails to attend three consecutive board meetings without

the board's authorization, resigns or dies before the end of his or her term, the board shall appoint a new member to serve that territory for the remainder of the term. O. Reg. 37/99, s. 2.

(6) If the residents of a territory without municipal organization fail to select a member of a board, the board shall appoint a member to serve that territory and the member shall serve his or her term of office as if he or she were selected by the residents. O. Reg. 462/10, s. 1.

## CHAIRS OF BOARDS

5. (1) A board shall, at its first meeting after January 1 in each year, appoint one of its members as chair of the board. O. Reg. 278/98, s. 5 (1).

(2) The member of the board who is appointed as chair shall serve as chair until the December 31 following the appointment. O. Reg. 383/10, s. 1.

(3) For as long as the person is a member of the board, he or she may be re-appointed as chair in one or more subsequent years. O. Reg. 383/10, s. 1.

(4) If the chair resigns or dies while serving as chair, the board shall appoint another member of the board as chair to serve for the balance of the year. O. Reg. 383/10, s. 1.

## APPORTIONMENT OF COSTS

6. (1) In this section and in section 7,

“tax ratio”, with respect to a property, means the tax ratio established under section 308 of the *Municipal Act, 2001* for the property class it is in;

“weighted assessment” means,

(a) with respect to property that is in a subclass to which section 313 of the *Municipal Act, 2001* applies, the taxable assessment for the property, as reduced by the percentage reduction that applies with respect to that assessment under section 313 of the *Municipal Act, 2001* and multiplied by the tax ratio of the property class that the property is in, and

(b) in all other cases, the taxable assessment for a property multiplied by the tax ratio of the property class that the property is in. O. Reg. 37/99, s. 3; O. Reg. 112/99, s. 1 (1); O. Reg. 355/02, s. 1 (1, 2).

(2) For the purposes of this section, if the area of jurisdiction of a board includes territory without municipal organization,

- (a) the costs of social services attributable to the areas of the board comprised of municipalities are the actual costs of social services for all of those areas, including the costs of administration with respect to those costs; and
- (b) the costs of social services attributable to the areas of the board comprised of territory without municipal organization are the actual costs of those social services for that territory, including the costs of administration with respect to those costs. O. Reg. 37/99, s. 3.

(2.1) The costs of social services attributable to the areas of the board under subsection (2) include only those costs for which the board is responsible. O. Reg. 112/99, s. 1 (2).

(3) The attribution of costs between municipalities and territory without municipal organization in accordance with subsection (2) must be approved by the Director under the *Ontario Works Act, 1997*. O. Reg. 37/99, s. 3.

(4) Subject to subsections (5) and (6), the amount determined under clause (2) (a) shall be apportioned among the municipalities in the board's district as follows:

1. When the assessment rolls of the municipalities in the district are returned to the clerks under section 36 of the *Assessment Act*, they shall also be provided to the board.
2. Each municipality shall provide the board with a copy of its by-law setting its tax ratios on or before the date it is required under section 308 of the *Municipal Act, 2001* to make the by-law.
3. The board shall determine, for each municipality, the amount to be apportioned to the municipality in accordance with the following formula:

$$A = B \times (C \div D)$$

where,

A = the amount to be apportioned to the municipality,

B = the amount determined under clause (2) (a),

C = the sum of the weighted assessments for all of the properties in the municipality,

D = the sum of the weighted assessments for all of the properties in all of the municipalities.

O. Reg. 37/99, s. 3; O. Reg. 355/02, s. 1 (3).

(5) The board may agree to apportion costs of social services in its district, including the costs of administration, in a way other than that provided in subsections (2) and (4) if,

- (a) a majority of the municipalities and members representing territory without municipal organization consent to that apportionment; and

(b) those municipalities and members who have consented represent a majority of the electors in the board's district. O. Reg. 37/99, s. 3.

(6) Each of the municipalities set out in an area of a board set out in the Schedule for that board and each of the members of that board representing territory without municipal organization is entitled to one vote under clause (5) (a). O. Reg. 37/99, s. 3.

(7) For the purposes of clause (5) (b), if two or more members of the board represent an area set out in the Schedule for the board that is comprised of territory without municipal organization, a member who represents the area shall be deemed to represent the total number of electors in the area divided by the total number of board members who represent the area. O. Reg. 37/99, s. 3.

(8) A resolution of the municipal council is required for a municipality to consent under subsection (5) and a signed consent of a member representing territory without municipal organization is required for the member to consent under subsection (5). O. Reg. 37/99, s. 3.

(8.1) Despite subsections (4) and (5), for the period beginning on December 11, 2017 and ending on December 31, 2019, the board shall use the method of cost apportionment for social services in its district that the board was using on December 10, 2017. O. Reg. 472/17, s. 2; O. Reg. 520/18, s. 1.

(9) Each board whose area of jurisdiction includes territory without municipal organization shall inform the Minister responsible for each social service of the costs of that social service attributable to territory without municipal organization forthwith after determining those costs. O. Reg. 37/99, s. 3.

**6.1** The interest that a board may impose on a municipality under subsection 6 (3) of the Act shall not exceed 1 per cent per month. O. Reg. 37/99, s. 4.

## ESTIMATES AND RESERVES

**7. (1)** Each board shall in each year apportion among the jurisdictions in its district, in accordance with section 6, the amounts that it estimates will be required to defray the expenditures for social services for that year and shall on or before March 31 of that year notify,

(a) the clerk of each municipality of the amount to be provided by that municipality;  
and

(b) the Minister responsible for each social service of the amount to be provided by the Minister with respect to that social service under section 8 of the Act. O. Reg. 37/99, s. 5 (1).

(2) If a board that has given notice of its estimated expenditures incurs additional costs for social services that were not anticipated at the time the notice was given, the additional costs shall be apportioned and notification given in accordance with subsection (1). O. Reg. 278/98, s. 7 (2); O. Reg. 37/99, s. 5 (2).

(3) In preparing the estimates, the board may provide for a reserve for working funds in a year not to exceed 15 per cent of the total estimates of the board for the year. O. Reg. 278/98, s. 7 (3).

(4) If the actual expenditures of a board for a year are greater or less than the estimated expenditures for that year, the board shall, in preparing the estimates of the amount required to defray its expenditures for the following year,

(a) make due allowance for any surplus that will be available from the preceding year;  
or

(b) provide for any deficit of the preceding year. O. Reg. 278/98, s. 7 (4).

**8.** For the purposes of sections 6, 6.1 and 7, the costs of social services attributable to the Town of Moosonee shall be considered as if they were attributable to the areas of a board comprised of territory without municipal organization and the Town shall not participate in the apportionment of the costs of social services required by subsection 6 (4). O. Reg. 620/00, s. 1.

## SCHEDULE 1

### ALGOMA DISTRICT SERVICES ADMINISTRATION BOARD

1. The district for the Algoma District Services Administration Board is the District of Algoma, excluding the part of the District of Algoma that is part of the district for the District of Sault Ste. Marie Social Services Administration Board.

2. The Algoma District Services Administration Board shall consist of 12 members and the areas they represent and the manner of their appointment shall be as follows:

1. Area 1 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 1:

i. The Corporation of the Township of Hornepayne.

ii. The Corporation of the Township of White River.

iii. The Corporation of the Township of Dubreuilville.

2. Area 2 is the area of jurisdiction of The Corporation of the Township of Michipicoten and one member shall be appointed by its municipal council to represent Area 2.

3. Area 3 is the area of jurisdiction of the following municipalities and two members shall be appointed jointly by the municipal councils of those municipalities to represent Area 3:

- i. The Corporation of the Township of MacDonald, Meredith and Aberdeen Additional.
- ii. The Corporation of the Township of Laird.
- iii. The Corporation of the Township of Tarbutt and Tarbutt Additional.
- iv. The Corporation of the Township of St. Joseph.
- v. The Corporation of the Township of Jocelyn.
- vi. The Corporation of the Township of Hilton.
- vii. The Corporation of the Village of Hilton Beach.
- viii. The Corporation of the Township of Johnson.

4. Area 4 is the area of jurisdiction of the following municipalities and two members shall be appointed jointly by the municipal councils of those municipalities to represent Area 4:

- i. The Corporation of the Township of Plummer Additional.
- ii. The Corporation of the Town of Bruce Mines.
- iii. The Corporation of the Town of Thessalon.
- iv. The Corporation of the Municipality of Huron Shores.
- v. The Corporation of the Township of the North Shore.
- vi. The Corporation of the Township of Shedden.

5. Area 5 is the area of jurisdiction of The Corporation of the Town of Blind River and one member shall be appointed by its municipal council to represent Area 5.

6. Area 6 is the area of jurisdiction of The Corporation of the City of Elliot Lake and four members shall be appointed by its municipal council to represent Area 6.

7. Area 7 is the territory without municipal organization within the district for the Algoma District Services Administration Board and one member shall be selected by the residents of that territory to represent Area 7.

O. Reg. 37/99, s. 6; O. Reg. 620/00, s. 2.

## SCHEDULE 2

### THE DISTRICT OF COCHRANE SOCIAL SERVICES ADMINISTRATION BOARD

1. The district for the District of Cochrane Social Services Administration Board is the District of Cochrane.

2. The District of Cochrane Social Services Administration Board shall consist of 14 members and the areas they represent and the manner of their appointment shall be as follows:

1. REVOKED: O. Reg. 501/05, s. 1 (2).

2. Area 1 is the area of jurisdiction of The Corporation of the City of Timmins and seven members shall be appointed by its municipal council to represent Area 1.

3. Area 2 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 2:

i. The Corporation of the Town of Hearst.

ii. The Corporation of the Township of Mattice-Val Coté.

4. Area 3 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 3:

i. The Corporation of the Township of Fauquier-Strickland.

ii. The Corporation of the Township of Moonbeam.

iii. The Corporation of the Town of Smooth Rock Falls.

iv. The Corporation of the Township of Opasatika.

v. The Corporation of the Township of Val Rita-Harty.

5. Area 4 is the area of jurisdiction of The Corporation of the Town of Kapuskasing and one member shall be appointed by its municipal council to represent Area 4.

6. Area 5 is the area of jurisdiction of The Corporation of the Town of Cochrane and The Corporation of the Town of Moosonee and one member shall be appointed by the municipal council of The Corporation of the Town of Cochrane to represent Area 5.
  7. Area 6 is the area of jurisdiction of the Corporation of the Town of Iroquois Falls and one member shall be appointed by its municipal council to represent Area 6.
  8. Area 7 is the area of jurisdiction of the Corporation of the Township of Black River-Matheson and one member shall be appointed by its municipal council to represent Area 7.
  9. Area 8 is the territory without municipal organization within the district for the District of Cochrane Social Services Administration Board and one member shall be selected by the residents of that territory to represent Area 8.
- O. Reg. 37/99, s. 6; O. Reg. 608/99, s. 1; O. Reg. 620/00, s. 3; O. Reg. 501/05, s. 1; O. Reg. 123/09, s. 1.

#### SCHEDULE 2.1 KENORA DISTRICT SERVICES BOARD

1. The district for the Kenora District Services Board is the District of Kenora including the geographic townships of Mathieu, Croome and Claxton that are annexed to The Corporation of the Township of Sioux Narrows-Nestor Falls.
2. The Kenora District Services Board shall consist of 13 members and the areas they represent and the manner of their appointment shall be as follows:
  1. Area 1 is the area of jurisdiction of The Corporation of the City of Dryden and one member shall be appointed by its municipal council to represent Area 1.
  - 2., 3. REVOKED: O. Reg. 608/99, s. 2 (2).
  4. Area 4 is the area of jurisdiction of The Corporation of the City of Kenora and one member shall be appointed by its municipal council to represent Area 4.
  5. Area 5 is the area of jurisdiction of The Corporation of the Town of Sioux Lookout and one member shall be appointed by its municipal council to represent Area 5.
  6. Area 6 is the area of jurisdiction of The Corporation of the Township of Ear Falls and one member shall be appointed by its municipal council to represent Area 6.
  7. Area 7 is the area of jurisdiction of The Corporation of the Township of Ignace and one member shall be appointed by its municipal council to represent Area 7.
  8. Area 8 is the area of jurisdiction of The Corporation of the Township of Machin and one member shall be appointed by its municipal council to represent Area 8.
  9. Area 9 is the area of jurisdiction of The Corporation of the Township of Pickle Lake and one member shall be appointed by its municipal council to represent Area 9.

10. Area 10 is the area of jurisdiction of The Corporation of the Municipality of Red Lake and one member shall be appointed by its municipal council to represent Area 10.
11. Area 11 is the area of jurisdiction of The Corporation of the Township of Sioux Narrows-Nestor Falls and one member shall be appointed by its municipal council to represent Area 11.
12. Area 12 is that part of the territory without municipal organization within the district for the Kenora District Services Board that is described as follows and one member shall be selected jointly by the residents of that area to represent Area 12:  
Lac Seul Electoral Area which takes in all the unincorporated area easterly from the western intersection of the 11th baseline and the Manitoba border to the intersection of the Thunder Bay District; thence, southerly along the Thunder Bay District western boundary until the intersection of a line of latitude drawn across the northern border of Grand Trunk Block 10; thence, westerly along the line of latitude drawn across the northern border of Grand Trunk Block 10 to the Manitoba border; thence, northerly along the Manitoba border to the intersection of the 11th baseline.
13. Area 13 is that part of the territory without municipal organization within the district for the Kenora District Services Board that is described as follows and one member shall be selected jointly by the residents of that area to represent Area 13:  
Oxdrift Electoral Area which takes in all the unincorporated area southerly from the intersection of the southern border of the Lac Seul Area and the western boundary of the Thunder Bay District to the northern boundary of the Rainy River District; thence, westerly along the northern boundary of the Rainy River District to the intersection of a line of longitude drawn to travel along the western boundary of Bridges Township; thence, northerly along the line of longitude drawn to travel along the western boundary of Bridges Township to the intersection of the southern boundary of the Lac Seul Area; thence, easterly along the southern boundary of the Lac Seul Area to the intersection of the western boundary of the Thunder Bay District.
14. Area 14 is that part of the territory without municipal organization within the district for the Kenora District Services Board that is described as follows and one member shall be selected jointly by the residents of that area to represent Area 14:  
Lake of the Woods North Area which takes in all the unincorporated area easterly from the Manitoba border along the southern boundary of the Lac Seul Area to the intersection of the western boundary of the Oxdrift Area; thence, southerly along the western boundary of the Oxdrift Area to the intersection of the north side of Highway 17; thence, westerly along the north side of Highway 17 to the intersection of the Manitoba border; thence, northerly along the Manitoba border to the intersection of the southern boundary of the Lac Seul Area.

15. Area 15 is that part of the territory without municipal organization within the district for the Kenora District Services Board that is described as follows and one member shall be selected jointly by the residents of that area to represent Area 15:

Lake of the Woods South Area which takes in all the unincorporated area easterly from the Manitoba border along the south side of Highway 17 to the intersection of the western boundary of the Oxdrift Area; thence, southerly along the western boundary of the Oxdrift Area to the intersection of the northern boundary of the Rainy River District; thence, westerly along the northern boundary of the Rainy River District to the Manitoba border; thence, northerly along the Manitoba border to the intersection of the south side of Highway 17, excluding areas annexed to The Corporation of the Township of Lake of the Woods.

O. Reg. 112/99, s. 2 (1); O. Reg. 608/99, s. 2; O. Reg. 620/00, s. 4; O. Reg. 422/03, s. 1.

## SCHEDULE 2.2 MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

1. The district for the Manitoulin-Sudbury District Services Board is the District of Manitoulin and that part of the District of Sudbury that does not include the area of jurisdiction of City of Greater Sudbury.

2. The Manitoulin-Sudbury District Services Board shall consist of 14 members and the areas they represent and the manner of their appointment shall be as follows:

1. Area 1 is the area of jurisdiction of The Corporation of the Town of Espanola and two members shall be appointed by its municipal council to represent Area 1.

2. Area 2 is the area of jurisdiction of the following municipalities and two members shall be appointed jointly by the municipal councils of those municipalities to represent Area 2:

i. The Corporation of the Township of Sables-Spanish Rivers.

ii. The Corporation of the Township of Baldwin.

iii. The Corporation of the Township of Nairn and Hyman.

3. Area 3 is the area of jurisdiction of the following municipalities and three members shall be appointed jointly by the municipal councils of those municipalities to represent Area 3:

i. The Corporation of the Municipality of Markstay-Warren.

ii. The Corporation of the Municipality of St.-Charles.

iii. The Corporation of the Municipality of French River.

iv. The Corporation of the Municipality of Killarney.

4. Area 4 is the area of jurisdiction of The Corporation of the Township of Chapleau and one member shall be appointed by its municipal council to represent Area 4.

5. Area 5 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 5:

i. The Corporation of the Township of Cockburn Island.

ii. The Corporation of the Municipality of Gordon/Barrie Island.

iii. The Corporation of the Township of Burpee and Mills.

iv. REVOKED: O. Reg. 210/10, s. 1 (5).

v. The Corporation of the Town of Gore Bay.

vi. The Corporation of the Township of Billings.

6. Area 6 is the area of jurisdiction of the following municipalities and two members shall be appointed jointly by the municipal councils of those municipalities to represent Area 6:

i. The Corporation of the Township of Central Manitoulin.

ii. The Corporation of the Township of Tehkummah.

iii. The Corporation of the Town of Northeastern Manitoulin and the Islands.

iv. The Corporation of the Township of Assiginack.

7. Area 7 is the territory without municipal organization within the district for the Manitoulin-Sudbury District Services Board and three members shall be selected by the residents of that territory to represent Area 7.

O. Reg. 112/99, s. 2 (1); O. Reg. 608/99, s. 3; O. Reg. 620/00, s. 5; O. Reg. 210/10, s. 1.

### SCHEDULE 3 THE DISTRICT OF NIPISSING SOCIAL SERVICES ADMINISTRATION BOARD

1. The district for the District of Nipissing Social Services Administration Board is the District of Nipissing and the part of the District of Sudbury that is within the area of jurisdiction of The Corporation of the Municipality of West Nipissing.

2. The District of Nipissing Social Services Administration Board shall consist of 12 members and the areas they represent and the manner of their appointment shall be as follows:

1. Area 1 is the area of jurisdiction of The Corporation of the City of North Bay and six members shall be appointed by its municipal council to represent Area 1.
2. Area 2 is the area of jurisdiction of The Corporation of the Municipality of West Nipissing and one member shall be appointed by its municipal council to represent Area 2.
3. Area 3 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 3:

- i. The Corporation of the Township of Bonfield.
- ii. The Corporation of the Township of Calvin.
- iii. The Corporation of the Township of Chisholm.
- iv. The Corporation of the Town of Mattawa.
- v. The Corporation of the Township of Mattawan.
- vi. The Corporation of the Township of Papineau-Cameron.

4. Area 4 is the area of jurisdiction of The Corporation of Township of South Algonquin and one member shall be appointed by its municipal council to represent Area 4.
5. Area 5 is the area of jurisdiction of The Corporation of the Municipality of Temagami and one member shall be appointed by its municipal council to represent Area 5.
6. Area 6 is the area of jurisdiction of The Corporation of the Township of East Ferris and one member shall be appointed by its municipal council to represent Area 6.
7. Area 7 is the territory without municipal organization within the district for the District of Nipissing Social Services Administration Board and one member shall be selected by the residents of that territory to represent Area 7.

O. Reg. 37/99, s. 6; O. Reg. 422/03, s. 2.

**SCHEDULE 4**  
**THE DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD**

1. The district for the District of Parry Sound Social Services Administration Board is the District of Parry Sound, excluding the area of jurisdiction of The Corporation of the Municipality of Killarney.

2. The District of Parry Sound Social Services Administration Board shall consist of 15 members and the areas they represent and the manner of their appointment shall be as follows:

1. Area 1 is the area of jurisdiction of The Corporation of the Township of Seguin and two members shall be appointed by its municipal council to represent Area 1.

2. Area 2 is the area of jurisdiction of the following municipalities and three members shall be appointed jointly by the municipal councils of those municipalities to represent Area 2:

i. The Corporation of the Township of Archipelago.

ii. The Corporation of the Town of Parry Sound.

3. Area 3 is the area of jurisdiction of the following municipalities and two members shall be appointed jointly by the municipal councils of those municipalities to represent Area 3:

i. The Corporation of the Township of Carling.

ii. The Corporation of the Municipality of Whitestone.

iii. The Corporation of the Township of McDougall.

iv. The Corporation of the Township of McKellar.

4. Area 4 is the area of jurisdiction of the following municipalities and two members shall be appointed jointly by the municipal councils of those municipalities to represent Area 4:

i. The Corporation of the Town of Kearney.

ii. The Corporation of the Village of Burk's Falls.

iii. The Corporation of the Township of Armour.

iv. The Corporation of the Township of Perry.

v. The Corporation of the Township of Ryerson.

vi. The Corporation of the Township of McMurrich-Monteith.

5. Area 5 is the area of jurisdiction of the following municipalities and two members shall be appointed jointly by the municipal councils of those municipalities to represent Area 5:

- i. The Corporation of the Village of South River.
- ii. The Corporation of the Village of Sundridge.
- iii. The Corporation of the Township of Joly.
- iv. The Corporation of the Township of Machar.
- v. The Corporation of the Township of Strong.
- vi. The Corporation of the Municipality of Magnetawan.

6. Area 6 is the area of jurisdiction of the following municipalities and two members shall be appointed jointly by the municipal councils of those municipalities to represent Area 6:

- i. The Corporation of the Municipality of Powassan.
- ii. REVOKED: O. Reg. 620/00, s. 6 (2).
- iii. The Corporation of the Township of Himsworth North.
- iv. REVOKED: O. Reg. 620/00, s. 6 (2).
- v. The Corporation of the Township of Nipissing.

7. Area 7 is the territory without municipal organization within the district for the District of Parry Sound Social Services Administration Board and two members shall be selected by the residents of that territory to represent Area 7.

O. Reg. 37/99, s. 6; O. Reg. 608/99, s. 4; O. Reg. 620/00, s. 6.

## SCHEDULE 5

### RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD

1. The district for Rainy River District Social Services Administration Board is the District of Rainy River, the area of jurisdiction of The Corporation of the Township of Lake of the Woods excluding the geographic townships of Mathieu, Croome and Claxton that are annexed to The Corporation of the Township of Sioux Narrows-Nestor Falls.

2. Rainy River District Social Services Administration Board shall consist of 13 members and the areas they represent and the manner of their appointment shall be as follows:

1. Area 1 is the area of jurisdiction of The Corporation of the Town of Fort Frances and one member shall be appointed by its municipal council to represent Area 1.
2. Area 2 is the area of jurisdiction of The Corporation of the Town of Atikokan and one member shall be appointed by its municipal council to represent Area 2.
3. Area 3 is the area of jurisdiction of The Corporation of the Township of Emo and one member shall be appointed by its municipal council to represent Area 3.
4. Area 4 is the area of jurisdiction of The Corporation of the Township of La Vallée and one member shall be appointed by its municipal council to represent Area 4.
5. Area 5 is the area of jurisdiction of The Corporation of the Town of Rainy River and one member shall be appointed by its municipal council to represent Area 5.
6. Area 6 is the area of jurisdiction of The Corporation of the Township of Alberton and one member shall be appointed by its municipal council to represent Area 6.
7. Area 7 is the area of jurisdiction of The Corporation of the Township of Chapple and one member shall be appointed by its municipal council to represent Area 7.
8. Area 8 is the area of jurisdiction of The Corporation of the Township of Dawson and one member shall be appointed by its municipal council to represent Area 8.
9. Area 9 is the area of jurisdiction of The Corporation of the Township of Morley and one member shall be appointed by its municipal council to represent Area 9.
10. Area 10 is the area of jurisdiction of The Corporation of the Township of Lake of the Woods and one member shall be appointed by its municipal council to represent Area 10.
11. Area 11 is the territory without municipal organization that is located westerly from the northwest corner of Indian Reserve 16D on a line projected northward astronomically to the point of intersection with the District of Kenora to the westerly boundary of the District of Rainy River and one member shall be selected by the residents of those territories to represent Area 11.
12. Area 12 is the territory without municipal organization that is located easterly from the northwest corner of Indian Reserve 16D on a line projected northward astronomically to the point of intersection with the District of Kenora and easterly to the 5th Meridian Line and one member shall be selected by the residents of that territory to represent Area 12.
13. Area 13 is the territory without municipal organization that is located from the easterly boundary of the District of Rainy River northward until it intersects with the District of Kenora, westerly until the 5th Meridian Line which lies on the west boundary of the unincorporated area of Bennett and one member shall be selected by the residents of that territory to represent Area 13.

O. Reg. 37/99, s. 6; O. Reg. 620/00, s. 7; O. Reg. 422/03, s. 3; O. Reg. 298/04, s. 1; O. Reg. 210/10, s. 2.

#### SCHEDULE 5.1

##### THE DISTRICT OF SAULT STE. MARIE SOCIAL SERVICES ADMINISTRATION BOARD

1. The district for the District of Sault Ste. Marie Social Services Administration Board is the area of jurisdiction of The Corporation of the City of Sault Ste. Marie, the area of jurisdiction of The Corporation of the Township of Prince and the territory without municipal organization that is within the planning area for the Sault North Planning Board.
2. The District of Sault Ste. Marie Social Services Administration Board shall consist of nine members and the areas they represent and the manner of their appointment shall be as follows:
  1. Area 1 is the area of jurisdiction of The Corporation of the City of Sault Ste. Marie and six members shall be appointed by its municipal council to represent Area 1.
  2. Area 2 is the area of jurisdiction of The Corporation of the Township of Prince and one member shall be appointed by its municipal council to represent Area 2.
  3. Area 3 is the territory without municipal organization that is within the planning area for the Sault North Planning Board and two members shall be selected by the residents of that territory to represent Area 3.

O. Reg. 37/99, s. 6.

#### SCHEDULE 6

##### THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

1. The district for the Thunder Bay Social Services Administration Board is the District of Thunder Bay.
2. The District of the Thunder Bay Social Services Administration Board shall consist of 14 members and the areas they represent and the manner of their appointment shall be as follows:
  1. REVOKED: O. Reg. 164/07, s. 1 (2).
  2. Area 1 is the area of jurisdiction of the following municipalities and 3 members shall be appointed jointly by the municipal councils of those municipalities to represent Area 1:
    - i. The Corporation of the Municipality of Oliver Paipoonge.
    - ii. The Corporation of the Township of Shuniah.

- iii. The Corporation of the Township of O'Connor.
- iv. The Corporation of the Municipality of Neebing.
- v. The Corporation of the Township of Conmee.
- vi. The Corporation of the Township of Gillies.

3. Area 2 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 2:

- i. The Corporation of the Township of Nipigon.
- ii. The Corporation of the Township of Red Rock.
- iii. The Corporation of the Township of Dorion.

4. Area 3 is the area of the jurisdiction of The Corporation of the Municipality of Greenstone and one member shall be appointed by its municipal council to represent Area 3.

5. Area 4 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 4:

- i. The Corporation of the Township of Terrace Bay.
- ii. The Corporation of the Township of Schreiber.

6. Area 5 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 5:

- i. The Corporation of the Town of Marathon.
- ii. The Corporation of the Township of Manitouwadge.

7. Area 6 is the area of jurisdiction of The Corporation of the City of Thunder Bay and six members shall be appointed by the municipal council of The Corporation of the City of Thunder Bay to represent Area 6.

8. Area 7 is the territory without municipal organization within the district for the District of Thunder Bay Social Services Administration Board and one member shall be selected by the residents of that territory to represent Area 7.

O. Reg. 112/99, s. 2 (2); O. Reg. 620/00, s. 8; O. Reg. 164/07, s. 1; O. Reg. 109/17, s. 2.

SCHEDULE 7  
THE DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD

1. The district for the District of Timiskaming Social Services Administration Board is the District of Timiskaming.

2. The District of Timiskaming Social Services Administration Board shall consist of nine members and the areas they represent and the manner of their appointment shall be as follows:

1. Area 1 is the area of jurisdiction of The Corporation of the Town of Kirkland Lake and two members shall be appointed by its municipal council to represent Area 1.

2. Area 2 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 2:

- i. The Corporation of the Town of Englehart.
- ii. The Corporation of the Township of McGarry.
- iii. The Corporation of the Township of Larder Lake.
- iv. The Corporation of the Township of Gauthier.
- v. The Corporation of the Township of Chamberlain.
- vi. The Corporation of the Municipality of Charlton and Dack.
- vii. The Corporation of the Township of Evanturel.

3. Area 3 is the area of jurisdiction of the Corporation of the Municipality of Timiskaming Shores and two members shall be appointed by its municipal council to represent Area 3.

4. Area 4 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 4:

- i. The Corporation of the Township of Hudson.
- ii. The Corporation of the Township of Kerns.
- iii. The Corporation of the Town of Latchford.
- iv. The Corporation of the Township of Coleman.

v. The Corporation of the Town of Cobalt.

vi. The Corporation of the Township of Harris.

vii. REVOKED: O. Reg. 123/09, s. 2 (3).

5. Area 5 is the area of jurisdiction of the following municipalities and one member shall be appointed jointly by the municipal councils of those municipalities to represent Area 5:

i. The Corporation of the Township of James.

ii. The Corporation of the Township of Matachewan.

iii. The Corporation of the Township of Armstrong.

iv. The Corporation of the Township of Hilliard.

v. The Corporation of the Township of Brethour.

vi. The Corporation of the Village of Thornloe.

vii. REVOKED: O. Reg. 123/09, s. 2 (4).

viii. The Corporation of the Township of Harley.

ix. The Corporation of the Township of Casey.

6. REVOKED: O. Reg. 123/09, s. 2 (5).

7. Area 6 is the territory without municipal organization consisting of the following geographic townships and one member shall be selected jointly by the residents of those geographic townships to represent Area 6:

Hillary, Reynolds, McKeown, Fripp, McArthur, Douglas, Fallon, Fasken, Michie, Nordica, Terry, Lee, Maisonville, Arnold, Katrine, Ossian, Pharand, Childerhouse, Doyle, Musgrove, Bartlett, Geikie, Cleaver, McNeil, Robertson, Sheba, Dunmore, Bompas, Grenfell, Lebel, Hincks, Argule, Baden, Alma, Holmes, Burt, Eby, Otto, Boston, McElroy, McFadden, Montrose, Bannockburn, Flavelle, Gross, Blain, Marquis, Pacaud, Catharine, Rattray, Willison, Davidson, Sharpe, Savard, Marter, Bayly, Mulligan.

8. Area 7 is the territory without municipal organization consisting of the following geographic townships and one member shall be selected jointly by the residents of those geographic townships to represent Area 7:

Raymond, Rankin, Morel, Shillington, Farr, Smyth, Truax, Robillard, Ingram, Pense, Knight, Van Hise, Haultain, Chown, Mickle, Tudhope, Bryce, Beauchamp, Tyrrell,

Milner, Nicol, Lawson, Roadhouse, Willet, Barber, Cane, Henwood, Leonard, Leith, Charters, Corkill, Wallis, Banks, Speight, Auld, Lundy, North Williams, Ray, Donovan, Brewster, Trethewey, Whitson, van Nostrand, Klock, Barr, Firstbrook, Dufferin, Leckie, Corley, Gamble, McGriffin, Rorke, Leo, Dane, Kittson, Medina, Cole, Brigstocke, Gillies Limit, Lorrain, South Lorrain.

O. Reg. 37/99, s. 7; O. Reg. 123/09, s. 2.