

Blank Form Department.

The use of blank forms properly prepared simplifies the work of municipal officers, and directs their attention to important matters of detail that are often overlooked.

With this issue we announce that we have placed in stock the most complete assortment of municipal blank forms ever offered to municipal officers in Ontario. The forms have been prepared under our personal supervision, and will be found to be more practical than those usually supplied.

We have a new feature in poll books for use at municipal elections and for voters' lists required when voting on by-laws, by the introduction of a special form to take the place of fourteen other forms necessary to be supplied to deputy-returning officers. This is bound with the poll books, and not only reduces the cost, but makes them more convenient and practical than any we have ever used.

Our assessment and collectors' rolls are good. The preservation of these important records require that they should be substantially bound to stand the usage to which they are subjected during the year. We have made special arrangements for binding these when ordered, and believe it is in the interests of all to use them only in that form.

St. Thomas is a most convenient distributing centre, having connection with all the great railway lines, so that no delay will be experienced in forwarding parcels of forms by mail or express on shortest notice.

Clerks should send in their orders for municipal election blanks at as early a date as possible. All order by mail, telegraph or telephone will receive our prompt attention.

Our *Souvenir Catalogues* have been mailed to every clerk together with order forms. If any clerk has not received his catalogue, he will confer a favor by notifying us at once.

Municipal Elections.

The municipal nominations, will be held this year on Monday the 31st day of December, and the council should, not later than its meeting on the 15th December, pass a by-law appointing a returning officer and deputy returning officers, and fix the places where the nomination and polls will be held. The clerk or other returning officer should advertise day of nomination not later than the 24th of the month.

The returning officer appointed for each ward, or the clerk, as the case may be, is required to preside at the nomination meeting. When he is absent, the meeting may choose a chairman. Nominations may be received for one hour from the time fixed for holding the meeting. Where there has been a delay in opening the meeting, it is sometimes advisable to extend the time, and allow a full hour to expire before closing the meeting. A nomination is required to be moved and seconded. After the nominations have been received, and there is more than one candidate for the same office, the candidates themselves "or any elector" should demand a poll on behalf of the candidates. The returning officer or chairman should then adjourn the meeting until the first Monday in January, and state when and where the polls will be opened.

* * *

Any person proposed for one or more offices may resign at the nomination meeting or the following day, or elect for which office he is to remain nominated, and failing to do this, he is to be taken to be nominated for the office in respect of which he was first proposed and seconded. Any person who wishes to resign after the nomination meeting, is required to do so in writing, signed by him and attested by a witness. This is required to be delivered to the clerk not later than the day following the nomination. It is distinctly stated in section 117 of this act, that if a resignation is not received at latest, on the day following the nomination, the clerk or the returning officer has no alternative but to go on and hold the election.

* * *

After the nomination meeting, the clerk's duty is to see that the ballots are prepared, and that the ballot boxes and other supplies required are furnished to the deputy returning officers, the list of defaulters who have not paid their income tax, required under the provisions of section 119, must not be forgotten. Sections 120 to 141 states very fully the clerk's and returning officer's duties in regard to the preparation necessary for the election. In performing these duties the clerk is not to take instruction from members of the council, if they interfere in any way with these provisions, as he alone is liable if they are not carried out. The poll will be held on Monday the 1st January, from 9 a. m. to 5 p. m. Sections 142 to 160 refer to the duties of the deputy-returning officer and others, in regard to the taking of the votes, and casting up the number given for each candidate. The deputy returning officers should be furnished with a copy of the Municipal Ballot Act for their information and reference in the performance of their duties.

* * *

It is only now necessary to furnish deputy returning officers with a certified copy

of the printed voters' list for the ward or polling subdivision, a blank poll book must be supplied, to be used in accordance with subsection 2, of section 143. This subsection seems to direct the work to be done by the poll clerk. The members of the council must not forget that when fixing the amount to be paid deputy-returning officers, as it should also include the amount to paid the poll clerk.

Collectors' Returns.

In making settlements with the collector or on the return of the roll, care should be taken to see that the provisions of sections 132 to 136 of the Consolidated Assessment Act are strictly observed. The treasurer has the authority to administer the oaths necessary to be made by the collector, in connection with the completion of the returns. The following may be used as form of oath under section 132:

I, _____ of the _____ of _____, in the county of _____ collector for the municipality of the _____ of _____, in said county for the year 189 _____, make oath and say:

That the date of the demand of payment and transmission of statement and demand of taxes required by sections 123 and 125, of the Consolidated Assessment Act, 1892, in each case, has been truly stated by me in the collector's roll for the said municipality for the said year 1894.

Sworn before me, etc.

And the form of oath used, under section 136, may be as follows:

I, _____ of _____, of _____, in the county of _____ collector for the municipality of the _____ of _____ in said county for the year 189 _____, make oath and say:

That the sums mentioned in the above account remain unpaid, and that I have not, upon diligent inquiry, been able to discover sufficient goods or chattels belonging to or in possession of the persons charged with, or liable to pay such sums, or on the premises belonging to, or in the possession of any occupant thereof, whereon I could levy the same or any part thereof.

Sworn before me, etc.

We would suggest that the collector's return for the county treasurer be made in triplicate instead of in duplicate, as required by section 135. That the collector make the affidavit required by section 136, in the form given above, to be entered on the return or on a separate paper attached to same. That one copy thereof be sent to the county treasurer, as required by section 145, of the Assessment Act; one copy to the clerk of the municipality, and that the original be retained by the treasurer as his authority for crediting the collector.