



2014 MUNICIPAL ELECTION CANDIDATES – INTRODUCTORY LETTER

Dear Potential Candidate:

Welcome to the 2014 Municipal Election. While running for elected office is a big decision, it is a rewarding one. With the ever changing landscape of municipal government, the role of an elected official is critical; you can make a difference in your community if you get involved. This package has been prepared for the purpose of supplying information which may be of assistance to you as you contemplate running for elected office.

Ministry of Municipal Affairs and Housing (MMAH)

The Candidates' Guide (enclosed), prepared by MMAH provides general information on the nomination and election process. You may also wish to check out their Municipal Election page on their website at <http://www.mah.gov.on.ca/Page219.aspx> .

Municipal Elections Act

A copy of the *Municipal Elections Act, 1996* can be viewed at www.e-laws.gov.on.ca. The Act outlines all of the rules regarding the election.

Municipal Act

The *Municipal Act, 2001* establishes the authority for municipal government to exist and details the spheres of jurisdiction in which it must operate. As such, it is important to investigate whether or not your interests/goals in municipal government are possible given the various restrictions in municipal powers within the Act.

The Act also dictates the role of Council (the collective whole), the Head of Council (Reeve), the Municipal Administration, the Chief Administrative Officer, the Clerk and the Treasurer. A copy of the *Municipal Act, 2001* can be viewed at www.e-laws.gov.on.ca

It is important to note that Council as a whole establishes policy and once approved by the majority of its members, is implemented by staff. No individual member of Council has the unilateral authority/power to approve any policy.

Other Resources

There are also a number of online and printed resources available to you. I encourage you to research these sources for a greater understanding of the role of a municipal elected official, the jurisdiction of municipal government, the relationships between levels of government and current municipal issues.

Association of Municipalities of Ontario (AMO)	www.amo.on.ca
Municipal World	www.municipalworld.com
Government of Ontario	www.gov.on.ca
Ontario Statutes and Regulations	www.e-laws.gov.on.ca

Tay Valley Township's own website www.tayvalleytwp.ca will also provide a wealth of information about the community. Please note that our website will be re-launched in June 2014 with a more user-friendly design and additional content.

Fellow candidates, current and past elected officials in this and other municipalities may also offer some insight and guidance.

School Board

Candidates for school board offices are encouraged to contact the Director of Education of the respective school board or the Clerk responsible for the election of these positions. Contact information is enclosed.

Voting Process

Tay Valley will be utilizing internet and telephone voting for the 2014 Municipal Election. Information on the specifics of Tay Valley's voting process will be provided to registered candidates on or before June 1, 2014. This is a requirement of the *Municipal Elections Act, 1996*. This document will offer a comprehensive policy and procedure manual aimed at making the election process consistent, compliant, reliable and transparent.

Nomination Papers

Filing your Nomination Paper (enclosed) is the first step toward a seat at the Council table. The Returning Officer will be accepting Nomination Papers for the following offices:

<u>Position</u>	<u>Number to Be Elected</u>	<u>Method of Election</u>
Reeve	1	General Vote
Deputy Reeve	1	General Vote
Councillor – Bathurst Ward	2	Ward Vote
Councillor – Burgess Ward	2	Ward Vote
Councillor - Sherbrooke Ward	2	Ward Vote

Nomination papers must be filed, either in person or by your agent, with the Returning Officer during normal office hours between January 2nd, 2014 and September 11th, and on September 12th, 2014 from 9 a.m. to 2 p.m. (Nomination Day).

The required filing fee of \$100.00 (cash, certified cheque, debit or money order made payable to Tay Valley Township) must accompany the signed form. The filing fee for the Head of Council (Reeve) position is \$200.00.

At the time of filing, you must also submit the following forms (enclosed):

- Consent to Release of Personal Information
- Declaration of Qualifications – Council

In addition, at the time of filing you will be required to provide photo identification.

All three (3) forms must be signed by you in front of the Returning Officer at the time of filing, or you may choose to have the Declaration signed elsewhere in front of a Commissioner of Oaths and filed by someone you have appointed in writing to be your agent. The agent will be responsible for providing proof of agency, all three (3) documents listed above, the fee and the candidate's identification.

Key Dates

The attached list of key dates for the 2014 Municipal Election provides helpful information about the election process. This is not a complete list and the *Municipal Elections Act, 1996* should be referred to.

Campaign Period

The campaign period begins after you have filed your nomination papers with the Returning Officer and it ends on Voting Day. Campaign expenses shall not exceed the maximum established by the *Municipal Elections Act, 1996* and are calculated as follows:

- Reeve: \$7,500 plus \$.85 per elector (7517 electors in 2010)
- Deputy Reeve: \$5,000 plus \$.85 per elector (7517 electors in 2010)
- Councillor – Bathurst: \$5,000 plus \$.85 per elector (3190 electors in 2010)
- Councillor – Burgess: \$5,000 plus \$.85 per elector (2568 electors in 2010)
- Councillor – Sherbrooke: \$5,000 plus \$.85 per elector (1759 electors in 2010)

Upon filing, the Clerk shall give the person, or the agent filing the nomination for the person, a Preliminary Certificate of Estimated Maximum Campaign Expenses, using the above calculation. These amounts shall be confirmed by the Returning Officer, on September 22, 2014, using the 2014 voter's list as of Nomination Day, and a Certificate of Maximum Campaign Expenses will be provided to each candidate.

A detailed record of all revenues and expenditures must be kept by the candidate throughout the campaign period. To aid in your understanding of the financial reporting requirements of all candidates, we have enclosed a blank Financial Statement (required of candidates whose expenses total \$10,000 or less). Candidates whose campaign expenses exceed \$10,000 are required to file a Financial Statement and an auditor's report. **Detailed records, including receipts are to be kept by the candidate regardless of your success in the election.**

Like campaign expenditures and revenues, the placement of campaign signs and advertising shall not commence until after the filing of nomination forms. The Township has a Campaign Materials Policy (enclosed) that informs candidates of when and where they can post campaign materials and to ensure public safety on municipal roads and highways during an election period. The County of Lanark allows campaign signs on county road allowances as long as sight lines are not affected and the signs are removed immediately after the election. The provincial policy with respect to the posting of campaign material on provincial road allowances is enclosed. Posters or similar campaign material that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

Returning Officer

Throughout the election process you will hear and see reference to the position of Returning Officer. The *Municipal Elections Act, 1996* directs the Clerk of the municipality to assume the position of Returning Officer for the municipal election. The titles are often used interchangeably; however the roles and responsibilities are very different.

In closing, I express my appreciation for your interest in municipal government. We will be working on your behalf and on behalf of all eligible voters in the Township toward a smooth and equitable process for the 2014 Municipal Election.

This guide is provided to you for information purposes. Any necessary changes will be provided to registered candidates, posted to the Township's website, referred to as "Revised" and dated accordingly. As well, reference should always be made to the relevant legislation and regulations.

Once registered as a candidate I will be in contact with you throughout the election period. In the meantime, please visit the Township website for up-to-date municipal election information.

If you require any further information, please do not hesitate to contact me at (613) 267-5353 ext. 130 or clerk@tayvalleytwp.ca.

Sincerely,



Amanda Mabo,
Clerk/Returning Officer

cc: Janie Laidlaw, Planning Assistant/Deputy Returning Officer

/enclosure

- MMAH – 2014 Candidates' Guide for Ontario Municipal and School Board Elections
- School Board Offices – Contact information
- Form - Nomination Paper
- Form - Consent to Release Personal Information
- Form – Declaration of Qualifications – Council
- Key Dates
- Election Campaign Materials Policy – Tay Valley Township
- Election Campaign Materials – Province of Ontario
- Form - Financial Statement

**INFORMATION FOR CANDIDATES
- 2014 KEY DATES-**

Date	Information
January 2 to September 11	Nominations accepted between 8:30 a.m. and 4:30 p.m., Monday to Friday
September 2 to October 27	Revision Period for Voters' List
Nomination Day September 12	Nominations and Withdrawal of Nomination will be accepted between 9:00 a.m. and 2:00 p.m.
September 15	Certification/Rejection of Nomination Papers by 4:00 p.m. Acclamation after 4:00 p.m.
September 17	Official List of Candidates Posted
September 22	Final Calculation of Maximum Campaign Expenses will be provided to Candidates
October 20 to October 27	Voting Period Until 8:00 p.m. October 27
October 28	Declaration of Official Election Results
December 1, 2014 to November 30, 2018	Term of Office
December 31, 2014	Campaign Period Ends (unless extended)
December 31, 2014	Must notify Returning Officer if intending to extend campaign
March 27, 2015	Deadline to file financial statements 2:00 p.m.