



2022 MUNICIPAL ELECTION CANDIDATES – INTRODUCTORY LETTER

Dear Potential Candidate:

Welcome to the 2022 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 <https://www.ontario.ca/document/2022-candidates-guide-ontario-municipal-council-and-school-board-elections>.

Municipal Elections Act

A copy of the *Municipal Elections Act, 1996* and its regulations can be viewed at <https://www.ontario.ca/laws/statute/96m32>. 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 <https://www.ontario.ca/laws/statute/01m25>.

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.

Policies and Procedures

As a member of Council, in addition to legislation, you will be required to understand and abide by a number of policies and procedures. To view the applicable documents, visit the Township website at <https://www.tayvalleytp.ca/en/municipal-government/council.aspx#Policies-and-Procedures>

- Accountability and Transparency Policy
- Council/Staff Relations Policy
- Code of Conduct
- Pregnancy and Parental Leave for Members of Council Policy
- Procedural By-Law
- Remuneration and Expenditure 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.

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| 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.tayvalleytp.ca will also provide a wealth of information about the community.

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 2022 Municipal Election. Information on the specifics of Tay Valley's voting process is provided in a comprehensive policy and procedure manual (enclosed) 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, along with Endorsement of Nomination forms (25 signatures) (enclosed), must be filed, either in person or by your agent, with the Returning Officer during normal office hours between May 2nd, 2022 and August 18th, 2022, and on August 19th from 9 a.m. to 2 p.m. (Nomination Day).

You must contact the Clerk to make an appointment to file your Nomination Papers.

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 proof of identity and residence.

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 2022 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 Finances

You may only accept contributions or incur campaign expenses during your campaign period.

Your campaign period begins on the day you file your nomination papers with the Returning Officer and in most cases, your campaign will end on December 31, 2022.

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 (6911 electors in 2018)
- Deputy Reeve: \$5,000 plus \$.85 per elector (6911 electors in 2018)
- Councillor – Bathurst: \$5,000 plus \$.85 per elector (2956 electors in 2018)
- Councillor – Burgess: \$5,000 plus \$.85 per elector (2318 electors in 2018)
- Councillor – Sherbrooke: \$5,000 plus \$.85 per elector (1637 electors in 2018)

Contributions to your own campaign shall not exceed the maximum established by the *Municipal Elections Act, 1996* and are calculated as follows:

- Reeve: \$7,500 plus \$.20 per elector (6911 electors in 2018)
- Deputy Reeve: \$5,000 plus \$.20 per elector (6911 electors in 2018)
- Councillor – Bathurst: \$5,000 plus \$.20 per elector (2956 electors in 2018)
- Councillor – Burgess: \$5,000 plus \$.20 per elector (2318 electors in 2018)
- Councillor – Sherbrooke: \$5,000 plus \$.20 per elector (1637 electors in 2018)

Upon filing, the Clerk shall give the person, or the agent filing the nomination for the person, the Estimated Maximum Campaign Expenses, using the above calculation. These amounts shall be confirmed by the Returning Officer, on or before September 25, 2022, and a Certificate of Maximum Campaign Expenses will be provided to each candidate.

Candidates must open a bank account before incurring any expenses or accepting any contributions of money (including a contribution from themselves or their spouse). A candidate who does not spend any money or accept any contributions does not have to open a campaign bank account. The campaign bank account must be used exclusively for campaign purposes.

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. Please refer to the MMAH Candidate's Guide which very clearly outlines all of the requirements. **Detailed records, including receipts are to be kept by the candidate regardless of your success in the election.** Candidates are required to keep all campaign financial records until November 15, 2026, when the next council takes office.

Campaign Advertising

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 Advertising Policy (enclosed) that informs candidates of when and where they can post campaign advertising and to ensure public safety on municipal roads and highways during an election period. Both the County of Lanark and provincial policy with respect to the posting of campaign advertising on County and provincial road allowances are enclosed. Campaign advertising 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 2022 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, Deputy Clerk/Deputy Returning Officer

/enclosure

- Key Dates
- AMO – Training – Lead Where You Live: A guide on running for municipal council
- MMAH – Candidates’ Guide for Ontario Municipal Council and School Board Elections
- MMAH – Ontario Municipal Councillor’s Guide
- Tay Valley Township – Election Accessibility Plan
- Tay Valley Township - Election Procedures
- Tay Valley Township - Election Campaign Advertising Policy
- County of Lanark – Election Campaign Signage
- Province of Ontario - Election Campaign Materials
- School Board Offices – Contact Information
- Form - Nomination Paper
- Form – Endorsement of Nomination
- Form - Consent to Release Personal Information
- Form – Declaration of Qualifications – Council
- Form - Financial Statement
- Filing ID Requirements

INFORMATION FOR CANDIDATES - 2022 KEY DATES-

| Date | Information |
|---|--|
| May 2 to August 18 | Nominations accepted between 8:30 a.m. and 4:00 p.m., Monday to Friday |
| Nomination Day August 19 | Nominations and Withdrawal of Nomination will be accepted between 9:00 a.m. and 2:00 p.m. |
| August 22 | Certification/Rejection of Nomination Papers by 4:00 p.m. Acclamation after 4:00 p.m. |
| No Later than August 30 | Official List of Candidates Posted |
| Prior to September 25 | Final Calculation of Maximum Campaign Expenses will be provided to Candidates |
| October 17 to October 24 | Voting Period Until 8:00 p.m. October 24 |
| October 25 | Declaration of Official Election Results |
| November 15, 2022 to November 14, 2026 | Term of Office |
| December 31, 2022 | Campaign Period Ends (unless extended) |
| December 31, 2022 | Must notify Returning Officer if intending to extend campaign |
| January 3, 2023 | Earliest the Financial Statements can be filed |
| March 31, 2023 | Deadline to file Financial Statements 2:00 p.m. |