



MUNICIPAL ELECTION 2022 CANDIDATE INFORMATION

(revised April 29, 2022)

This manual has been prepared for the purposes of supplying information, which will be of assistance to persons intending to stand for elected office for the Township of North Dundas Council.

It is important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references.

Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are qualified to be elected and not disqualified by law.

For more information, we recommend consulting the [Ministry of Municipal Affairs' 2022 Candidate's Guide – Ontario municipal council and school board elections](#). (link is external)

IMPORTANT DATES

May 2, 2022 to August 19, 2022

- Nominations may be filed

May 12, 2022

- Candidates information session, 2 Mille Roches Road, Long Sault in the South Stormont Community Hall, 6 p.m. – 8 p.m.

August 19, 2022

- Nomination Day: Nominations accepted until 2:00 p.m.
- Last day for Withdrawal of Nomination up until 2:00 p.m.

August 22, 2022

- Certification of Nomination Papers by Clerk and list of Candidates posted

September 1, 2022

- Revision period for Voters' list begins. Voters' list reproduced for candidates and other authorized persons (if requested)

September 26, 2022

- Maximum Campaign Expenses and Contributions - Own Campaign Calculation provided

October 19-21, 2022

- Advanced Voting - Voter Help Centre at the Municipal Office will offer telephone and internet voting services from 9:00 a.m. to 4:30 p.m. daily.

October 22 & 23, 2022

- Advanced Voting - Voter Help Centre at the Municipal Office will be open to assist voters from 10:00 a.m. to 2:00 p.m.

October 24, 2022

- Voting Day (10:00 a.m. to 8:00 p.m.) Voting Services offered at Municipal Office

November 15, 2022

- Term of Office commences

November 29, 2022

- Inaugural Meeting (Oath of Office)

January 3, 2023

- Last Day of Regular Campaign Period - Notification of Extension of Campaign due to Clerk

March 31, 2023

- Deadline for filing initial Financial Statements

ELECTED OFFICES - TOWNSHIP OF NORTH DUNDAS

At this election, members will be elected for a 4-year term commencing November 15, 2022, for the following offices:

Mayor - one (1) elected at large
Deputy Mayor - one (1) elected at large
Councillors – three (3) elected at large
School Board Trustee - one (1) elected per board

WHO CAN BE A CANDIDATE

A person is entitled to be a candidate for Mayor, Deputy Mayor or Councillor if he or she:

- is a resident of the Township of North Dundas, or an owner or tenant of land, or the spouse of such an owner or tenant;
- is a Canadian citizen;
- is at least 18 years old; and,
- is not legally prohibited from voting.

WHO CANNOT BE A CANDIDATE

- a person who is serving a sentence of imprisonment in a penal or correctional institute
- a corporation
- a person acting as an executor or trustee or in any other representative capacity
- a person who ceases to be a Canadian citizen
- a person who is not a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality
- an employee of the municipality or local board unless he or she takes an unpaid leave of absence beginning the day the employee is nominated and resigns if elected to the office
- a judge of any court, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada
- a person who is prohibited from voting in an election according to the *Municipal Elections Act, 1996* or the *Municipal Act, 2001*
- a person who has violated financial requirements for filing financial information in a previous election

*Despite the above disqualification, MPs, MPPs and Senators may be nominated for municipal office without having to resign their current seat in parliament. However, by 2:00 p.m. on Nomination Day, MPs, MPPs and Senators will be required to resign their current seat should they wish to continue to seek municipal office.

Note: It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated

NOMINATION INFORMATION

To run for the office of Mayor, Deputy Mayor, Councillor, or School Board Trustee, candidates must file a prescribed nomination paper. Nomination Papers will be available online and at the North Dundas Municipal Office beginning **April 25, 2022**.

Things needed for filing:

- A completed [Nomination Paper \(Form 1\)](#)
- A completed [Endorsement of Nomination \(Form 2\)](#) containing signatures of 25 voters supporting your nomination (not required for School Board Candidates)
- Pay the nomination filing fee: Office of Mayor - \$200 and all other Offices - \$100. Nomination filing fees are refundable if the candidate's financial statement and auditor's report are filed on or before **March 31, 2023 at 2 p.m.**
- Provide Proof of Identity using valid government issued ID

How to file:

Nomination papers must be filed by the candidate, in person, or by an agent acting on the candidate's behalf, at the North Dundas Municipal Office, during regular office hours starting **May 2, 2022**. An agent filing the nomination papers will be required to provide proof of identity.

Nomination Papers can be submitted up until **August 19, 2022, at 2 p.m.**

Nomination Papers are public documents and are available for inspection in the Clerk's Office.

When can candidates start campaigning and advertising?

Once a candidate has filed their nomination form, they can begin campaigning and advertising. The campaign period ends on January 3, 2023 unless a candidate withdraws his/her nomination or the Clerk rejects the nomination; in which case the campaign period ends on the day of withdrawal or the day of the rejection, as the case may be.

A candidate who wishes to withdraw his or her nomination must notify the Clerk in writing before 2 p.m. on August 19, 2022. The candidate must file his or her withdrawal or statement in person and may be required to provide identification.

The candidate will still be required to submit a financial statement (due no later than March 31, 2023, at 2 p.m.) covering all financial transactions up to the time of the withdrawal.

If the candidate has a deficit at the time the campaign period would otherwise end (January 3, 2023), the period may continue provided the candidate notifies the Clerk on or before March 31, 2023 of his/her intention to extend the period. To extend a campaign, a candidate must:

- file a [Notice of Extension of Campaign Period - Form 6 \(link is external\)](#) on or before Tuesday, January 3, 2023, and,
- submit the form in person to the Municipal Office during regular office hours.

The extended campaign period will continue until the earliest of the following:

- the deficit is erased;
- the candidate notifies the Clerk in writing they are no longer accepting any contributions; or,
- the end of the Supplementary Campaign Period on Friday, June 30, 2023.

Candidates that extend their campaign must submit two financial statements by the statutory deadline dates as follows:

- Initial financial statement must be filed on or before Friday, March 31, 2023 at 2 p.m.
- Supplementary financial statement must be filed on or before Friday, September 29, 2023 at 2 p.m.

30-day grace period and late filing fee:

Candidates who miss the financial statement filing deadlines (2 p.m. on Friday, March 31, 2023, for the initial filing; 2 p.m. on Friday, September 29, 2023, for the supplementary filing) can still submit their statement up to 30 days later provided that they pay a \$500 late filing fee.

The grace period for the initial financial statement filing ends at 2 p.m. on Monday, May 1, 2023.

The grace period for the supplementary financial statement filing ends at 2 p.m. on Monday, October 30, 2023.

The \$500 late filing fee can be paid via cash, debit card, certified cheque or money order payable to the Township of North Dundas.

ELECTION CONTRIBUTIONS AND EXPENSES

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in the municipal elections. As well, the Act requires the candidate to report the contributions received and expenses incurred during the campaign period. For detailed information respecting contributions and allowable expenses, in addition to referring to the Act, please refer to [Ministry of Municipal Affairs' 2022 Candidate's Guide – Ontario municipal council and school board elections](#). (link is external)

Campaign contribution limits:

Individuals may contribute a maximum of \$1,200.00 to a single candidate. This includes the value of any goods or services donated to the campaign. Individuals may not contribute more than \$5,000.00 in total to candidates running for offices on the same council or school board. Any contribution of money must come directly from the contributor.

Contributions greater than \$25.00 may not be made in cash. All contributions above \$25.00 must be made by cheque, money order, or by a method that clearly shows where the funds come from.

Under the *Municipal Elections Act, 1996*, candidates are required to inform each of their contributors of these contribution limits.

There is a limit on how much a candidate running for municipal council and their spouse can contribute to their own campaign.

The contribution limit is calculated based on the number of electors who are eligible to vote for each office. The following formula is used to calculate the limit that a candidate running for municipal council, and their spouse, can contribute to their own campaign:

- Candidates running for Mayor: \$7,500.00 plus 20 cents per elector, to a maximum of \$25,000.00; and,
- Candidates running for Deputy Mayor or Councillor: \$5,000.00 plus 20 cents per elector, to a maximum of \$25,000.00

The Clerk shall issue a revised self-spending limit to each candidate no later than September 26, 2022. The following is an **estimate** based on the 2018 numbers of electors as provided by MPAC:

Office	Electors	Calculations	Estimated Self-Spending Limit
Mayor	8,323	\$7,500.00 + (8,323 x.20)	\$9,164.60
Deputy Mayor	8,323	\$5,000.00 + (8,323 x.20)	\$6,664.60
Councillor	8,323	\$5,000.00 + (8,323 x.20)	\$6,664.60
School Board Trustee (Ward 7)	13,773	\$5,000.00 + (13,773 x.20)	\$7,754.60

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. If you do not spend any money and do not receive any contributions of money, you do not have to open a campaign bank account.

What are the campaign spending limits?

The *Municipal Elections Act* provides for the following spending limits:

- A candidate running for Mayor can spend \$7,500.00 plus \$0.85 per elector entitled to vote for the office.
- A candidate running for another office can spend \$5,000.00 plus \$0.85 per elector entitled to vote for the office.

The Clerk shall issue a statement of maximum campaign expenses to each candidate no later than September 26, 2022. The following is an **estimate** based on the 2018 numbers of electors as provided by MPAC:

Office	Electors	Calculations	Estimated Spending Limit
Mayor	8,323	\$7,500.00 + (8,323 x.85)	\$14,574.55
Deputy Mayor	8,323	\$5,000.00 + (8,323 x.85)	\$12,074.55
Councillor	8,323	\$5,000.00 + (8,323 x.85)	\$12,074.55
School Board Trustee (Ward 7)	13,773	\$5,000.00 + (13,773 x.85)	\$16,707.05

FINANCIAL STATEMENTS

Initial Financial Statements:

Candidates are responsible for filing a complete and accurate [Financial Statement - Auditor's Report Candidate - Form 4](#) (link is external) by Friday, March 31, 2023, at 2 p.m. The statement covers the period from the day the candidate filed their nomination forms until Tuesday, January 3, 2023.

Any candidate who filed a nomination form must file an initial financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

All initial financial statements must be filed by the candidate or by an agent acting on the candidate's behalf, in person at the Elections Office. Initial financial statements may not be faxed, mailed or emailed, as an original signature is required. If an agent of the candidate is filing the initial financial statement, the forms must be fully completed by the candidate prior to filing.

The candidate or the agent filing the initial financial statement will be required to present proof of identity.

A candidate must notify the City Clerk, in writing, of any Court extension by 2 p.m. on Friday, March 31, 2023. Penalties will commence at 2:01 p.m. on Friday, March 31, 2023.

Candidates will not receive a refund of their nomination fee unless they file their initial financial statement by the deadline.

THE VOTERS' LIST

Copies of the Voters' List will become available to candidates for their use, upon written request, on Thursday, September 1, 2022.

Candidates who received an original copy of the Voters' List will be provided with the interim list of changes to the Voters' List by Thursday, September 26, 2022.

The Voters' List is to be used for election purposes only and any other use would be in violation of the *Municipal Elections Act, 1996*.

To receive a copy of the voters' list, candidates must submit a completed Voters' List Request Form (Form EL 14) available from the Clerk.

ELECTION SIGNS

1. The *Municipal Elections Act, 1996* prohibits display of a Candidate's campaign material or literature in a Voting Place. A Voting Place shall be the entire property on which a Voting Place is located, including parking areas.
2. The following restrictions shall apply to Municipal Election Signs:
 - a) No election sign shall be larger than 4 feet by 4 feet (1.3 metres);
 - b) No election sign shall be located within 150 feet (45.72 metres) of any voting place, including the parking lot and road allowance in front of any voting place;
 - c) No election sign shall be located within 300 feet (91.44 metres) of the driveway entrance to the North Dundas Municipal Office;

- d) No election sign shall be posted in the Township of North Dundas for a candidate in another jurisdiction;
 - e) No election sign shall be placed on any tree, post, utility pole, fence or attenuation wall on any municipal property;
 - f) No election signage shall be placed so as to:
 - i) obstruct the visibility of any pedestrian or driver;
 - ii) obstruct the visibility of any traffic sign or device;
 - iii) interfere with vehicular traffic in any manner; or
 - iv) obstruct openings required for fire or medical emergencies.
 - g) No election sign shall be posted on private property without the express consent of the owner.
3. Where election signs have been posted in contravention to these Policies and Procedures, the Clerk may notify the owner, Candidate or their agent to remove the sign. Please reference Public Nuisance Sign Bylaw No. 53-2013, available on the Township's website for more information.

Placement of Election Signs along County Roads:

1. Election signs are permitted in the County Right-of-Way; however these signs must be:
 - a) located as far away from the travelled portion of the road as possible (back slope of ditch/ close to the fence line);
 - b) installed away from intersections and driveways to allow for proper sightlines;
 - c) erected in a way that does not interfere with roadway maintenance activities such as grading or mowing;
 - d) installed with a quick breakaway system (metal push rods or lumber framing no greater than 4" nominal thickness)
2. Election signs are not to be attached to any existing signs, posts or utility poles within the right of way and must conform to specifications listed in the Ontario Traffic Manual – Book 7. Signs installed with wood posts greater than 4" nominal thickness are not considered temporary.
3. Any signs that do not meet the standards noted above will either be relocated to an appropriate spot adjacent to where it was previously erected or carefully removed and brought to the nearest County Patrol Garage. If the County is required to remove a sign, it will contact the campaign office to advise where the sign can be picked up.
4. When erecting signs within the right-of-way, please keep in mind that election signs, are to be removed at the candidate's expense within 48 hours after the day of the election.