

## **INFORMATION FOR CANDIDATES**

**Disclaimer:** This information package has been prepared for prospective Candidates and Candidates running for office in the 2022 municipal election. It is for the purpose of providing helpful information related to running for office and the roles and responsibilities of members of municipal council. The information in this package is provided for convenience only and should not be relied on for legal purposes. In the event of any discrepancy between this information package and provincial legislation, or Callander's Municipal Clerk's Procedures (to be produced on or before June 1, 2022), those documents will prevail over this one. Candidates are responsible for ensuring that they are familiar with the requirements of the Municipal Elections Act, 1996 and should consult the Act for complete information and legislative requirements. A copy of the Municipal Election Act, 1996, as amended is available for candidates from the Municipal Office and online at the Ontario government's e-laws website. The direct link is <https://www.ontario.ca/laws/statute/96m32>

Candidates must comply with all requirements relating to election campaign financing. The Ministry of Municipal Affairs produces a guide for candidates that outlines the financial reporting requirements under the Act. The guide is available online from the Ministry website and a link is provided on the Municipal Website. The Clerk or Designate will provide Candidates with a paper copy of this guide when filing their Nomination Form 1. It is the responsibility of prospective candidates to ensure through their own determination that they have complied with the election financing regulations and that they are in fact qualified and not disqualified by law. In all cases of filing times (i.e. 2:00 p.m.), the time displayed by the Clerks Department electronic clock shall prevail.

For information related to the 2022 Municipal Election please contact:

Elaine Gunnell, Municipal Clerk  
Phone: (705) 752-1410 ext. 222  
Email: [clerk@callander.ca](mailto:clerk@callander.ca)

## **ELECTED OFFICES**

On Monday, October 24, 2022, voters in the Municipality of Callander will vote for Candidates for the following offices (except where Candidates have been acclaimed):

**MAYOR** - One (1) to be elected by all electors of the municipality

**COUNCILLORS** – Four (4) to be elected at large by all electors in the municipality

### **DISTRICT SCHOOL BOARD (English)**

One (1) to be elected by public school electors of the school board zone

### **DISTRICT SEPARATE SCHOOL BOARD**

One (1) to be elected by separate school electors of the school board district

### **FRENCH LANGUAGE DISTRICT SCHOOL BOARD**

One (1) to be elected by French language electors of the school board district

### **FRENCH LANGUAGE DISTRICT SEPARATE SCHOOL BOARD**

One (1) to be elected by French language separate school electors of the school board district

## QUALIFICATION OF CANDIDATES

A person is entitled to be a candidate in the 2022 Municipal Election if he or she is a qualified elector and is not ineligible under the provisions of the Municipal Act or Municipal Elections Act (MEA). A candidate must be qualified as of the day he or she is nominated and must remain qualified throughout the election period and, if elected, throughout the term of office. For more details on eligibility, please see the 2022 Candidate's Guide and/or Voters' Guide, and/or the applicable legislation.

## NOMINATION PROCEDURE

### Filing Nomination Papers

Every person who proposes to be a candidate must file the required Nomination Form 1 prior to receiving any campaign contributions and prior to expending any funds on a campaign. Nomination Forms are available from the Municipal Office and on the municipal and provincial websites.

Nomination Forms must be filed **in person or by an agent** at the Municipal Office located at 280 Main Street North in Callander, during normal business hours: from 8:30 a.m. to 4:30 p.m. Monday to Friday, until the end of June; starting July, from 8:30 a.m. to 4:30 p.m. Monday to Thursday, and Friday 8:30 a.m. to 1:00p.m., except August 19<sup>th</sup> when the office is open until 2:00 p.m. The final day for filing for the 2022 municipal election is Nomination Day, Friday, August 19, 2022. On that day, Nomination forms may be filed only from 9:00 a.m. to 2:00 p.m.; however, if a person is present at the clerk's office on nomination day at 2 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2 p.m.

The Nomination Form includes a declaration of qualification, which must bear the Candidate's **original** signature. Satisfactory proof of identification and qualification of the candidate is also required. If the form is filed by an agent on the Candidate's behalf, the agent must provide a copy of the candidates' identification as well as providing their own.

The nomination papers must be accompanied by the prescribed filing fee. The prescribed fee is \$200 for the Head of Council/Mayor and \$100 for all other offices and can be paid by cash, **certified** cheque or bank draft payable to the Municipality of Callander, and by debit with the entry of a PIN number (no tap permitted).

### Exception for Additional Nominations

If the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, additional nominations may be filed between 9 a.m. and 2 p.m. on the Wednesday (August 24, 2022) following Nomination Day.

### Refund of Deposit

A candidate is entitled to receive a refund of the nomination filing fee if he or she files their financial statements with the Clerk by the filing date. For the 2022 municipal election, the filing date is before 2:00 p.m. on March 31, 2023. Please see the Candidates Guide for more details and information on extensions.

## **Withdrawal of Nominations**

A person may withdraw his or her nomination by filing a written withdrawal with the Municipal Clerk or designate before 2:00 p.m. on August 19, 2022.

## **Certification of Nomination by Clerk**

The Clerk shall examine each nomination that has been filed before 4 p.m. on the Monday following Nomination Day – August 22, 2022. Any additional nominations filed under the Municipal Elections Act, 1996 section 33. (5) shall be examined before 4 p.m. on the Thursday following Nomination Day – August 25, 2022. If satisfied that a person is qualified to be nominated and that the nomination complies with this Act, the clerk shall certify the nomination.

If the Clerk rejects a nomination, he or she will provide notice as soon as possible to the individual seeking nomination and to all candidates. The Clerks' decision to certify or reject a nomination is final.

## **Acclamations**

If, at 4:00 p.m. on August 22, 2022 the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate or candidates elected by acclamation.

## **CAMPAIGN INFORMATION**

Candidates are advised to review the Province of Ontario's 2022 Candidates Guide for information on Campaign Contributions and Fund Raising and on Campaign Expenses. The provincial guide is available online, on the Municipal Website and from the Municipal Office.

## **Campaign Expense Limits**

There are limits on the amount that a registered candidate may spend on a campaign. When a Candidate files their Nomination Form, the Clerk or designate will give him or her a Preliminary Certificate of Maximum Campaign Expenses based on the voters list from the 2018 Election. On or before September 26, 2022, the Clerk will issue each candidate a final Certificate of Maximum Campaign Expenses, which may be the same or higher than the preliminary amount, but will not be less.

## **FILING FINANCIAL STATEMENTS**

All nominated candidates, including those not elected, those who withdrew their nomination and whose nomination was rejected by the Clerk, must disclose and report on or before March 31, 2023 at 2:00 p.m. their contributions and expenses as of December 31, 2022 in accordance with the information provided in the Candidate's Guide and nomination package. Failure to file financial statements shall result in penalties as per the Municipal Elections Act.

## **CANDIDATES' AGENTS (SCRUTINEERS)**

Each candidate may appoint scrutineers to represent him or her at the voting place and to be present during the counting of the votes. Scrutineers must be appointed in writing and upon request shall show proof of his or her appointment to an election official. There are limits the number of scrutineers allowed at any one time, and there are specific rights and limitations for scrutineers, which are included in the MEA and in the Municipality of Callander's Clerk's Procedures, which will be provided to Candidates on or before June 1, 2022.

## **ELECTIONS SIGNS**

The Municipality regulates the placement of election signs through the Municipal Sign By-law (By-law No. 2000-760 and By-law Amendment No. 2022-1748). A copy of the By-law can be found on the Municipal Website, or a copy can be obtained from the Municipal Office.

## **USE OF CORPORATE RESOURCES DURING CAMPAIGN PERIOD**

The Municipality regulates the use of Corporate Resources through the Municipal Corporate Resources By-law (By-law No. 2022-1749). A copy of the By-law can be found on the Municipal Website or a copy can be obtained from the Municipal Office.

## **GENERAL VOTER INFORMATION**

**Please refer to the provincial Voters' Guide for information on who is** qualified to be an elector. Certified Candidates will be provided a copy of the relevant section of the Voter's List, which, by law, is to be used for election purposes only. The use and sale of the Voters' List for commercial, or any other purposes is prohibited.

Candidates are entitled to receive a copy of the list for their use and may request either an electronic or paper copy of the list by completing Form EL 14- Candidates Declaration – Proper Use of Voters' List. There is no charge for the paper or the electronic copy.

### **Revisions of the Voters' List**

The Voters' List will be available by Friday, September 1, 2022. Applications for amendments to the Voters' List will be accepted by the Clerk commencing on September 1, 2022 and ending at 8:00 p.m. on Voting Day (October 24, 2022). Eligible electors are encouraged to verify, and if necessary update, their information with the Municipal Property Assessment Corporation (MPAC) at voterlookup.ca prior to the creation of the Voters' List.

### **Vote by Mail**

The Municipality of Callander will be using vote-by-mail as an alternate voting method for the 2022 election for municipal council and school board trustees. Vote-by-mail kits will be mailed to all electors on the voting list in September 2022. Procedures for vote-by-mail will be available on or before June 1, 2022.

## Voting Day

Voting Day is Monday, October 24, 2022. The Municipality of Callander will have one voting place open from 10:00 a.m. to 8:00 p.m. for those persons who are eligible to vote but have not been added to the list and provided with a vote-by-mail kit, who require a replacement kit, or who prefer to bring their vote-by-mail ballot in person, in accordance with the Vote-by-Mail Procedures. Counting of votes will commence after the close of voting on voting day.

## ADDITIONAL INFORMATION:

The following links are provided for information important to candidates running for municipal council.

### Callander's By-laws and Policies

- Procedural By-law  
<https://callander.civicweb.net/filepro/documents/50673/?preview=109441>
- Code of Conduct for Council  
<https://callander.civicweb.net/filepro/documents/87111/?preview=90352>
- Council and Staff Communication Policy  
<https://callander.civicweb.net/filepro/documents/87111/?preview=88711>
- Council Remuneration By-law  
<https://callander.civicweb.net/filepro/documents/50673/?preview=87146>
- Signs By-law <https://callander.civicweb.net/filepro/documents/50673/?preview=89215>
- Use of Corporate Resources for Election Purposes Policy  
<https://callander.civicweb.net/filepro/documents/87111/?preview=110717>

### Provincial Legislation

- Municipal Act, 2001, <https://www.ontario.ca/laws/statute/01m25>
- Municipal Elections Act, <https://www.ontario.ca/laws/statute/96m32>
- Municipal Conflict of Interest Act, <https://www.ontario.ca/laws/statute/90m50>

### Other

- Candidate's Guide for Accessible Elections
- This guide and links to referenced documents are available electronically on Callander's website at [www.mycallander.ca](http://www.mycallander.ca).

## IMPORTANT DATES

The following dates are legislative dates as set out in the *Municipal Elections Act, 1996, as amended*.

### **2022**

#### *Monday, May 2*

- First day for candidates to file a nomination paper for the office of mayor, councillor or school board trustee – For Callander, these must be filed in person at 280 Main St. N.

- First day for an individual or entity to file a notice of registration as a third-party advertiser
- Campaign period begins once a nomination paper or notice of registration is filed
- Preliminary expense limits and other legislative documentation provided to candidates and third-party advertisers on the day they file

*Friday, August 19*

- Nominations Day – last day to file nomination papers between 9:00 a.m. to 2:00 p.m. –
- PLEASE NOTE nominations or withdrawals cannot be accepted beyond 2:00 p.m.

*Monday, August 22*

- Certification of nomination papers to be completed by 4:00 p.m.
- Declaration of acclamations (if any) provided after 4:00 p.m.

*Thursday, September 1*

- Voters List available to certified candidates

*Monday, September 26*

- Final expense limits provided to candidates and third-party advertisers

*Friday, October 21*

- Last day for an individual or entity to file a notice of registration as a third-party advertiser

*Monday, October 24*

- Voting Day, 10:00 a.m. to 8:00 p.m. The Municipal Clerk may provide **UNOFFICIAL** results at the close of counting.

*Tuesday, October 25*

The Municipal Clerk certifies the election results.

*Tuesday, November 15*

- Term of Office Commences

*Monday, December 31*

- Campaign period ends and last day to file for extension of campaign period

**2023**

*Thursday, March 30*

- Last day for candidate or registered third party to apply to Superior Court of Justice to extend the time to file the financial statement

*Friday, March 31*

*By 2:00 p.m.*

- Last day to file financial statement for reporting period ending December 31, 2022
- Last day for candidate or registered third party to notify Clerk of filing extension received from the Superior Court of Justice

*After 2:00 p.m.*

- 90-day compliance audit period begins
- Start of 30-day period in which a candidate or registered third party may file the primary financial statement and pay \$500 late filing fee

*Sunday, April 30*

- Last day (by 2:00 p.m.) for candidate or registered third party to file a primary financial statement and pay a \$500 late filing fee
- Penalties take effect after 2:00 p.m.

*Thursday, June 29*

- End of extended campaign period

*Thursday, September 28*

- Last day for candidate or registered third party to apply to Superior Court of Justice to extend the time to file the financial statement

*Friday, September 29*

*By 2:00 p.m.*

- Last day to file financial statement for reporting period ending July 2, 2019 – only applies to those who filed a Form 6 to extend the campaign period

*Friday, September 29 (cont'd)*

- Last day for candidate or registered third party to notify Clerk of filing extension received from the Superior Court of Justice

*After 2:00 p.m.*

- 90-day compliance audit period begins
- Start of 90-day period in which a candidate or registered third party may file the supplementary financial statement and pay a \$500 late filing fee

*Monday, October 30*

- Last day (by 2:00 p.m.) for candidate or registered third party to file a supplementary financial statement and \$500 late filing fee
- Penalties take effect after 2:00 p.m.

*Friday, December 28*

- Last day to request a compliance audit on a supplementary financial statement