



The Corporation of the Township of Assiginack

2022 Municipal Election

Nomination Package

**Approved by:
Clerk / Returning Officer
Township of Assiginack
This 20th day of April, 2022
*(Original Signed by Alton Hobbs)***



Introduction

Holding office as an elected official in a municipal government can be rewarding as well as very challenging. It requires a real commitment of time over a period of four (4) years.

The ***Municipal Elections Act*** sets out in detail the requirements to be met by candidates for office. This document is only a summarized version of the nomination requirements for your convenience. It is in no way to be construed as legal advice and/or a replacement for the legislation itself. This document is only a guide to certain portions of the legislation that have general relevance and does not recite all parts of the legislation.

Before you file your nomination papers, we strongly urge you to obtain your own updated copy of the ***Municipal Elections Act*** which can be downloaded from the Ministry's website at www.e-laws.gov.on.ca or purchased from the Ontario Government Bookstore. Additionally, a copy is located at the Township Office that you can view on site.

Once your **Nomination Paper – Form 1** is filed with the Clerk you will be given a Candidates Package that will provide the information and forms that you will need during the Campaign period and thereafter.

Any questions should be directed to:

Alton Hobbs, CAO
Township of Assiginack
156 Arthur Street
P.O. Box 238
Manitowaning, ON P0P 1N0
Tel: 705-859-3196
Email: ahobbs@assiginack.ca

General Information

Nomination Period: Monday, May 1st, 2022 to Friday, August 19th, 2022.

Nomination Day: Friday, August 19th, 2022 (9 a.m. to 2 p.m.)

Election Day : Monday, October 24, 2022.

Offices for Nomination: Mayor (x1) & Councillors (x4)



Who can be a candidate? (Section 17 of the Municipal Elections Act, 1996)

For Municipal Council

- A person who is qualified to be a voter in the Township of Assiginack for the 2022 Municipal Election is also eligible to be a candidate for office. That means, on the day that you submit your Nomination Paper – Form 1, you must be qualified to hold that office. Candidates for the office of Mayor or Councillor must meet the same criteria as eligible voters or electors. You must be:
 - ☒ A resident of the Township of Assiginack, or an owner or tenant of land in the Township of Assiginack, or the spouse or same sex partner of such an owner or tenant;
 - ☒ A Canadian citizen;
 - ☒ At least 18 years old;
 - ☒ Not prohibited from voting by law.

For School Board Trustee

- A candidate for a school board must, upon nomination, be a qualified municipal elector and fulfill all of the following requirements:
 - ☒ A resident within the jurisdiction of the board;
 - ☒ A supporter of the board;
 - ☒ A Canadian citizen;
 - ☒ At least 18 years old.

In order to be considered for a declaration as a legally qualified municipal candidate, you must file a Nomination Paper – Form 1 with the Clerk of the Township of Assiginack.

Deadline for this Nomination Paper – Form 1 is **Friday, August 19, 2022 at 2:00 p.m.**



What are the roles and responsibilities of these offices?

The **Mayor** is responsible to provide leadership and act as a spokesperson to the public. He or she is also responsible to advocate for the needs of the Township with other levels of government. For a more detailed role of the Head of Council refer to section 225 of the Municipal Act, 2001.

Council is made up of one (1) Mayor and four (4) Councillors.

The role of Council is defined by Section 224 of the Municipal Act.

- a) To represent the public and to consider the well-being and interests of the Municipality;
- b) To develop and evaluate the policies and programs of the municipality;
- c) To determine which services the municipality provides;
- d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
 - d.1 To ensure the accountability and transparency of the operations of the municipality, including the activities of senior management of the municipality;
- e) To maintain the financial integrity of the municipality; and
- f) To carry out the duties of council under this or any other Act. 2001, c.25, s.224; 2006, c.32, Sched. A, s. 99.

What is the time commitment if I am elected?

The time commitment varies from individual to individual and can depend upon the elected individual's employment circumstances. A **Mayor/Councillor** can expect to devote time for a minimum of two meetings per month along with various duties as appointed by Council. This would include getting prepared for the meeting(s), (reading reports, materials, etc.) and becoming knowledgeable about the municipal procedure/by-laws and policy governance.

The information on **School Board Trustee** responsibilities can be provided by the applicable School Board Administration.



How do I file my Nomination Paper – Form 1?

On any day preceding the Nomination Day, a Nomination Paper – Form 1 (attached) may be filed at the Office of the Clerk between 8:30am and 4:00pm Monday to Friday.

On Nomination Day, (August 19, 2022), a Nomination Paper – Form 1 may be filed between 9:00 am and 2:00 pm. Persons who propose to be candidates in the Municipal Election must submit their Nomination Paper – Form 1 to the office of the Clerk prior to accepting or soliciting funds for their campaign.

Either the candidate or his/her agent must file the Nomination Paper – Form 1 in person. Faxed or emailed nominations WILL NOT be accepted as an original signature is required on all election documents filed with the Clerk.

All registered candidates are required to pay a filing fee of either \$200.00 for Mayor or \$100.00 for a Councillor or School Board Trustee. The fee shall be paid by cash, debit, credit card (visa or mastercard), certified cheque or money order payable to the municipality. Proof of identification will be required (ie. Driver's Licence, health card, passport, etc.)

The election campaign period for candidates begins the day the Nomination Paper – Form 1 is filed and ends on December 31, 2022. A candidate cannot accept campaign contributions before he/she has filed a Nomination Paper – Form 1.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

Once the Nomination Paper – Form 1 is filed with the Clerk, the candidate may sign the consent to release personal information authorizing the Clerk to release personal information to the public media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the Website an "Unofficial List of Candidates" which is to be updated as each nomination paper is filed. The list shall be clearly marked as "Unofficial". The Clerk must obtain authorization from the candidate to post their personal



information, such as their address. The list is indicated as “Unofficial” until the Nominations have been certified.

Nomination Day – August 19, 2022 (Section 31 of the Municipal Elections Act, 1996)

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as during the Nomination Period.

Certification of Nomination Papers (Section 35 (1) of the Municipal Elections Act, 1996)

On or before Monday, August 22, 2022 at 4:00pm the Clerk will do a review of each Nomination received to determine qualification and if the nomination complies with the Act. Once Satisfied the candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (Section 35 (3) of the Municipal Elections Act, 1996)

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” shall be sent, by Registered Mail, as soon as possible, to the person who sought to be nominated; and all candidates for the office.

Withdrawal of Nominations (Section 36 of the Municipal Elections Act, 1996)

Candidates may withdrawal their Nomination by filing in person a written withdrawal on “Withdrawal of Nomination” with the Clerk before 2:00 pm on Nomination Day, Friday, August 19, 2022, if the person was nominated on or before Nomination Day. Any withdrawals sent by email, mail or fax are NOT permitted as it must be filed in the Clerk’s Office.

The withdrawal shall be noted on the “Unofficial List of Candidates.”



Duties and Powers of the Clerk (Section 11 & 12 of the Municipal Elections Act, 1996)

The Clerk is responsible for conducting the election, including responsibility for:

- a) Preparing for the election;
- b) Preparing for and conducting a recount in the election;
- c) Maintaining peace and order in connection with the election; and
- d) In a regular election, preparing and submitting the accessibility report.

The Clerk may provide for any matter or procedure that:

- a) Is not otherwise provided for in an Act or regulation; and
- b) In the Clerk's opinion, is necessary or desirable for conducting the election.

Procedures and Forms

Section 42 (4) 2 of the Municipal Elections Act states that the procedures and forms, established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

Unforeseen Cases

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk.

Nomination Paper – Form 1 (Municipal Elections Act, 1996 (Sections 33, 35))

The Nomination Paper – Form 1 is attached hereto and is form number 9499P_E(2022/04).

-END-

Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of			Ward Name or Number (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)					
Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address within municipality					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
If nominated for school board, full address of residence within its jurisdiction					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Email Address			Telephone Number		Telephone Number 2

Declaration of Qualification

I, _____, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
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Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature

Date Certified (yyyy/mm/dd)