

Municipality of *Bluewater*

Dear Candidate,

Congratulations on your decision to run for elected office in the Municipality of Bluewater. This Candidate Package has been prepared to provide basic information you will need to know about the election process.

All forms and information required to file for Nomination can be found in this package, as well as on the Province of Ontario website at www.ontario.ca/municipalelections or www.forms.ssb.gov.on.ca. Please refer to the Election Procedures document in this package for detailed information on the nomination process and requirements.

Nomination for the following offices may be made by completing and filing the prescribed forms accompanied by the prescribed nomination filing fee in the Office of the Clerk, at 14 Mill Ave, Zurich:

- Mayor (voted at-large)
- Deputy Mayor (voted at-large)
- Councillor – Bayfield (voted by eligible electors in the Ward of Bayfield)
- Councillor – Hensall (voted by eligible electors in the Ward of Hensall)
- Councillor – Hay East (voted by eligible electors in the Ward of Hay East)
- Councillor – Hay West (voted by eligible electors in the Ward of Hay West)
- Councillor – Stanley East (voted by eligible electors in the Ward of Stanley East)
- Councillor – Stanley West (voted by eligible electors in the Ward of Stanley West)
- Councillor – Zurich (voted by eligible electors in the Ward of Zurich)

The filing fee of \$100 for Deputy Mayor or Councillor and \$200 for Mayor is payable by cash, certified cheque, money order or debit. A nomination must be signed by the candidate and filed in person or by agent during regular business hours between May 2, 2022 to August 18, 2022 and Nomination Day — August 19, 2022 from 9:00 a.m. to 2:00 p.m.

Voting will be conducted by phone or Internet only, commencing on October 11, 2022 at 9:00 a.m. and closing on October 24, 2022 at 8:00 p.m.

Being a member of Council in the Municipality of Bluewater

The Municipality of Bluewater meets regularly on the first and third Monday of every month at 6:30 p.m. Councillors are expected to attend all meetings for the duration of their four-year term. The Municipality of Bluewater operates on a paperless basis where possible. Council agendas are electronic, with no paper copies provided. Council members will be provided with a tablet paid for by the Municipality. Email is the primary form of communication.

Council members are expected to perform the duties as outlined Municipal Act, 2001, S.O. 2001, c. 25, Section 224, and abide by the Code of Conduct for the Municipality of Bluewater.



Chandra Alexander, Clerk
Municipality of Bluewater
14 Mill Ave.
Zurich, ON N0M 2T0
519-236-4351

Candidate's Checklist

1. Familiarize yourself with the Internet and Telephone Voting Election Procedures for the 2022 Municipal Election for the Municipality of Bluewater (to be published by Clerk June 1, 2022), and the Ministry Candidate's Guide included in this package. It is your responsibility to ensure that you are following all procedures and meeting all requirements throughout the process.
2. Decide which office you wish to represent (Mayor, Deputy Mayor or Councillor).
3. Ensure you have the statutory citizenship, residency qualifications and you are not disqualified from holding office (occupation, residency, etc.). It is your responsibility to file accurate nomination papers.
4. Note the application times, dates and places for:
 - a) Filing nomination—At the Office of the Clerk, 14 Mill Ave, during regular business hours between May 2, 2022 to August 18, 2022 and Nomination Day – August 19, 2022 from 9:00 a.m. to 2:00 p.m.
 - b) Candidate Information Session —June 22, 7:00pm Libro Community Hall, 239 Bill Fleming Drive, Clinton
 - c) Voting period begins — October 12, 2022 at 9:00am
 - d) Voting period ends — Election Day, October 24, 2022 till 8:00pm.
5. Note the name and office location of the Clerk for submitting nomination papers.
6. Complete the nomination portion of the nomination papers and determine the qualifications required for voters who are eligible to nominate you for election to council.
7. Obtain signatures of 25 qualified voters as nominators on your nomination papers.
8. Do not sign the declaration of candidate portion of the nomination papers, declaration of qualifications, or notice of collection/consent to release personal information until you are in the presence of a person authorized to administer oaths, such as an election official or the Clerk.
9. File your completed nomination papers along with the appropriate fee with the Clerk at the date(s) and time provided in the notice of nominations.
10. After you have been nominated, you may appoint persons in writing (including yourself) as your official scrutineer(s) throughout the election. The Clerk must be advised of this appointment in writing.
11. As a candidate, you may request a copy of the voters list from the Clerk for campaigning purposes. You will be notified when the list is available.

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)

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Personal information collected on this form is obtained under the authority of sections 33 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

Name of person seeking nomination

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of _____
in the year _____.

Name of person providing endorsement – 1

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified
to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 2

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified
to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 3				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Name of person providing endorsement – 4				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Name of person providing endorsement – 5				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 6			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____ Signature		_____ Date (yyyy/mm/dd)	

Name of person providing endorsement – 7			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____ Signature		_____ Date (yyyy/mm/dd)	

Name of person providing endorsement – 8			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____ Signature		_____ Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 9				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Name of person providing endorsement – 10				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Name of person providing endorsement – 11				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 12				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

Name of person providing endorsement – 13				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

Name of person providing endorsement – 14				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 15				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

Name of person providing endorsement – 16				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

Name of person providing endorsement – 17				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 18				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Name of person providing endorsement – 19				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Name of person providing endorsement – 20				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____ Signature			_____ Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 21			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 22			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 23			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

- Candidates must obtain 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Name of person providing endorsement – 24				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

Name of person providing endorsement – 25				
Last Name or Single Name			Given Name(s)	
Qualifying Address				
Suite/Unit Number	Street Number	Street Name		
Municipality			Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.				
_____			_____	
Signature			Date (yyyy/mm/dd)	

MUNICIPALITY OF BLUEWATER

DECLARATION OF QUALIFICATIONS—COUNCIL

Municipal Election Act, 1996

Municipal Candidates

I, _____, a nominated candidate for the office of:

- ☐ Mayor
- ☐ Deputy Mayor
- ☐ Councillor

Do solemnly declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996*, and the *Municipal Act, 2001*, to be elected to and to hold the office of:

- ☐ Mayor
- ☐ Deputy Mayor
- ☐ Councillor

2. Without limiting the generality of paragraph 1, on Voting Day, October 24, 2022, I will be at least eighteen years of age, am a Canadian citizen, a resident of the Municipality of Bluewater or the owner or tenant of land in the Municipality of Bluewater or the spouse or same partner of such owner or tenant.

3. I am not ineligible or disqualified under the *Municipal Election Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3:

- I am not an employee of the Municipality of Bluewater, or if I am an employee of the Municipality of Bluewater, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
- I am not a judge of any court.
- I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Municipality of Bluewater prior to 2:00 p.m. on Nomination Day, August 19, 2022. I understand that the Clerk of the Municipality of Bluewater will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.

- I am not a Crown employee within the meaning of the *Public Service Act*, or if I am a Crown employee, I have followed and will continue to follow all the relevant provisions of Part III of such Act.

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Election Act, 1996*.

6. Without limiting the generality of paragraph 5:

- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
- I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than four years prior to Monday, October 24, 2022.

7. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada), in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 24, 2022.

8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

I, _____ make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Municipality of Bluewater

This _____ day of _____, 2022.

Signature of the Candidate

Signature of the Clerk or Designate

MUNICIPALITY OF BLUEWATER

CONSENT TO RELEASE PERSONAL INFORMATION

Municipal Freedom of Information and Protection of Privacy Act

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the Clerk in the administration of the 2022 Municipal Elections.

Questions regarding this collection should be forwarded to the Chandra Alexander, Clerk by calling 519-236-4351 ext. 223 or emailing clerk@municipalityofbluewater.ca

Name of Candidate: _____

Candidate for the office of:

- ☐ Mayor
- ☐ Deputy Mayor
- ☐ Councillor, _____ Ward
- ☐ Trustee English Public
- ☐ Trustee English Separate
- ☐ Trustee French Public
- ☐ Trustee French Separate

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that the Clerk will disclose all or part of it to the general public.

Signature of Candidate

Signature of Clerk or Designate

Dated at _____, this _____ day of _____, 2022

MUNICIPALITY OF BLUEWATER

DECLARATION OF PROPER USE OF THE VOTERS' LIST

Municipal Elections Act, 1996 [s. 23 (3), (4) and (5)]

I, _____, being a:
(Name)

☐ Candidate for the office of _____

OR

☐ a person entitled to a copy of the Voters' List pursuant to section 23(3) of the *Municipal Elections Act*, namely

hereby request the Clerk to provide me with the following information when it becomes available:

☐ an electronic copy of the Voters' List. Please note that a copy of revisions made to the Voters' List will be provided on or before Monday, September 26, 2022.

☐ electronic access to view the Voters' List and which electors have voted.

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I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the *Municipal Elections Act* from using the Voters' List for commercial purposes.

Signature

Date

MUNICIPALITY OF BLUEWATER
POLICY FOR USE OF THE VOTERS' LIST

The Voters' List has been compiled for election purposes only. All electors should ensure that their names and relevant information are correct on the Voters' List.

Eligible persons who request a copy of the Voters' List must sign a declaration **Form BW10** prior to receiving a copy of all or any part of the Voters' List.

Where the Voters' List can be provided electronically to an eligible person, who has signed a declaration **Form BW10** provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

Eligible persons who obtain additional copies of the Voters' List or any part thereof shall pay to the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies. [Section 88 (8)]

Copies for local boards – municipalities - Minister

On **written request**, the Clerk shall provide a copy of the Voters' List to, [Section 23 (3)]

- the secretary of a local board any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;
- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- the Minister, if he or she has submitted a question to the electors.

Copies – for candidates

On the written request of a certified candidate for an office, the Clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office.

The Candidate or their campaign worker cannot confirm or deny if a person is on the Voters' List. The person must contact or visit the municipal office where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 1 up to and including the close of voting on October 24 at 8 p.m.

Use of online, electronic and paper versions of the Voters' List, Interim and Final List of Changes to the List and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2022 Municipal Election. All Voter information obtained by the Candidate during the 2022 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from Candidate computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

MUNICIPALITY OF BLUEWATER

ESTIMATED MAXIMUM CAMPAIGN EXPENSES

BASED ON 2018 ELIGIBLE ELECTORS AS OF SEPTEMBER 15, 2018
Municipal Elections Act, 1996 (s. 33.0.1(1) and 88.20(6))

1. There is a limit of \$1200 per individual contribution.
2. A contributor shall not make contributions exceeding a total of \$5,000 to candidates running for office on the same Council.
3. Limits are placed on expenses based on a formula related to the number of electors (O.Reg. 101/97). For the office of Mayor, it is \$7,500 plus \$0.85 per elector. For all other offices, it is \$5,000 plus \$0.85 per elector in each ward.
4. On or before September 26, 2022 each candidate will receive a Final Certificate of Maximum Permitted Expenses pursuant to Section 88.20(6) of the Municipal Elections Act, 1996.
5. The Clerk's calculation is final.

OFFICE	NUMBER OF ELECTORS	RATE PER ELECTOR	BASE RATE	TOTAL SPENDING
Mayor	8576	\$0.85	\$7500	\$14,789.60
Deputy Mayor	8576	\$0.85	\$5000	\$12,289.60
Councillor – Bayfield	1512	\$0.85	\$5000	\$6,285.20
Councillor – Hensall	765	\$0.85	\$5000	\$5,650.25
Councillor – Hay East	1622	\$0.85	\$5000	\$6,378.70
Councillor – Hay West	1193	\$0.85	\$5000	\$6,014.05
Councillor – Stanley East	1479	\$0.85	\$5000	\$6,257.15
Councillor – Stanley West	1301	\$0.85	\$5000	\$6,105.85
Councillor – Zurich	704	\$0.85	\$5000	\$5,598.40



Signature of Clerk or Designate

MUNICIPALITY OF BLUEWATER

ESTIMATED PERSONAL CONTRIBUTION LIMIT

BASED ON 2018 ELIGIBLE ELECTORS AS OF SEPTEMBER 15, 2018

Municipal Elections Act, 1996 (s. 33.0.2) and (88.9.1)

1. In accordance with Section 88.9.1 of the MEA, the Clerk will determine the maximum amount a candidate and his or her spouse (in combination) can contribute to his or her own campaign using the prescribed formula.
2. There is a limit on the total amount that you and your spouse may collectively contribute to your own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is for the office of Mayor, it is \$7,500 plus \$0.20 per elector. For all other offices, it is \$5,000 plus \$0.20 per elector in each ward. There is a cap of \$25,000.
3. On or before September 26, 2022 each candidate will receive a Final Certificate of Maximum Contributions to Candidates Own Campaign.
4. The Clerk's calculation is final.

OFFICE	NUMBER OF ELECTORS	RATE PER ELECTOR	BASE RATE	TOTAL SPENDING
Mayor	8576	\$0.20	\$7500	\$9,215.20
Deputy Mayor	8576	\$0.20	\$5000	\$6,715.20
Councillor – Bayfield	1512	\$0.20	\$5000	\$5,302.40
Councillor – Hensall	765	\$0.20	\$5000	\$5,153.00
Councillor – Hay East	1622	\$0.20	\$5000	\$5,324.40
Councillor – Hay West	1193	\$0.20	\$5000	\$5,238.60
Councillor – Stanley East	1479	\$0.20	\$5000	\$5,295.80
Councillor – Stanley West	1301	\$0.20	\$5000	\$5,260.20
Councillor – Zurich	704	\$0.20	\$5000	\$5,140.80



Signature of Clerk or Designate

MUNICIPALITY OF BLUEWATER
NOTICE OF PENALTIES

Municipal Elections Act, 1996 (s. 33.1)

TO:

_____ / _____	
(Name of Candidate)	(Office)

(Address)	(Postal Code)

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) if he or she fails to file documents with the Municipal Clerk as required under section 88.25 or 88.32 by the relevant date;
- b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the Municipal Clerk by the relevant date;
- c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

PENALTIES [88.23 (2)]

In the case of a default described above:

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the *Municipal Elections Act* applies.

REFUND (34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

Date

Municipal Clerk or designate

Date

Candidate

The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.

MUNICIPALITY OF BLUEWATER

CONTRIBUTIONS TO REGISTERED CANDIDATES

Municipal Elections Act, 1996 (Section 88.8 and 88.9)

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

MUNICIPALITY OF BLUEWATER DUTIES OF CANDIDATES

Municipal Elections Act, 1996 (Section 88.22)

A candidate shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (i) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;
- (q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed;
and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and
 - (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

Exclusion of certain expenses

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to Clerk

Contributions paid to the Clerk under clause (p) or (q) above become the property of the local municipality.

Instructions

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination)

YYYY	MM	DD
------	----	----

 to

YYYY	MM	DD
------	----	----

☐ Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)

☐ Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Spending Limit

General

\$

Parties and Other Expressions of Appreciation

\$

Contribution Limit

Contributions from Candidate and Spouse

\$

☐ I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

I, _____, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

Revenue from fundraising events not deemed a contribution
(from Part III of Schedule 2)

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Campaign Income (Do not include loan)= \$ **C1****EXPENSES** (Note: Include the value of contributions of goods and services)**1. Expenses subject to general spending limit**Inventory from previous campaign used in this campaign
(list details in Table 2 of Schedule 1)

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

Salaries, benefits, honoraria, professional fees incurred until voting day

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Expenses subject to general spending limit= \$ **C2****2. Expenses subject to spending limit for parties and other expressions of appreciation**

1. + \$

2.		+ \$	
3.		+ \$	
4.		+ \$	
5.		+ \$	
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit	+ \$	
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+ \$	
Office expenses incurred after voting day	+ \$	
Phone and/or internet expenses incurred after voting day	+ \$	
Salaries, benefits, honoraria, professional fees incurred after voting day	+ \$	
Bank charges incurred after voting day	+ \$	
Interest charged on loan after voting day	+ \$	
Expenses related to recount	+ \$	
Expenses related to controverted election	+ \$	
Expenses related to compliance audit	+ \$	
Expenses related to candidate's disability (provide full details)		
1.	+ \$	
2.	+ \$	
3.	+ \$	
4.	+ \$	
5.	+ \$	
Other (provide full details)		
1.	+ \$	
2.	+ \$	
3.	+ \$	
4.	+ \$	
5.	+ \$	
Total Expenses not subject to spending limits	= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	– \$	
Surplus (or deficit) for the campaign	= \$	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+ \$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+ \$	
Less: Ineligible contributions paid or payable to the contributor	– \$	
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$	
Total Amount of Contributions (record under Income in Box C)	= \$	1A

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: Value must be recorded as a contribution from the candidate and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Total				

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

Table 3: Monetary contributions from individuals other than candidate or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total				

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Table 4: Contributions in goods or services from individuals other than candidate or spouse
(Note: Must also be recorded as Expenses in Box C.)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total				

☐ Additional information is listed on separate supplementary attachment, if completed manually.

Total for Part III – Contributions exceeding \$100 per contributor
(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions) \$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

☐ Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ 2B

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part IV Expenses (include under Expenses in Box C) = \$ _____

Auditor's Report – *Municipal Elections Act, 1996* (Section 88.25)

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality	Date (yyyy/mm/dd)
--------------	-------------------

Contact Information

Last Name or Single Name	Given Name(s)	Licence Number
--------------------------	---------------	----------------

Address		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
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Telephone Number	Email Address
------------------	---------------

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

☐ Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

2022 Candidates' Guide - Ontario municipal council and school board elections

2022 Candidates' Guide – Ontario municipal council and school board elections

This guide provides information to candidates for the 2022 municipal council and school board elections. The information also applies to any by-elections that may be held during the 2022-2026 council and school board term.

This guide is not meant to replace provincial legislation. It provides general information about the rules contained in the [Municipal Elections Act, 1996](#) and other legislation and regulations, such as:

- [Municipal Act, 2001](#)
- [City of Toronto Act, 2006](#)
- [Education Act](#)

New election rules for 2022

Nominations may be filed electronically if permitted by your municipal clerk. [Contact your municipal clerk](#) to find out if nominations can be filed electronically in your municipality, and for information about how to file your nomination.

The deadline for filing your nomination is August 19, 2022 at 2 p.m.

The council and school board term of office will run from November 15, 2022 to November 14, 2026.

Contact us

If you have further questions or would like to give feedback on this Guide, please contact us at mea.info@ontario.ca.

You can also contact your regional [Municipal Services Office at the Ministry of Municipal Affairs and Housing](#).

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General information

Every four years, voters across Ontario elect municipal councillors and school board trustees.

The Province of Ontario sets out common rules that all candidates and voters must follow. However, municipalities are responsible for conducting elections to their council and for conducting the election of school trustees to Ontario's school boards. This guide contains information about the rules that are the same for all municipal elections, such as who is eligible to run for office, and rules about campaign spending.

Your municipality may have specific rules on issues such as:

- where and when election signs may be displayed
- whether campaign activities may occur on municipal property
- whether those who make contributions to candidates may receive a rebate

Contact your municipal clerk if you have questions about the election in your municipality.

To learn more about the duties of municipal councillors and the role of council, please see the [Ontario Municipal Councillor's Guide](#).

The municipal clerk

Every municipality has a municipal clerk who is in charge of running the election.

Contact the municipal clerk if you are interested in becoming a candidate. You must file any election forms, such as the nomination form and campaign financial statements, with your municipal clerk. The clerk is also responsible for providing information about spending limits and filing deadlines to candidates.

[If your municipality does not have a website](#) you could visit or contact your municipality's offices for more information.

Public health and safety at the voting place

The municipal clerk is responsible for setting up and running the voting places used in a municipal election. The clerk must follow any provincial or local public health measures that are in effect. They may also put in place additional procedures that they consider necessary for conducting the election. If you have questions about public health and safety at the voting place, you should contact your municipal clerk.

Emergency declaration by the clerk

If the municipal clerk believes that circumstances have arisen that prevent the election from being conducted appropriately, they may declare an emergency. This declaration is specific to the election and separate from an emergency that may be declared by the municipality or the province.

Once the clerk has declared an emergency, they can decide what arrangements to make to allow the election to proceed appropriately. The arrangements that the clerk makes will depend on the nature of the emergency.

If your municipal clerk has declared an emergency in relation to an election or by-election in your municipality, you should contact the clerk for information about the arrangements that they have put in place and how those arrangements may affect voting and campaigning.

Eligibility to run for election

Running for municipal council

To run for a position on council you must be eligible to vote in that municipality. On the day you file your nomination, you must be a Canadian citizen aged 18 or older, and qualify as a resident or non-resident elector. For more information about eligibility to vote, please see [the 2022 Voters' Guide](#).

You must be eligible to hold office on the day you file your nomination. For example, a person who is 17 years old but will turn 18 before nomination day must wait until they have turned 18 to file their nomination.

If your municipality has wards, you can run in any ward – you do not have to live in a particular ward in order to be its councillor. However, if you run in a ward where you do not live, you will not be able to vote for yourself. Having a campaign office or a business in a ward where you would not otherwise be eligible to vote does not make you eligible to vote in that ward.

Municipal employees

You cannot work for a municipality and be on its council at the same time. If you are an employee of a municipality and you want to run for office on that municipality's council, you must take a leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

If you are an employee of a municipality and you want to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you should check with your employer to see if there are any policies in place that could affect you.

If you are an employee of an upper-tier municipality, you can run for office in a lower-tier municipality without taking a leave of absence or resigning unless being elected to the lower tier council means that you would also be a member of the upper-tier council.

Who is not eligible?

The following people are disqualified from being elected to municipal office:

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Running for school board trustee

To run for a trustee position on a school board you must be a resident within the jurisdiction of the board and you must be eligible to vote in a school board election. On the day you file your nomination, you must be a Canadian citizen aged 18 or older and you must meet any other qualifications to vote for the school board (for example, being a Roman Catholic, or holding French language rights). For more information about eligibility to vote, please see [the 2022 Voters' Guide](#).

Additional information about [French-language rights](#) is available from the Ministry of Education.

School board employees

You cannot work for a school board and be a trustee in Ontario at the same time.

If you are an employee of any Ontario school board and you want to run for a trustee position on any school board in the province, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

Municipal officials

If you are a clerk, deputy clerk, treasurer or deputy treasurer of a municipality within the jurisdiction of a school board, you are not permitted to run for office as a trustee of that board unless you take a leave of absence. If you are elected, you must resign from your job.

Who is not eligible?

The following people are disqualified from being elected as a school trustee:

- any person who is not eligible to vote in the school board election
- an employee of a school board or a municipal official who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Note for MPs, MPPs and senators

If you are an MP, MPP or senator, you may file your nomination for municipal or school board office without resigning your current seat in parliament, the legislature or the senate. However, you must resign your seat by the close of nominations (2 p.m. on Friday August 19, 2022). If you are a federal or provincial cabinet minister, you must step down from cabinet prior to filing your nomination and must resign your seat by the close of nominations.

If you have not resigned by nomination day, your nomination will be rejected and your name will not appear on the ballot.

Nominations

Filing your nomination

To file your nomination you must give the following to your municipal clerk:

- a completed [nomination form \(Form 1\)](#)
- the nomination fee
- completed [endorsement of nomination forms \(Form 2\)**](#)

******If you are running for municipal council and your municipality has more than 4,000 electors, you must submit original endorsement signatures from 25 people who are eligible to vote in the municipality. Candidates for school board trustee and candidates for municipal council in municipalities with 4,000 or fewer electors do not have to submit endorsement signatures.

When you fill out the nomination form, write down your name as you want it to appear on the ballot. If you normally go by a different name than your legal first name, you may use that name provided that the clerk agrees.

You do not have to provide all of your names under the box entitled “Given Name(s)” on the form. Only provide the one(s) that you want to appear on the ballot. If your legal name is a single name you do not have to provide any given names.

Clerks can decide to allow nominations to be filed electronically. If your municipality allows electronic filing, contact the clerk for more information about how to file your nomination.

If electronic filing is not allowed in your municipality, you must file the nomination form that you have signed – the form may not be a copy and may not be scanned and submitted electronically. You must file the nomination form in person or have an agent file it on your behalf.

The clerk may require you to show identification or fill in an additional form to prove that you are eligible to be nominated. If an agent is going to file the form on your behalf you should check with the clerk to see if you are required to provide identification or additional paperwork.

Your campaign period begins when the clerk has received your nomination. If you file your nomination electronically at a time when the clerk’s office is not open, you may have to wait to begin your campaign. You should contact the clerk for more information.

The nomination fee

The fee to file a nomination is \$200 to run for head of council and \$100 for all other positions. This fee must be paid to the clerk at the time you submit your nomination form.

Your nomination fee will be refunded if you file your campaign financial statement by the deadline.

Endorsement signatures

If you are running for municipal council in a municipality that has more than 4,000 electors, you must submit 25 original signatures endorsing your nomination.

You must use [Form 2](#) to collect the endorsement signatures.

Anyone providing an endorsement signature must also fill in their name and address, including the postal code.

Anyone providing an endorsement signature must be eligible to vote in the municipality on the day that they signed the endorsement. In addition to their endorsement, they will also be required to sign a declaration that they are eligible to vote in the municipality.

A person who is eligible to vote in the municipality may provide endorsements to as many candidates as they would like and may endorse candidates for any office on the municipal council. A person who is running for a ward councillor office may submit signatures from voters who do not live in that ward.

Collection of signatures should be undertaken safely by following guidance related to and in compliance with all applicable laws and emergency orders, as well as any [guidance and safety standards established by the province for COVID-19](#). These measures are intended to keep Ontarians safe.

If you submit 25 original endorsement signatures and find out later that a person (or persons) was not eligible to vote on the day that they signed the endorsement, you will not lose your nomination. The person who supplied false information (by declaring that they were eligible to endorse your nomination when they were not eligible) could be subject to prosecution.

If the clerk has allowed electronic filing, you must still collect the endorsement signatures in person. You can submit an electronic copy of the forms when you file your nomination. You must keep the forms with the original signatures as part of your campaign records.

School board trustee candidates are not required to submit endorsement signatures.

The [Endorsement of Nomination Form \(Form 2\)](#) is a public document. Endorsements of candidates cannot be revoked if the document has already been filed with the clerk.

Deadline to file your nomination

The nomination period begins on May 1, 2022. As May 1 is a Sunday, you may not be able to file your nomination until May 2, 2022 when the clerk's office is open. The last day to file a nomination is Friday, August 19, 2022 by 2 p.m.

The clerk has until 4 p.m. on Monday, August 22, 2022 to certify or reject your nomination. The clerk must be satisfied that you are eligible to run in order to certify your nomination. If your nomination is not certified, your name will not appear on the ballot.

Where to file

If you are running for council office in a single-tier or lower-tier municipality (city, town, township, village, etc.), you must file your nomination with the clerk of that municipality.

If you are running for an office in an upper-tier municipality (region or county) that does not also sit on a lower-tier council, you must file your nomination with the clerk of the upper-tier municipality. For example, a person running for chair of Durham Region would file their nomination with the clerk of Durham Region rather than the clerk of a lower-tier municipality such as Oshawa or Pickering.

If you are running for a school trustee position that represents more than one municipality, contact your municipal clerk for information about where to file your nomination.

Changing your mind – withdrawal

If you decide to withdraw your nomination, you must notify the clerk in writing by the close of nominations (2 p.m. August 19, 2022).

If you withdraw your nomination, you are still required to file a campaign financial statement covering all the financial transactions you made in your campaign.

If your campaign did not have any financial transactions, you must file a financial statement reporting this. Your nomination fee will be refunded by the clerk if you file your financial statement by the deadline.

Changing your mind – running for a different office

You can only run for one office at a time. If you decide to run for a different office, your first nomination is deemed to be withdrawn when you file your second nomination.

If you decide to run for a different office on the same council or school board, and both offices are elected at large (for example, an office such as the mayor, which everyone in the municipality may vote for), everything (contributions, expenses, etc.) from your first campaign is simply transferred to your second campaign.

Example:

You file your nomination to run for deputy mayor on May 12, 2022. During the summer you decide to run for mayor instead, and file your second nomination form on June 29, 2022.

- Your first nomination for deputy mayor is deemed to be withdrawn.
- The nomination fee you paid on May 12 is transferred to your second nomination (in this case, you would have to pay an additional \$100 to make up the \$200 fee to run for head of council).

- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- Your campaign for mayor is deemed to have started on May 12.
- Any campaign contributions or expenses that occurred prior to June 29 are transferred to your mayoral campaign.
- You must file one campaign financial statement covering your campaign finances from May 12 until January 3, 2023.
- Your nomination fee will be refunded if you file your campaign financial statement by the filing deadline.

If you decide to run for a different office on the same council or school board, and one or both of the offices is elected by ward, then you must keep the two campaigns separate.

Example:

You file your nomination to run for mayor on May 12, 2022. During the summer you decide to run for councillor in ward 1 instead and file your second nomination form on June 29, 2022.

Your first nomination for mayor is deemed to be withdrawn, and your campaign for mayor ends. You may not transfer any contributions or expenses from your mayoral campaign to your ward councillor campaign.

- You must pay a separate nomination fee when you file your nomination for ward councillor.
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- You must file a campaign financial statement covering your campaign for mayor (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign for ward councillor (June 29 to January 3) – your second nomination fee will be refunded if you file this financial statement by the filing deadline.

If you decide to run for office on a different council or school board, then you must keep the two campaigns separate. If you decide to run for council in a municipality that has more than 4,000 electors, you will need to submit original endorsement signatures from electors eligible to vote in that municipality. If you are unsure if the municipality has more than 4,000 electors, you should contact the municipal clerk.

Example:

You file your nomination to run for school board trustee on May 12. During the summer you decide to run for councillor instead, and file your second nomination form on June 29, 2022.

- Your first nomination for school board trustee is deemed to be withdrawn.
- You are required to pay a nomination fee when you file your nomination for ward councillor.
- If the municipality where you are running for ward councillor has more than 4000 electors, you must submit 25 endorsement signatures.
- Your campaign for school board trustee ends. You may not transfer any contributions or expenses from your trustee campaign to your ward councillor campaign .
- You must file a campaign financial statement covering your campaign for school board trustee (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign for ward councillor (June 29 to January 3) – your second nomination fee will be refunded if you file this financial statement by the filing deadline.

Acclamations

If there is only one certified candidate running for an office at 4 p.m. on Monday, August 22, that candidate will be declared elected by acclamation. Similarly, in a municipality where multiple candidates are elected at large, if the number of certified candidates is the same as or less than the number of offices, those candidates will be declared elected by acclamation.

If you are elected by acclamation, you must still file a campaign financial statement.

Additional nominations

If there are positions that no candidates have run for or positions that are still vacant after the candidates who did run have been acclaimed, the clerk will call for additional nominations.

Additional nominations for the remaining vacant seats must be filed between 9 a.m. and 2 p.m. on Wednesday, August 24, 2022. The clerk must either certify or reject each nomination by 4 p.m. on Thursday, August 25, 2022.

Campaigning

Signs

Your municipality may have rules about when you can put up campaign signs and how signs may be displayed on public property.

All of your campaign signs and other advertising must identify that you are responsible for the sign. This is so that people seeing the sign or advertisement can tell that it is from your campaign, rather than from a third party advertiser.

Please see [Leftover campaign inventory](#) (page 23) if you plan to reuse signs from the last election.

You are responsible for ensuring that your campaign signs are removed after voting day. Your municipality may require a sign deposit or have penalties for failing to remove your signs. Contact your local clerk for more information.

You are entitled to have your nomination fee refunded if you file your campaign financial statement by the filing deadline. The clerk cannot make removing your signs a condition for receiving your refund.

Getting information out

It is up to you to provide voters with information about you as a candidate and about your campaign. The municipal clerk is not responsible for providing your contact information to voters.

All candidates' debates

The *Municipal Elections Act, 1996* does not require candidate debates to be held, and the municipal clerk is not responsible for organizing meetings or debates. Debates can be organized by community groups, media outlets, candidates or any other interested persons.

Joint campaigns / running on a slate

There is nothing in the *Municipal Elections Act, 1996* that would prevent like-minded candidates from campaigning on the same platform or identifying themselves as a group or slate. However, each candidate must keep their campaign finances separate and any joint expenses (for example, signs with two candidates' names on them) must be divided between the campaigns.

For information on campaign finance rules please see [Campaign Finance](#) (page 16).

Third party advertising

General information

There are rules for third party advertising in Ontario's municipal council and school board elections.

A third party advertisement is an ad that supports, promotes or opposes a candidate or a "yes" or "no" answer to a question on the ballot.

The meaning of "third party" in this context means a person or entity who is not a candidate. Eligible individuals, corporations and trade unions can register to be third party advertisers. Third party advertising is separate from any candidate's campaign and must be done independently from a candidate.

Third party advertisers who want to spend money on advertisements during the election must register with the municipal clerk and must file a financial statement.

For more information about third party advertising rules, including eligibility, spending limits and enforcement, see the [Third Party Advertisers' Guide](#).

On voting day

Campaigning on voting day

The *Municipal Elections Act, 1996* does not prohibit campaigning on voting day. While there are restrictions on advertising for federal and provincial elections on voting day, these “blackouts” do not exist for municipal council and school board elections.

The Act prohibits the display of campaign material inside a voting place. The “voting place” could include the entire property of a building that has a voting place inside it, including the parking lot. You are not allowed to have campaign brochures, campaign buttons, signs or any other material inside the voting place.

Remaining in a voting place

As a candidate, you are allowed to stay in a voting place to observe but you are not allowed to interfere with voters, attempt to influence how they vote or ask a voter how they voted. Scrutineers may also stay in the voting place.

You and your scrutineers are entitled to be in the voting place 15 minutes before it opens and to inspect the ballot boxes, the ballots and any other papers or forms relating to the vote. However, you may not delay the opening of the voting place.

You and your scrutineers are entitled to place a seal on the ballot box so that ballots put in the box cannot be removed without breaking your seal.

Note: If you have been acclaimed, you are not allowed to be in the voting place or to appoint scrutineers.

Scrutineers

You may appoint a scrutineer for each ballot box in a voting place. You do not have to appoint that many scrutineers, or any scrutineers at all. If you have appointed one scrutineer for each ballot box, a scrutineer must leave while you are in the voting place.

Scrutineers may observe but they are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted.

You must provide each of your scrutineers with an appointment in writing. Scrutineers may be required to show their appointment document to election officials at the voting place.

Scrutineers may be required to take an oath of secrecy.

There are no general restrictions on who you can appoint as a scrutineer (for example, a scrutineer can be any age and does not have to be a citizen). However, an acclaimed candidate cannot be appointed as a scrutineer for another candidate.

Counting votes

If your municipality is using voting machines or vote counting equipment, the clerk must have the processes and procedures for use of this equipment in place by June 1, 2022. If vote counting equipment is used, the clerk will be able to provide you with information on how the votes will be counted and how many scrutineers may be present.

The vote count begins immediately after the close of voting at on October 24, 2022 at 8 p.m.

If the votes are counted manually, you and your scrutineers are entitled to view the ballots as they are counted, but you cannot touch the ballots. You and your scrutineers may object to a ballot or how it is counted (for example, if it is unclear who the vote is for or if the ballot has extra markings on it). The deputy returning officer is responsible for deciding whether to accept the objection and must keep a list of all the objections raised.

Results

After the votes have been counted, the deputy returning officer will prepare a statement showing the results and seal all the other election documents, including the ballots, inside the ballot box. You and your scrutineers are entitled to put your or their own seal on the ballot box at this time, and are entitled to sign the statement showing the results.

The sealed ballot box and the statement of the results will then be delivered to the municipal clerk, who will compile the results and declare who has been elected.

Note: results announced on voting night are unofficial. It may take the clerk a few days or more to make the official declaration.

After voting day

Recounts

The *Municipal Elections Act, 1996* requires an automatic recount only if the votes are tied.

Your municipal council or school board may have a policy in place that sets out other specific circumstances under which the clerk must conduct an automatic recount. For example, a council may decide that if two candidates are within 10 votes of each other, an automatic recount will be held. The policy must be adopted at least 60 days before voting day.

A municipal council or school board may also order a recount within 30 days after the clerk has officially declared the results of the election. If you feel there should be a recount, you must either persuade council (or the school board) to order one or you may apply to the Superior Court of Justice to request that a judge order a recount. This application may be made by any eligible elector, and must be made within 30 days of the clerk declaring the results of the election.

Recounts must be conducted in the same way that the votes were originally counted, unless the recount is ordered by the court. For example, if the votes were counted by a vote tabulator, they may not be counted by hand during the recount.

If the recount is ordered by the court, the judge may order that the votes be counted in a different manner if the judge believes that the way the votes were counted the first time was an issue.

Tied votes

If two or more candidates get the same number of votes and they cannot all be elected, there is an automatic recount. The recount must be held within 15 days of the clerk declaring the results of the election. If you are one of the candidates in the tie, you are entitled to be present at the recount.

If the recount shows that there is still a tie, then the legislation states that the clerk will choose the winner by lot. This means putting the names of the tied candidates into a hat (or other suitable container) and drawing the name of the winner.

Wrapping up your campaign

After voting day, remove any election signs that have been put up and take down your campaign website, if you have one. If you would like to keep using your website, remove any references to the campaign. Websites that say “Vote for me” which are left up for years after the election can make it look like you are attempting to campaign for the next election early.

Usually, campaigns must end on December 31. However, since December 31, 2022 is a Saturday, the deadline moves to January 3, 2023. Your campaign must end on January 3, 2023 unless you have a deficit and inform the clerk in writing that you are going to extend your

campaign. Once your campaign has ended, you should close your campaign bank account and prepare your campaign financial statement.

Financial statements must be filed with the clerk by 2 p.m. on Friday, March 31, 2023.

Term of office

The council and school board term of office will run from November 15, 2022 to November 14, 2026.

Campaign finance

General information

Record keeping

You are responsible for keeping records of the financial activities related to your campaign. The *Municipal Elections Act, 1996* does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

You should also look through the [campaign financial statement \(Form 4\)](#) that you will be required to file to make sure that you are keeping records of all the information that must be included on the statement.

You are required to keep all of your campaign financial records until November 15, 2026 when the next council or school board takes office.

You must keep the following campaign records:

- receipts issued for every contribution including when you accepted the contribution and the date you issued the receipt (remember to issue receipts to yourself for any contributions you make)
- the value of every contribution, whether it is in the form of money or goods or services, and the contributor's name and address
- all expenses, including the receipts obtained for each expense
- any claim for payment of an expense that the campaign disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the terms of any loan received from a bank or other recognized lending institution

Campaign period

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

Your campaign period begins on the day the clerk receives your nomination.

In most cases, your campaign will end on January 3, 2023. Exceptions are if you:

- withdrew your nomination, your campaign ends on the date you informed the clerk in writing that you wanted to withdraw
- were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (August 19, 2022)

- know you will not have any more financial activity, you can end your campaign at any time after voting day and before January 3, 2023

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of:

- the day you notify the clerk in writing that you will be ending your campaign and not accepting any more contributions
- June 30, 2023

Bank account

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. You do not have to open a campaign bank account if you do not spend any money and do not receive any contributions of money. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.

You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

All contributions – including contributions you make to yourself – must be deposited into the campaign bank account. All expenses must be paid for from the campaign account.

The nomination fee is considered to be a personal expense, not a campaign expense. You do not need to have a campaign bank account in order to pay the nomination fee.

Contributions and campaign income

Contributions

Campaign contributions are any money, goods or services that are given to you for use in your campaign, including money and goods that you contribute to yourself.

If you are given a special discount on a good or service that you are purchasing for your campaign, the difference between what you were charged and what the market value would be is considered to be a contribution.

Corporations and other businesses are not permitted to make contributions to candidates. If you are being offered a discount, you should make sure that whoever is offering the discount is entitled to make a personal contribution to your campaign.

If a professional who would normally charge for a service gives you that service for free, the market value of the service is considered to be a contribution.

If you sell tickets to a fundraising event, the cost of the ticket is considered to be a contribution. If you sell goods at a fundraising event for more than their market value, the difference between what the person attending the fundraising event paid you and what they would have normally paid for the item is considered to be a contribution.

If you have inventory such as signs left over from a previous campaign and you use them again, the current market value of the signs (what it would cost you to buy those signs today) is considered to be a contribution that you make to your campaign.

If you or your spouse guarantees your campaign loan and the campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor.

Things that are not contributions

If you have volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you. You will have to report the total amount of money that you received from these donations on your financial statement.

The value of free political advertising, provided that such advertising is made available to all candidates and is in accordance with the *Broadcasting Act* (Canada) is not considered to be a contribution.

If you obtain a campaign loan from a bank or a recognized lending institution, the amount of the loan is not considered to be a contribution.

Who can make a contribution

You can accept contributions only from individuals who are residents of Ontario. Corporations and trade unions are not permitted to make contributions to candidates.

If your spouse is not a resident of Ontario, they can still make contributions to your campaign. They may not make contributions to any other candidate.

Groups such as clubs, associations or ratepayer's groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

Who cannot make a contribution

The following individuals and organizations are not permitted to make contributions to municipal council and school board campaigns:

- a corporation
- a trade union
- an individual who is not normally a resident in Ontario
- a federal political party, constituency association, or a registered candidate in a federal election

- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board

When you can receive contributions

You can only accept contributions after the clerk has received your nomination, and you cannot accept contributions after your campaign period has finished. Any contributions received outside the campaign period must be returned to the contributor. If you cannot return the contribution to the contributor, you must turn it over to the clerk.

Contribution limits – contributions from yourself and your spouse

If you are running for municipal council, there is a limit on the total amount that you and your spouse may collectively contribute to your own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000. If the formula results in a number greater than \$25,000, the limit will still be \$25,000.

The clerk will tell you what your self-funding limit is.

All of the contributions that you and your spouse make to your own campaign count towards this limit, including:

- contributions of money
- the value of goods or services that you or your spouse donate to the campaign
- the value of any inventory from the previous election that you use again in this campaign

This limit does not apply to school board trustee candidates.

Contribution limits – contributions from other people

There is a \$1,200 limit that applies to contributions from other individuals. If a person makes more than one contribution (for example, contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

If you are running for mayor in the City of Toronto, the limit is \$2,500.

The maximum total amount that a contributor can give to candidates in the same jurisdiction (for example, running for the same council or for the same school board) is \$5,000.

You are required to inform every contributor of the contribution limits. An easy way to make sure that this is done is to include the contribution limits on the receipt that you provide for each contribution.

Only a contribution that is \$25 or less can be made in cash. All contributions above \$25 must be made by cheque, money order or by a method that clearly shows where the funds came from (such as certain debit, credit or electronic transfer transactions).

Contribution receipts

You must issue a receipt for every contribution you receive. The receipt should show who made the contribution, the date and the value. If the contribution was in goods or services, you must determine the value of the goods or services and issue a receipt for the full value.

If you receive a contribution from a joint account, the contribution can only come from one person. You must determine who is making the contribution and issue the receipt to that person.

You are required to list the names and addresses of every contributor who gives more than \$100 total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than \$100.

Note: Contribution receipts are not tax receipts. Contributions to municipal council and school board campaigns cannot be credited against provincial or federal income taxes.

Returning ineligible contributions

You are required to return any contribution that was made or accepted in contravention of the *Municipal Elections Act, 1996* as soon as you learn that it was an ineligible contribution. If you cannot return the contribution, you must turn it over to the clerk.

Contributions should be returned or paid to the clerk if the contribution is:

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (someone who doesn't live in Ontario, a corporation, etc.)
- greater than the individual \$1,200 limit or the \$5,000 total limit per jurisdiction
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Unused contributions

If your campaign ends with a surplus, you can withdraw the value of contributions that you and your spouse made from the surplus. If you still have a surplus once you have withdrawn your contributions, the remaining surplus must be turned over to the clerk.

You are not permitted to refund eligible contributions made by anyone other than yourself or your spouse.

Contribution rebates

Your municipality may have a contribution rebate program. Contact your clerk for more information.

Contributions to municipal council and school board campaigns are not tax deductible.

Fundraising

Fundraising functions are events or activities held by you or on your behalf for the primary purpose of raising money for your campaign. If you hold an event to promote your campaign and you happen to receive some contributions or ask people to consider contributing to your campaign, this would not qualify as a fundraising event.

Similarly, if you have a sentence in your campaign brochure asking people to make a contribution or giving them information about how to contribute, this would not be a fundraising brochure since its primary purpose is to promote your campaign, not to raise money.

Fundraisers can only be held during your campaign period. You must record the gross income (including ticket revenue and other revenue) and the expenses related to each event and activity on your campaign financial statement.

If you sell tickets to an event, the ticket price is considered to be a contribution to your campaign and you must issue a receipt to each person who purchases tickets. If the ticket price is higher than \$25, tickets cannot be paid for in cash.

Campaign income

If you raise funds by selling goods or services for more than fair market value, the difference between the fair market value and the amount paid is considered to be a contribution. If the good or service is sold for \$25 or less, the amount paid is considered to be campaign income that is not a contribution.

Campaign expenses

Expenses

Campaign expenses are the costs that you incur (or that a person such as your campaign manager incurs under your direction) during your campaign.

Reminder: the nomination fee is a personal expense rather than a campaign expense. It should not be reported on your campaign financial statement.

Expenses must be paid from your campaign bank account. If you use a credit card to pay for purchases you should make sure that you keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Any taxes such as HST paid on purchases should be included in the amount of the expense.

You can incur expenses only during your campaign period, except for expenses related to the preparation of an auditor's report. If you are required to include an auditor's report with your financial statement, you may incur these expenses after the campaign period has ended. These expenses must also be reported on your financial statement.

Goods and services

Goods or services that are contributed to your campaign are also expenses. They should be treated as if the contributor gave you money and you went out and purchased the goods and services. You must record both the contribution and the expense.

Spending limits

Candidates are subject to two spending limits – a general limit, and a separate limit for expenses relating to parties and expressions of appreciation after voting day.

General spending limit

The general spending limit for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.85 per eligible elector
- for council member or trustee: \$5,000 plus \$0.85 per eligible elector

When you file your nomination, the clerk will give you an estimate of your general spending limit. This estimate will be based on the number of electors in the previous election.

On or before September 25, 2022, the clerk must give you a final general spending limit which is based on the number of electors on the voters' list for the current election.

If the spending limit estimate that you received when you filed your nomination is higher than the final spending limit you receive in September, the estimate becomes your official spending limit.

While most of your expenses will be subject to the general spending limit, the following expenses are not:

- expenses related to holding a fundraising event or activity
- expenses relating to a recount
- expenses relating to a court action for a controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- audit and accounting fees

Note: Any materials, events or activities must have fundraising as the primary purpose in order to be exempt from the spending limit. An incidental mention of contributions is not enough to qualify as fundraising.

When the general spending limit applies

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit.

Note: If you incur an expense before voting day, but don't get around to paying for it until after voting day, it would still be subject to the spending limit.

Spending limit for parties and expressions of appreciation

The spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting is calculated as 10% of the amount of your general spending limit.

Expenses related to parties and expressions of appreciation are subject to the specific spending limit regardless of whether they are incurred before or after voting day.

Leftover campaign inventory

If you ran in the last municipal council or school board election and you want to reuse leftover goods such as signs or office supplies you must establish the current market value of the goods – what it would cost you to purchase them today. You must record the current market value as an expense.

If you have inventory left at the end of your campaign it becomes your personal property. If you want to store materials such as signs for use in another election, any costs related to storage are personal costs, not campaign expenses.

Note to accountants: The value of all goods must be recorded as an expense regardless of whether the campaign ends with used or unused goods in inventory. Do not deduct the value of unused goods from the campaign expenses, as this will result in the campaign having a surplus on paper that the candidate does not actually have.

Surplus and deficit

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the clerk when you file your financial statement. The surplus will be held in trust, and you can use it if you incur expenses related to a compliance audit. If the surplus is not needed for these expenses it becomes the property of the municipality or the school board.

If your campaign expenses are greater than your campaign income, your campaign will be in deficit.

Note: Ending your campaign with a deficit may result in questions being raised about how expenses were paid for, and whether you contributed more than your self-funding limit by paying outstanding expenses with personal funds.

Campaign financial statement

It is your responsibility as a candidate to file a **complete and accurate financial statement on time**.

The filing deadline is 2 p.m. on the last Friday in March following the election (**March 31, 2023**).

If you have a bookkeeper or accountant complete the financial statement for you, you are still responsible for ensuring that it is complete and accurate and filed on time.

Financial statements are not required to have original signatures. You should contact your clerk for information about whether you can file your financial statement electronically if you are not able to file your statement in person.

If you filed a nomination form, you must file a 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.

If you did not receive any contributions (including contributions from yourself) or incur any expenses, you are only required to fill out the first page of the financial statement and sign it.

If you received contributions or incurred any expenses you must complete the relevant parts of the financial statement.

If your campaign contributions (including contributions from yourself) or campaign expenses are greater than \$10,000 you must have your financial statement audited and include the auditor's report when you submit your financial statement to the clerk.

Filing early

You can file your campaign financial statement after you have ended your campaign. If you file your statement early and then discover that there is an error in it, you can submit a corrected statement at any time before the filing deadline on March 31, 2023. Your original statement is deemed to be withdrawn when you file the corrected statement. You cannot withdraw a financial statement without submitting a corrected one.

Applying for an extension

If you think that you will be unable to file your financial statement by the deadline, you may apply **before March 31, 2023** to the Superior Court of Justice for an extension. If the court grants the extension, you will receive the refund of your nomination fee if you file by the deadline given to you by the court.

Grace period for filing

If you have not filed your financial statement by the deadline, you may file your financial statement within 30 days after the deadline if you pay the municipality a \$500 late filing fee. This grace period ends at 2 p.m. on Monday, May 1, 2023. You will not receive a refund of your nomination fee if you file during the 30-day grace period.

If you have not filed your financial statement by the end of the 30-day grace period and you did not apply to the court for an extension prior to the deadline, automatic penalties apply:

- you will forfeit your elected office (if you won the election)
- you will be ineligible to run for office or be appointed to fill a vacancy until after the 2026 election

If you did not file your financial statement by the end of the grace period, you may still file it for the purposes of having your finances on the record. The clerk will accept the financial statement and make it available to the public. The penalties will still apply.

Separate statement for each office

If you filed a nomination and then changed your mind and filed a nomination for a different office, you may be required to file a separate financial statement for each campaign.

Extended campaigns

Your campaign period ends on January 3, 2023. However, if your campaign has a deficit, you can extend your campaign in order to do some additional fundraising. If you want to extend your campaign, you must notify the clerk on or before January 3, 2023 using the [Notice of Extension of Campaign Period form \(Form 6\)](#).

Your campaign may be extended until June 30, 2023.

If you extend your campaign you must file two financial statements:

- a financial statement reflecting your campaign until January 3, 2023 (due March 31, 2023)
- a supplementary financial statement that includes the information from your initial statement and adds financial information from your extended campaign

The supplementary financial statement must be filed with the clerk by 2 p.m. on Friday, September 29, 2023.

Auditor's report

You must have an auditor review your financial statement and provide a report if any of the following are true:

- your campaign expenses exceed \$10,000
- the contributions you received (including contributions from yourself) exceed a total of \$10,000
- both your expenses and your contributions exceed \$10,000 each

The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act, 2004](#). Before you hire someone to prepare the report, ensure that they are properly qualified.

You can incur expenses relating to the auditor's report after January 3, 2023. These expenses do not count toward your spending limit. Include these expenses on the financial statement that you are filing.

Compliance and enforcement

Enforcement of the [Municipal Elections Act, 1996](#) is done through the courts. The Ministry of Municipal Affairs and Housing does not have a role in investigating elections or in determining penalties.

Automatic penalties

There are three contraventions of the *Municipal Elections Act, 1996* where penalties apply automatically:

1. if you fail to file a financial statement by the end of the 30-day grace period or fail to apply to the court before March 31, 2023 for an extension by the filing deadline
2. if your financial statement shows that you exceeded your spending limit
3. if you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or be appointed to fill a vacancy until after the 2026 election.

Compliance audits

Each municipality and school board must appoint a compliance audit committee.

If an eligible elector believes that you have contravened the election finance rules, they may apply for a compliance audit of your campaign finances. The application must be in writing and must set out the reasons why they believe you contravened the rules.

An application for a compliance audit must be submitted to the municipal clerk who conducted the election within 90 days of the deadline to file the campaign financial statement.

The compliance audit committee will consider the application and decide whether to grant or reject the application. You may appeal the committee's decision to the Superior Court of Justice within 15 days after the decision is made.

If the committee grants the application, it will appoint an auditor to conduct a compliance audit of your campaign finances. The auditor is entitled to have access to all of the financial records related to your campaign. The auditor will produce a report, which you are entitled to receive.

The compliance audit committee will meet to consider the auditor's report. If the report concludes that there is an apparent contravention of the *Municipal Elections Act, 1996* the committee will decide whether to commence legal action.

The compliance audit committee does not have any authority to set penalties. Only the court can decide if you contravened the Act and, if so, which penalties should apply.

A person who does not want to or who is not able to apply for a compliance audit may decide to commence legal action on their own. A prosecution related to the 2022 election must be commenced before November 15, 2026.

Penalties

If you are convicted of an offence, you may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to vote or run in the next general election
- up to six months in prison
- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

Completing the financial statement

General information

All candidates must file a 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.

Candidates must use [Form 4](#).

All candidates must complete Box A: Name of Candidate and Office and Box B: Declaration.

- **If you did not receive any contributions** (including contributions from yourself) or incur any expenses, check the box indicating this, and complete the Declaration in Box B. No further information is required.
- **If you did receive contributions** (including contributions from yourself) or incur expenses, you must fill in the information in Box C, Box D, Schedule 1 and Schedule 2, as appropriate. You may find it easier to fill out the form if you start with the more detailed sections such as the tables in Schedule 1 before filling in Box C (Statement of Campaign Income and Expenses).

If you received contributions or incurred expenses in excess of \$10,000, you must include an auditor's report with your financial statement.

Your completed financial statement must be submitted to the clerk by **2 p.m. on the last Friday in March (March 31, 2023)**.

Supplementary financial statements must be submitted to the clerk by **2 p.m. on the last Friday in September (September 29, 2023)**.

Tips for completing Form 4

Learn more about how to correctly fill out the campaign financial statement.

Box A: Name of Candidate and Office

Record your general spending limit and your spending limit for parties and other expressions of appreciation.

Note: automatic penalties will apply if the form reports that either of the spending limits have been exceeded.

If you are running for a council position, record your self-funding limit.

Box B: Declaration

By signing the form, you are declaring that the information recorded in the financial statement is true and accurate. If your financial statement was prepared by someone else, you as the candidate are still responsible for its accuracy.

Box C: Statement of Campaign Income and Expenses

Loan

If you obtained a loan for your campaign you must record the name of the bank or recognized lending institution and the amount borrowed.

You are permitted to get a loan only from a bank or other recognized lending institution in Ontario, and it must be paid directly into your campaign bank account. You may not receive a loan from family members or from any corporate accounts that you may have access to.

The loan is not considered to be campaign income, and paying it back is not a campaign expense. However, if you or your spouse guarantee the loan and the campaign does not repay all of it, the remaining balance is considered to be a contribution (since the guarantor is basically providing the campaign the means to repay the loan). This amount counts towards your self-funding limit.

Any interest that the campaign pays on the loan is a campaign expense.

Income

Your campaign income includes all contributions received from yourself, your spouse and other eligible contributors. This includes the value of contributions of goods and services. Income also includes any refunds of deposits, interest earned by your campaign bank account, and revenue from fundraising events or activities that is not deemed a contribution (for example, if you sold refreshments at market value).

Example:

You have 100 t-shirts printed to sell at a fundraiser. The cost to the campaign is \$10 per shirt, and you sell them for \$25 each.

The \$25 is not a contribution. You do not have to collect names and contact information, or issue a contribution receipt to anyone who buys a shirt.

The \$1,000 that you spent on the shirts must be recorded as a campaign expense.

The \$2,500 that you raised by selling the shirts must be recorded as revenue from fundraising events not deemed a contribution.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution and must be recorded as revenue from fundraising events not deemed a contribution.

Sign deposit

If your municipality requires a deposit for election signs, this should be recorded as a campaign expense and paid for using campaign funds. If your deposit is refunded, record the amount under Income.

Expenses

Your campaign expenses include the value of any goods or services that have been contributed to your campaign (it is as if the contributor gave money to the campaign, which the campaign then spent on acquiring the goods or services).

The general spending limit applies only to expenses incurred until the end of voting day. Expenses incurred after voting day are not subject to the spending limit.

Note: An expense subject to the general spending limit that was incurred prior to voting day but not paid for until after voting day is still subject to the limit.

Some types of expenses are not subject to the general spending limit even if they are incurred prior to voting day.

Expenses related to parties and expressions of appreciation after voting day are subject to that spending limit regardless of when they are incurred.

Box D: Calculation of Surplus or Deficit

Campaign deficit

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your expenses are greater than your income, your campaign is in deficit.

If you have extended your campaign in order to fundraise, you must still file a financial statement reflecting your campaign finances to January 3, 2023.

Campaign surplus

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your income is greater than your expenses, your campaign has a surplus.

You are entitled to reimburse contributions made by yourself or your spouse out of the surplus. For example, if the surplus was \$500 and you contributed \$400 to your campaign, you may deduct that \$400, leaving your campaign with a surplus of \$100. If the surplus was \$500 and you contributed \$600, you may deduct \$500 of your contribution, leaving your campaign with \$0. You may not deduct more than the value of the surplus.

If, after deducting contributions made by yourself or your spouse, the campaign still has a surplus, these funds must be turned over to the clerk.

Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

The following tables are included in Schedule 1 and need to be filled in, if applicable:

- Table 1: Contributions in goods or services from candidate or spouse
- Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
- Table 3: Monetary contributions from individuals other than candidate or spouse where contributions exceed \$100 per contributor
- Table 4: Contributions in goods or services from individuals other than candidate or spouse where contributions exceed \$100 per contributor

Contributions from yourself and/or your spouse

If you are running for municipal council, you and your spouse are subject to limits on how much you can contribute to your campaign. This limit applies to contributions of money, goods and services, as well as the value of any inventory from a previous campaign that you have used in your current campaign.

Record these amounts on the lines provided in Schedule 1. Do not include them in the tables of contributions (Table 1 or Table 2). The other reason to identify the contributions from you and your spouse is because those contributions can be reimbursed by you and your spouse if the campaign ends with a surplus.

Note: you must report the full amount of the contributions made by you and your spouse, including any amounts that have been reimbursed from a surplus.

Contributions totalling \$100 or less

If the total amount contributed (including the value of goods and services) from a single contributor is \$100 or less, you do not need to provide details on the form. Simply indicate the total value of all such contributions on the line provided at the top of Schedule 1.

If an anonymous contribution is \$100 or less, include it in the total value of contributions not exceeding \$100 per contributor. Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Goods and services from candidate or spouse

If you or your spouse contribute goods and services to your campaign, this must be recorded as a contribution. Record any contributions in Table 1 of Schedule 1.

Inventory from previous campaign

Any inventory from a previous campaign that you are using again is a contribution in goods that you make to your campaign and counts towards your self-funding limit. You must calculate the

current market value (for example, if you have 100 signs left over from 2018 and use them again, you must calculate how much it would cost to purchase those same signs in 2022) and record it in Table 2. This inventory must also be recorded as a campaign expense.

Contributions totalling more than \$100

If a contributor makes 1 or more contributions totalling more than \$100 (including the value of goods and services and the cost of tickets to fundraising events), you must record all of these contributions in the tables provided in Schedule 1 (Tables 3 and 4).

If an anonymous contribution is more than \$100, include it in the total value of contributions exceeding \$100 per contributor, and include it in Table 3 (listing "anonymous" as the name of the contributor). Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Note: it is the total amount contributed that matters – if an individual buys a ticket to a fundraising event for \$50, and then later in the campaign contributes \$75, each of these contributions must be recorded in Table 3 because the total exceeds \$100.

Goods and services from individuals other than candidate or spouse

Eligible contributors may donate goods and services to the campaign. These must be recorded as a contribution and as an expense (as if the contributor donated money, which the campaign then spent on the goods and services).

Corporations and trade unions are not permitted to make contributions to candidates. This includes contributions of goods and services.

Example:

Your friend spends \$150 on coffee and baked goods which they donate for a campaign event. You should record a contribution of \$150 in goods or services from your friend and record an expense of \$150.

If you are given a special discount on a good or service that you are purchasing for your campaign, you should record the expense as if you were not given the discount (since the value of the discount is considered to be a contribution of the good or service to your campaign).

Example:

Your order for campaign signs would normally cost \$500, but the vendor lets you have them for \$300 because he wants to help out your campaign. You should record an expense of \$500 for the signs and record a contribution of \$200 in goods or services from the vendor. **Note:** As businesses are not permitted to make contributions, the contribution would have to be a personal contribution from the vendor.

Contributions in goods or services from individuals other than the candidate or spouse must be recorded in Table 4 of Schedule 1.

Schedule 2: Fundraising Events and Activities

The cost of holding fundraising events or activities is not subject to the spending limit. However, in order to be considered a fundraising cost, the primary purpose for the expense must be related to fundraising rather than promoting the candidate. Incidental fundraising that happens to occur during a promotional event is not sufficient to make it a fundraising event. Similarly, a line at the bottom of a campaign brochure asking people to donate does not make the production of the brochure a fundraising expense.

If you have included costs of fundraising events/activities as an expense in Box C, you must provide details of these events and activities in Schedule 2.

Contributions received at a fundraising event may include:

- the price of the ticket
- if goods or services are offered for sale, any amount of money paid that exceeds their market value (for example, if a \$100 item is sold for \$175, the purchaser has made a \$75 contribution to the campaign)
- personal cheques collected from contributors at the event

If contributors have donated goods or services for the fundraising event, these must be recorded as contributions and as expenses.

These contributions must be recorded in Schedule 1, and where the total from a contributor exceeds \$100, be detailed in the appropriate tables. Refer to [Schedule 1: Contributions](#) (page 32) for more information.

The fundraising event may also generate revenue that is not considered to be a contribution:

- donations of \$25 or less
- if goods or services are offered for sale, the market value of those goods and services sold (for example, if a \$100 item is sold for \$175, \$100 is revenue)
- the amount paid for goods or services offered for sale for \$25 or less

Anonymous contributions

You may keep anonymous contributions that do not exceed \$25 each that are received at a fundraiser (such as those collected by passing the hat or having a tip jar). Report the total amount of money received from these donations in Schedule 2 for that fundraiser.

All other anonymous contributions must be turned over to the clerk.

You will then subtract the contribution as paid or payable to the clerk to arrive at the Total for Part II Contributions in Schedule 2.

Auditor's report

If your campaign expenses or the contributions you received total more than \$10,000 you must have an auditor review your financial statement and provide a report.

The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act, 2004](#). Before you hire someone to prepare the report, you should ensure that they are properly qualified.

Forms referred to in this guide

You can get copies of forms from your municipal clerk, or you can download them from the [Government of Ontario's Central Form Repository](#).

- [Nomination Paper \(Form 1\)](#)
- [Endorsement of Nomination \(Form 2\)](#)
- [Financial Statement – Auditor's Report – Candidate \(Form 4\)](#)
- [Financial Statement – Subsequent Expenses \(Form 5\)](#)
- [Notice of Extension of Campaign Period \(Form 6\)](#)

Municipality of Bluewater
2022 Municipal Election

Candidate Information Package

Municipal Clerk's Office
Chandra Alexander, Clerk
clerk@municipalityofbluewater.com
519-236-4351
www.municipalityofbluewater.ca

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1.0 Provincial Candidate Guide for Municipal Elections

This information package has been developed for those seeking election or re-election for Municipal Council or School Board Trustee on October 24, 2022. Candidates should refer to the Municipal Act, 2001 or Municipal Elections Act, 1996 for specific provisions.

The Ontario Ministry of Municipal Affairs and Housing publishes a Candidates' Guide for Municipal & School Board Elections. This guide provides more detail and it is recommended that you consider this, and the applicable legislation, as your first source of information. The Guide covers the following areas:

- Eligibility
- Nominations
- Campaigning
- Third Party Advertising
- On Voting Day
- After Voting day
- Campaign Finances
- Compliance & Enforcement
- Completing the Financial Statement
- Forms

A copy of the provincial Guide will be provided to each candidate.

2.0 Offices to be Elected

Municipality of Bluewater Council:

- **Mayor** – one (1) to be elected at large
- **Deputy Mayor** – one (1) to be elected at large
- **Bayfield Councillor** - one (1) to be elected by Bayfield Ward electors
- **Hensall Councillor** - one (1) to be elected by Hensall Ward electors
- **Zurich Councillor** - one (1) to be elected by Zurich Ward electors
- **Hay East Councillor** - one (1) to be elected by Hay East Ward electors
- **Hay West Councillor** - one (1) to be elected by Hay West Ward electors
- **Stanley East Councillor** - one (1) to be elected by Stanley East Ward electors
- **Stanley West Councillor** - one (1) to be elected by Stanley West Ward electors

A candidate can run for office in the Ward of their choice, not necessarily the Ward in which they reside. However, the candidate must vote from the address at which they reside.

School Board Trustees:

English Public - Avon Maitland District School Board - one (1) to be elected

The Municipality of South Huron is responsible for conducting the election for the Municipalities of South Huron and Bluewater. Contact vote@southhuron.ca for more information.

English Separate - Huron Perth Catholic District School Board - one (1) to be elected

The Municipality of South Huron is responsible for conducting the election for the Municipalities of South Huron and Bluewater. Contact vote@southhuron.ca for more information.

French Public – Conseil Scolaire Viamonde (1 to be elected)

The City of London is responsible for conducting the election for the Counties of Waterloo, Wellington, Middlesex, Perth and Huron. Please visit www.london.ca

French Separate – Conseil Scolaire Catholique Providence (1 to be elected)

The City of Sarnia is responsible for conducting the election for the Counties of Perth, Grey, Huron, Bruce and Lambton. Please visit www.sarnia.ca

3.0 Eligibility – Municipal Election

Refer to Section 256-258 of the Municipal Act, 2001; Section 17 & 29-30 of the Municipal Elections Act, 1996

Municipal Employees

- A municipal employee must take an unpaid leave of absence before they file their Nomination Form.
- If they are elected, they must resign from their job. They cannot work for a municipality and be on its council at the same time.
- A volunteer firefighter as defined in the Fire Protection and Prevention Act, 1997 is not considered an employee.

Eligible & Ineligible Candidates

Eligible Candidate

- A person must be eligible to hold office on the day they file their Nomination Form.
- Every person qualified **to be an elector** is qualified to hold office as long as they are not disqualified by the Municipal Act or any other Act.
- Canadian citizen, resident, owner, tenant (or spouse of) of land in the municipality.

Ineligible Candidate

- An employee, a judge of a court, MP, MPP, Senator or an inmate serving a sentence in a penal or correctional institution.
- Any person not qualified **to be an elector**.

Qualified Elector

- On Voting Day, resides in or is the owner or tenant (or spouse of) of land in Bluewater,
- Is a Canadian Citizen,
- Is at least 18 years old,
- Despite the definition of “owner or tenant” and “tenant” in Section 17 of the Municipal Elections Act, the province may make Regulations that specify the circumstances in which a person is, and is not, considered to be a tenant for the purposes of the Act.
- See Section 8 for additional information about qualified voters.

At the time of filing of Nomination Papers, candidates must complete the Declaration of Qualification.

4.0 Eligibility – School Board Election

Refer to section 219 of the Education Act; Section 30 of Municipal Elections Act, 1996

In order to run for a trustee position on a school board, a person must be a resident within the jurisdiction of the Board, and eligible to vote in a school board election. On the day they file their Nomination Paper, they must be a Canadian Citizen aged 18 years or older. They must also meet any other qualifications to vote for the school board (i.e. being a Roman Catholic, or hold French language rights).

If a person is an employee of any Ontario school board and they wish to run for a trustee position, they must take an unpaid leave of absence before they file their Nomination Paper. If they are elected, they must resign from their job. They cannot work for a school board and be a trustee in Ontario at the same time.

5.0 Nomination Procedures

Refer to Section 33 of the Municipal Elections Act, 1996

See the Candidates' Guide for Municipal & School Board Elections for specific information about filing your nomination, the nomination fee, endorsement signatures, deadlines, withdrawing or changing the nomination, acclamations and what happens if not enough nominations are filed with the Clerk.

Candidate Information Session

A joint Huron County Candidate Information Session is scheduled for

Wednesday June 22, 2022 at 7PM

Libro Hall, Clinton

More information will be available closer to the date.

Forms and Filing Information

Every person who proposes to be a candidate must file Nomination Papers prior to receiving any campaign contributions and prior to expending any funds on a campaign.

Nomination Papers (Form 1) are established by the Province of Ontario and available at the Clerk's Office or online.

The Nomination Paper must have original signatures. It may not be faxed, mailed or emailed.

The Nomination Paper must be filed with the Bluewater Clerk (or designate).
Appointments are required

- It is the responsibility of each candidate to ensure they meet all the qualifications and file proper Nomination Papers. Since the Clerk may examine the Nomination Papers after the nomination period ends and may reject them, without a meeting with the Clerk a candidate may find that their papers have been rejected and are too late to file additional information.
- The Nomination Papers require the candidate to take a declaration which must be made in front of a Commissioner of Oaths. The Clerk's Office can administer this declaration. Fee for this service is waived. By making an appointment, you are assured that a Commissioner of Oaths is available when you arrive.

The candidate must bring the following with them to their appointment with the Clerk:

- Identification suitable to the Clerk
- Nomination Paper – Form 1
- Endorsement of Nomination – Form 2 with signatures from 25 eligible electors
- Declaration of Qualification
- Filing Fee

At the appointment with the Clerk a candidate will also be asked to complete the following:

- Declaration of Proper Use of Voters' List
- Consent to Release Personal Information

Candidates do not have to provide all names under "Given Name(s)" on the Nomination Paper (Form 1) Candidates should only provide the name(s) as they wish to have it appear on the ballot. If they normally go by a different name than their legal name, they may use that name provided the Clerk agrees.

Nomination Fees

- Office of Mayor - \$200
- All other positions - \$100
- Paid to the Clerk at the time of submitting Nomination Forms
- Refunded if Campaign Financial statement is filed by the deadline
- **Fee is payable by cash, debit, money order or certified cheque only. Payment will not be accepted by credit card or personal cheque. E-transfer is not permitted.**

Nomination Period

- File nominations beginning **May 2, 2022**, 8:30 am.
- Last day & time to file nominations is Nomination Day, **Friday August 19, 2022** (9:00am -2:00pm)

Endorsement of Nomination

Refer to Section 33 of the Municipal Elections Act, 1996

Any person wishing to run for Council (not school board) must submit the original signatures of 25 voters using Endorsement of Nominations – Form 2. Eligible voters may endorse more than one nomination. The individuals providing the signature will each have to sign a declaration stating that they are eligible to vote in the municipality on the day that they sign the endorsement. If the candidate files Nomination Papers and then changes their mind and decides to run for a different office on the same Council, they are not required to submit new signatures.

Withdrawing a Nomination

Refer to Section 36 of the Municipal Elections Act, 1996

If a candidate decides to withdraw their nomination, they must notify the Clerk in writing by the close of nominations. The candidate must complete the Withdrawal of Nomination Form provided by the Clerk. They must still file a campaign Financial Statement even if they do not incur any expenses. The nomination fee will be refunded by the Clerk if a Financial Statement is filed by the deadline.

Certified Candidates

Refer to Section 35 and 37 of the Municipal Elections Act, 1996

After **Nomination Day (August 19, 2022)**, if satisfied that the candidate is qualified to be nominated, the Clerk shall certify the Nomination by signing the Nomination Paper.

The Clerk must examine and certify (or reject) all nominations by **4 pm on Monday August 22, 2022**. The Clerk must declare any candidates elected by acclamation at the same time.

A list of Certified Candidates will be posted on the Bluewater website and at the municipal office.

6.0 Campaigning

See the Candidates' Guide for Municipal & School Board Elections for specific information campaigning and campaign finances. The provincial Guide provides information regarding record keeping, bank accounts, contributions, fundraising, expenses, inventory, the Financial Statement and surplus/deficits.

Campaign Period

Refer to Section 88.24 of the Municipal Elections Act, 1996

- Campaign Period begins on the date that Nomination Papers are filed
- Campaign Period ends on **January 3, 2023** unless nomination withdrawn, candidate was not certified or the campaign is extended to pay down a deficit
- Candidates can start campaigning after the Nomination Paper is filed

Campaign Advertising & Signs

Refer to Section 88.3 of the Municipal Elections Act, 1996

- See Candidates' Guide for Municipal & School Board Elections and the Act for the definition of a "campaign advertisement".
- The Bluewater Sign By-laws 676-1995 (Bayfield) and 22-1998 (Hay), and County By-law 53-1989, set out the rules around election signage. Campaign materials, including signs, are not permitted on public property. Election signs must not utilize the Bluewater logo or image.

Campaign Finances, Bank Accounts & Contributions

Refer to Section 88 of the Municipal Elections Act, 1996

- Candidates must open a bank account if they accept any contributions (including money from themselves) or incur any expenses.
- The Nomination Fee is considered to be a personal expense.
- All contributions must be deposited into the campaign account. All expenses must be paid out of the campaign account.
- Inventory from previous campaigns (i.e. signs) used in the 2022 campaign must be reported using the current market value as a contribution to their campaign.
- Likewise, reusable campaign materials must be valued and reported as closing inventory.
- If a candidate uses their credit card for purchases, they should make sure they keep clear, defensible records showing that the expense was reimbursed from the campaign account.

- A “contribution” means money, goods and services. A discount is considered a contribution.
- Volunteer labour, donations under \$25, free advertising available to all candidates are not considered a “contribution”.
- Contributions must only be accepted from Ontario residents, the candidate and their spouse.
- Contributions are not permitted from corporations, trade unions, federal/provincial parties.

Contribution Limitations & Limits

Refer to Municipal Elections Act, 1996 and Ontario Regulation 101/97

- Contributions over \$25 shall not be made in cash.
- No contributor may contribute more than \$1200 to any one candidate in an election and no more than \$5000 to two or more candidates for the office on the same Council.
- An interim maximum campaign spending limit is provided to each candidate upon filing Nomination Papers.
- Tip: Unincorporated groups (i.e. law partnership) can contribute to a campaign but the candidate should request a list of individual contributors and amounts contributed, issue receipts to individual contributors, report the contributions on the candidate’s financial disclosure as individual contributions.
- For additional information about expenses related to the holding of parties and other expressions of appreciation after the close of voting, please refer to the provincial Candidate Guide.

Campaign Financial Reporting & Compliance Audits

Refer to Section 88.22 of the Municipal Elections Act, 1996

- Candidates must issue a receipt for every contribution over \$25
- Candidates must list the name and address of every contributor of more than \$100 in the Financial Statement
- If a Nomination Paper was filed, a Financial Statement must be filed.
- Candidates must retain financial records until the successor Council of the next regular election is organized.
- Financial Statements (Financial Statement – Auditors Report, Candidate – Form 4) must be filed on or before **March 21, 2023**.
- Campaign surplus (after refund contribution made by themselves or spouse) must be paid to the Clerk at the time of filing Financial Statement.
- Campaign deficits can be carried forward to the next election (same Council) or the campaign can be extended to permit additional fundraising.
- Any eligible voter who believes a candidate has contravened the election finance rules may apply for a compliance audit of their campaign finances. Application must be in writing, set out reasons and submitted to the Clerk within 90 days of the deadline to file the Financial Statement.
- See Section 88.33 of the Municipal Elections Act regarding the Compliance Audit Committee and its power (appointed jointly by all Huron County municipalities).

7.0 Accessibility – Voters & Candidates with Disabilities

Refer to Section 12.1, 88.19(3) and 88.20(4) of the Municipal Elections Act, 1996

Clerk's Responsibilities

The Clerk shall make every effort to accommodate the needs of voters and candidates with disabilities. When requested, all documents are available in alternative formats.

Expenses that are incurred by a candidate with a disability that are directly related to the disability and would not have been incurred but for the election, are excluded from the permitted spending limit for the candidate.

The Clerk shall prepare an Election Accessibility Plan and make it available to the public before Voting Date. The Plan will be posted on the municipal website and available from the Clerk's Office. The Clerk will also prepare a report outlining how the municipality identified, removed and prevented barriers that affect voters and candidates with disabilities.

Candidate Responsibilities

Candidates are encouraged to make their campaign as accessible as possible to voters with disabilities. The AMCTO has published the "AMCTO's Quick Reference Guide to Accessible Campaign Information". Copy available from the Clerk.

8.0 Information for Voters

Candidates play a key role in communication with voters. The following information is general in nature. We encourage all candidates and voters to refer to the municipal website or contact the Clerk's Office for the most current information.

Qualified Electors

Refer to Section 17 of the Municipal Elections Act, 1996

In order to vote in any municipal election in Ontario, a voter must be aged 18 or older and be a Canadian citizen. Specifically, they must be qualified to vote in Bluewater. They are several ways to do that:

- Resident Voters – person's place of residence
- Non-Resident Voters – person lives in another municipality but owns or rents property in Bluewater.
- Spouse of a Non-Resident Voter – spouse of a qualified non-resident voter

Students & Trailer Owners

A person may have residence in two locations at the same time if the person lives in one municipality in order to attend school, but not with the intention of changing their permanent lodging place. A student can vote in the municipality where they attend school and they can also vote where they live.

Trailer owners in campgrounds are tenants of the campground, therefore, they are potential eligible electors. Under a timeshare contract, to be eligible, the person must be

entitled to use the land on Voting day or for a period of six weeks or more during the calendar year in which the election is held.

Getting on the Voters' List

Prior to **July 31, 2022**, a voter can visit www.VoterLookup.ca. This site is site managed by MPAC. On this site an eligible voter can:

- Confirm or update their electoral information
- Add an elector name to an address
- Change school support for the purpose of voting in a school board election

MPAC provides the Clerk with the Preliminary List of Electors and the Clerk has until **Thursday September 1, 2022** to make any obvious corrections and reproduce a Voters' List. Starting on this date, eligible voters may fill out an application and file it with the Clerk before Voting Day. The Application can be filed in person, by the applicant or an agent. A certified copy showing proof of ID and proof of residence/occupancy is required if the Application is to be mailed to the Clerk's Office. Remote verification (i.e. Zoom) is also an option.

Internet & Phone Voting – Election Manual

The Municipality of Bluewater will utilize Internet and Telephone voting for this election. All municipalities in Huron County are utilizing the same method of voting.

The Clerk must establish and publish election procedures and forms used for Internet and Phone voting by **June 1, 2022**. A copy of the 2022 Election Procedures will be provided to each candidate. The is a great reference guide as it provides copies of all forms and explains all processes.

Missing Voter Information Letters & PINS

The Voters' List is the database used to create the Voter Information Letters (VILs). The VILs will be mailed to electors during the first two weeks of October. The VIL will contain a Personal Identification Number (PIN) plus an additional security element to gain access to the internet or phone voting system.

If an eligible elector is not on the Voters' List or has not received a VIL, please direct them to contact the Clerk's Office immediately. The Clerk's Office will assist them.

9.0 Municipality of Bluewater Council Information

Composition

The Municipality of Bluewater Council is composed of the Mayor, Deputy Mayor and seven Ward Councillors (Bayfield, Hensall, Zurich, Hay East, Hay West, Stanley East, Stanley West. There is a total of nine (9) members of Council.

Roles & Responsibilities

Refer to Sections 224-226.1 of the Municipal Act, 2001

The Ontario Municipal Act, 2001 sets out the roles and responsibilities of Council and staff. The Ministry of Municipal Affairs and Housing has published “The Ontario Municipal Councillor Guide”.

The Guide reviews the topics such as accountability and transparency, definition of a meeting (including Closed meetings), the role of Council, municipal powers, fiscal responsibilities, land use planning, building regulations, emergency management, etc.

One of the first, and most important acts as a member of a municipal Council is to make the Declaration of Office. The Declaration includes the following four promises:

- I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
- I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or any improper manner.
- I will disclose any pecuniary interest, direct or indirect, in accordance with the Municipal Conflict of Interest Act.
- I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second.

Boards and Committees

One of the first items of business following the Inaugural Meeting of Council, is appointment to Committees and Boards. Members will be asked to express their interest, and appointments are adopted by by-law. Some Committees and Boards meet on a very regular basis (i.e. monthly) while others meet more infrequently.

Committees of Council:

- Committee of Adjustment – meets within a regular Council meeting
- Court of Revision
- Emergency Management Planning Committee
- Heritage Advisory Committee
- Dashwood Community Centre Advisory Committee (joint with South Huron)
- Bayfield Secondary Plan Citizen Advisory Committee

Other Boards and Committees:

- Huron County Community Safety & Well-being Advisory Committee
- Bluewater Recycling Association
- Coalition for Huron Injury Prevention (CHIP)
- Ausable Bayfield Conservation Authority Board
- Lake Huron Regional Water Supply Board
- Mid-Huron Landfill Site Board
- Huron Shores Transit Advisory Committee

Huron County Council

The Mayor and Deputy Mayor automatically hold membership on Huron County Council and have the opportunity to participate in a number of their Boards and Committees.

The Municipal Act permits a municipality to appoint an alternate member to act in the place of the Mayor and Deputy Mayor if they are not able to attend a meeting (except in the case of a member on parental leave).

Huron County Council meets twice monthly (first and third Thursday of each month).

A copy of the regular Council and Committee meeting schedule is available on the Huron County website.

Inaugural Meeting & Regular Meeting Schedule

The Municipal Act states that a candidate shall not take a seat on Council until the person takes the Declaration of Office. The Inaugural Meeting of Council is scheduled for **Monday November 21, 2022 at 5:30 pm**. Details of this event will be available closer to the date.

The Inaugural Meeting of Huron County Council is scheduled for **Wednesday November 30, 2022 at 9 am**. Details available closer to the date.

The regular meeting of Council schedule is established in accordance with the Bluewater's Procedure By-law. Regular meetings are held the first and third Monday of the month. Agendas are published by 4:00 pm on the Friday before the meeting. Items for the agenda and delegation appointments must be submitted to the Clerk no later than noon on the Tuesday prior to the meeting.

The Council meeting calendar is posted to the municipal website.

Council Remuneration & Technology Provided

Council Remuneration:

The current Remuneration By-law was adopted in 2020 and adjusted by the annual Consumer Price Index (CPI).

All members earn an Honourarium. Members are paid a per-meeting rate (including Council, Committees, conferences and seminars) and mileage to travel to meetings outside of the municipality.

Candidates should consider the impact of the remuneration earned on their personal

income tax circumstances.

Technology Provided:

Council Members shall be issued the following devices and/or electronic tools at the beginning of their term of office:

- one (1) corporate standard electronic device (corporate standard to be determined by the Clerk.
- one (1) corporate email address.
- Corporate standard software identified (i.e. electronic agenda software) as essential to the business of the Municipality, to be determined by the Clerk.

Council Orientation

Bluewater staff, experts and other representatives will provide the newly formed Council with the training and information necessary to fill their roles and responsibilities. Attendance at Council Orientation should be considered a priority.

Joint Huron County Council Orientation: **Thursday November 10, 2022 (full day)**

Bluewater Orientation: **Dates to be scheduled**

10.0 Important Dates

The following list of dates is subject to change. Please see municipal website or contact the Clerk for clarification.

May 2, 2022 (8:30AM) – Nomination Period starts – First day to file Nomination Papers

June 1, 2022 – Election Manual published by the Clerk

June 22, 2022 (7:00PM) – Libro Hall, Clinton – Joint Huron County Candidate Information Session

August 19, 2022 (9:00AM-2:00PM) – Nomination Period – Last day to file, change or withdraw Nomination Papers

August 22, 2022 (by 4:00PM) – Announcement of Acclamations & Certified Candidates

September 1, 2022 – Voters' List Published

October 24, 2022 (until 8:00PM) – Voting Day

October 24, 2022 (8:00PM-9:00PM) – Announcement of Results

October 25, 2022 – Declaration of Election Results by the Clerk

November 7, 2022 (5:00PM) – Final meeting of the outgoing Council

November 10, 2022 – Joint Council Orientation Session (full day)

November 21, 2022 (5:00PM) – Inaugural Meeting of Council for 2022-2026 Term

November 30, 2022 (9:00AM) – Inaugural Meeting of Huron County Council

December 5 & 19, 2022 (5:00PM) – Regular Council Meetings

January 3, 2023 – End of Election Campaign Period

March 31, 2023 – Deadline to file Financial Statement

11.0 Links to Legislation, Policies, Maps & Forms

Use the Bluewater CivicWeb document portal to search for agendas and minutes.

<https://bluewater.civicweb.net/portal/>

Provincial Legislation & Guides:

[Municipal Act, 2001](#)

[Municipal Elections Act, 1996](#)

[Municipal Conflict of Interest Act, 1990](#)

[Candidates' Guide for Municipal & School Board Elections](#)

[Ontario Municipal Councillor's Guide](#)

[Association of Ontario Municipalities – How Local Governments Work](#)

[MPAC VoterLookup.ca](#)

Links to Maps

Ward Maps – Bluewater

Ward Maps – Urban Wards

[Ward Maps - County of Huron](#)

[Huron County GIS Mapping](#)

[Huron County Map Library](#)

12.0 Contact Information

Chandra Alexander, Clerk

14 Mill Avenue, P.O Box 250

ZURICH ON N0M 2T0

519-236-4351 ext. 223

clerk@municipalityofbluewater.com



Policy and Procedure

Policy:	Use of Corporate Resources During an Election
Effective Date:	April 19, 2022
Approved By:	By-law 44-2022
Supersedes:	By-law 33-2018

Purpose:

The Corporation of Municipality of Bluewater recognizes that it is responsible to ensure fair treatment of all candidates running for office and to clarify the use of corporate resources in the election.

The purpose of this policy is to provide a consistent approach and clear direction regarding the use of corporate resources during a campaign period. This Policy should be interpreted as a general prohibition against the use of corporate resources for any election-related purpose.

Scope and Applicability:

This Council Policy applies to all Members of Council (including those not seeking re-election), members of local boards, Candidates, Registered Third Parties in a municipal and school board trustee election or by-election, and all Staff during a Campaign Period.

Where applicable, this Policy also applies to all registered Candidates and Registered Third Parties for a provincial or federal election or by-election.

Definitions:

“Acclaimed” means a Candidate elected by acclamation pursuant to Section 37 of the Act.

“Act” means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

“Campaigning” means a municipal election-related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distribution of materials, advertising, display of signage, etc.

“Campaign Period” for candidates, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed).

For Registered Third Parties, “Campaign Period” is the date on which the Notice of Registration as a third party advertiser is filed until December 31 in the year of an election (unless a request for extension or campaign period has been filed).

“Candidate” means a person who has filed a nomination for an office pursuant to Section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

“Clerk” means the Clerk of the Municipality or his/her designate.

“Corporate Resources” means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Municipal IT system and resources, databases, websites, social media, intellectual property, and supplies.

“Council” means the Council of the Corporation of the Municipality of Bluewater.

“Member” means a member of the Council of the Municipality, and includes the Mayor of the Municipality.

“Municipality” means The Corporation of the Municipality of Bluewater.

“Municipal resources” means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Municipal IT systems and resources, databases, social media, intellectual property, and supplies.

“Nomination Day” means the deadline to file a nomination, for the 2022 election will be August 19, 2022.

“Policy” means this Use of Corporate Resources for Election Campaign Purposes.

“Registered Third Party” means an individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in the municipal election.

“Staff” means all full-time and part-time persons hired by the Municipality, including but not limited to the Chief Administrative Officer, Directors, Managers, Supervisors, Coordinators, salaried employees, union employees, administrative staff, and contract, temporary, student, secondment, and co-operative placement staff.

“Voting Day” means, in the case of a regular election, the fourth Monday in October in the year of the election -or- in the case of a by-election, the 45th day after Nomination Day, as noted in section 5 and subsection 65(4) of the Act.

Policy:

General Provisions:

In accordance with the provisions of the Municipal Elections Act, 1996, as amended:

a) Corporate resources and funding may not be used for any election-related purposes;

- b) Staff may not canvass or actively work in support of a municipal candidate or third party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave;
- c) Municipal facilities/property may not be used for any election related purposes, which includes displaying of any campaign related signs or materials on such premises unless all candidates are afforded the same opportunity.

Specific Regulations:

The following, if supplied by the Municipality, shall be discontinued for all members of Council throughout the period from May 2nd of the municipal election year until Voting Day, inclusive or in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day, for any members running as candidates in the by-election:

- All forms of advertising, including advertising in municipal publications;
- All printing, high speed photocopying and distribution, including printing and general distribution and display of newsletters unless so directed and approved by Council;
- The ordering of any stationery or office supplies or furnishings unless approved by the Municipal Clerk;
- Links to Council member-related web sites or social media links;
- The posting of information relating the activities of Council or any member of Council on the Municipality's website, excluding the minutes of Council and committee meetings. Only the photos and contact phone and/or email posted for each member of Council at the commencement of each term shall remain on the corporate website.

To avoid any confusion with any website or social media accounts used for Council work, members of Council who choose to create or use their own websites or social media accounts shall throughout the period from May 2nd of the municipal election year until Voting Day, inclusive or in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day, for any members running as candidates in the by-election:

- a) Include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used either solely for Council work, for both Council work and election campaign purposes, or solely for election campaign purposes;
- b) Include the statement in clause a) for as long as the website or account is accessible by the public.

Members of Council shall not:

- a. Print or distribute any material paid for by municipal funds that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office;
- b. Profile (name or photograph), or make reference to, in any material paid for by municipal funds, any individual who is registered as a candidate in any election;
- c. Print or distribute any material using municipal funds that makes reference to, or contains the names, photographs, or identifies registered candidates for municipal elections;

- d. Use the corporate website, domain names, other corporate systems, the Municipality crest or logo for campaigning/advertising or as a substitute to distributing newsletters or flyers throughout the period from May 2nd of the municipal election year until Voting Day, inclusive or in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day;
- e. Use the municipality's voicemail system to record election-related messages;
- f. Use the Municipality's computer network (including the Municipality email system) for election-related correspondence;
- g. Use any photographs produced for and owned by the Municipality of Bluewater or any photos taken utilizing town equipment or sent through Municipality email accounts for any election-related purposes;
- h. Use municipal property or staff in any campaign photos or images unless all candidates are afforded the same opportunity. Photos/images of external Municipal facilities are permitted. Photos/images of internal Municipal facilities are not permitted;
- i. Use any corporate facility/property for any election-related purpose unless a market value rental fee has been established corporately and the rental of such is available to all candidates and third parties. Notwithstanding the foregoing, no facility/property shall be rented or used for any municipal election-related purpose by members of Council, candidates, third parties, or the public during any day that voting is taking place on the property, including set-up, hosting, or take-down activities;
- j. Benefit from the use of any corporate pricing established under the Municipality's purchasing policy;
- k. Use any Council budgets for election-related purposes or to advertise, promote or support any candidate, third party or any position related to any questions which may be authorized to be placed on the ballot.

Clauses d) g) h) i) above shall also apply to registered candidates, third parties and the public.

Staff Involvement

Staff, are discouraged from assisting with or any involvement in municipal election campaigns, including posting election signs on their property, phone and e-mail solicitations, signing nomination papers, distribution of brochures and wearing candidate buttons; due to a perceived conflict of interest.

Staff, including full time, part time and contract employees shall:

- a. Behave in a manner that is impartial, fair and unbiased toward all registered candidates and third parties;
- b. Consult with their direct Supervisor prior to agreeing to perform any task requested by a member of Council, registered candidate, or third party that exceeds their normal duties or could be construed as contributing to an election campaign;
- c. Not rent any corporate facility/property for any municipal election-related purpose to members of Council, candidates, third parties, or the public during any day that voting is taking place anywhere on the property, including set-up, hosting, or take-down activities;

- d. Take care to separate personal activities from their official positions and shall not canvass or actively work in support of a municipal candidate or third party during normal working hours unless on a leave of absence without pay, lieu time, float day or vacation leave;
- e. Request and obtain a leave of absence without pay should they wish to run for federal, provincial or municipal office and abide by the respective legislation governing such elections.

Staff may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties as a representative of the Municipality.

Policy Management

Staff are authorized and directed to take the necessary action to give effect to this policy.

Nothing in this policy shall preclude a member of Council from performing their duties as a Councillor, nor inhibit them from representing their constituents.

The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the policy during an election period.

ARE YOU INTERESTED IN LOCAL GOVERNMENT?



HURON COUNTY CANDIDATE INFORMATION SESSION WEDNESDAY JUNE 22, 2022 7:00 p.m.

Libro Community Hall / Electronic Participation via Zoom
(link available from any Huron County Municipal Clerk)
239 Bill Fleming Drive, Clinton Ontario

1. **WELCOME – COUNTY CLERK SUSAN CRONIN**
2. **MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING PRESENTATION:**
Municipal Advisors will provide an overview of the 2022 Municipal Election for Candidates.
3. **MUNICIPAL PROPERTY ASSESSMENT CORPORATION:** Role in Municipal Elections and Preliminary list of electors.
4. **HURON COUNTY CLERKS – VOTER LOOKUP:** Jessica Rudy, Clerk Municipality of Huron East and Rachel Anstett, Deputy Clerk Municipality of Central Huron
5. **COUNTY COUNCIL IN HURON PRESENTATION:**
Susan Cronin, County Clerk, will provide an overview of Huron County Council.
6. **QUESTIONS:**

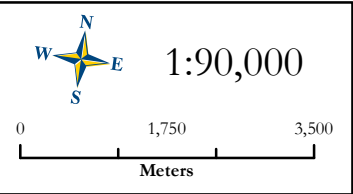
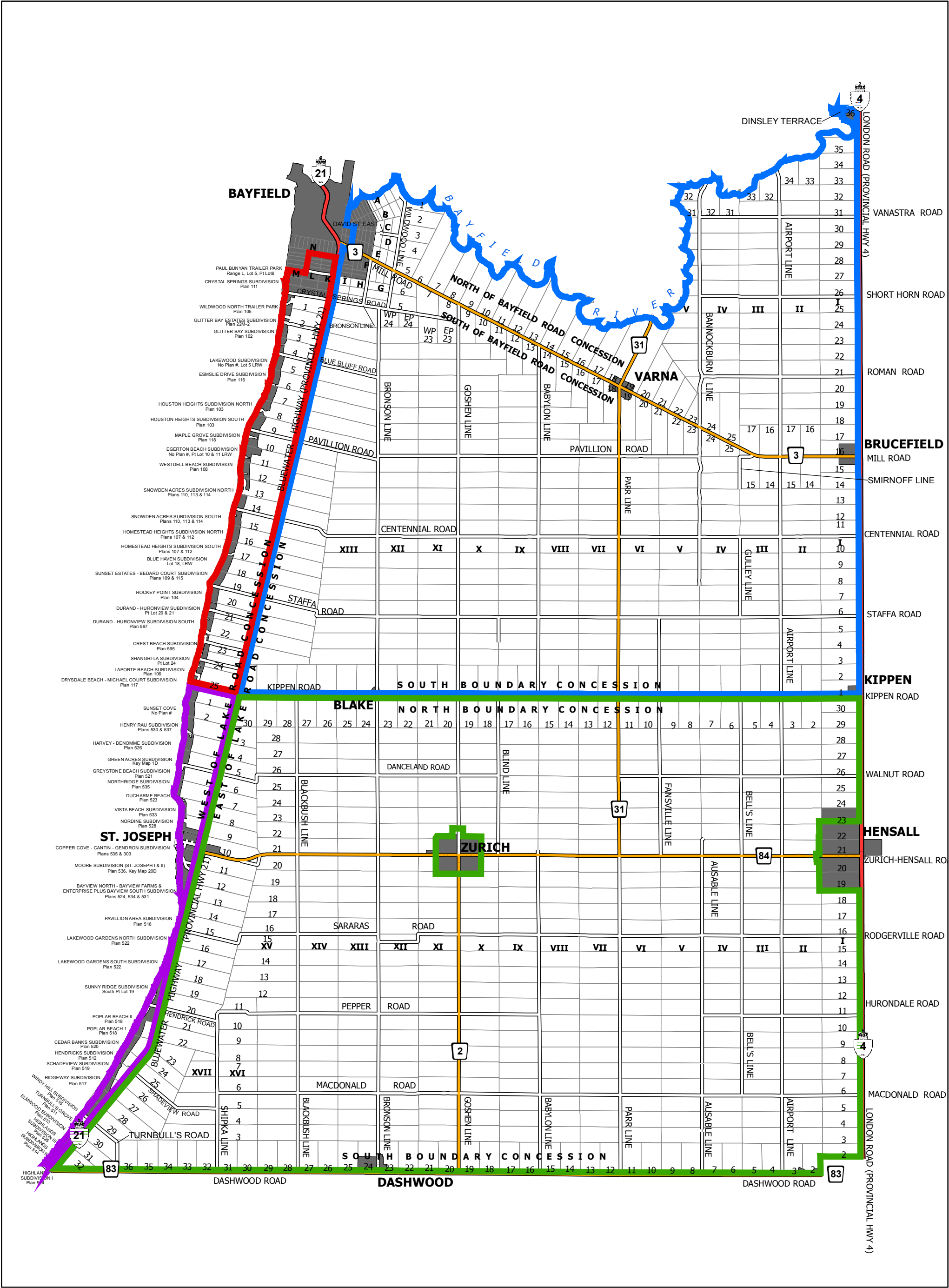


Municipality of
Bluewater



MUNICIPALITY OF BLUEWATER

WARD BOUNDARIES



Ward		PROVINCIAL HIGHWAY
Hay East		COUNTY ROAD
Hay West		MUNICIPAL ROAD
Stanley East		LOT BOUNDARY
Stanley West		SETTLEMENT AREA

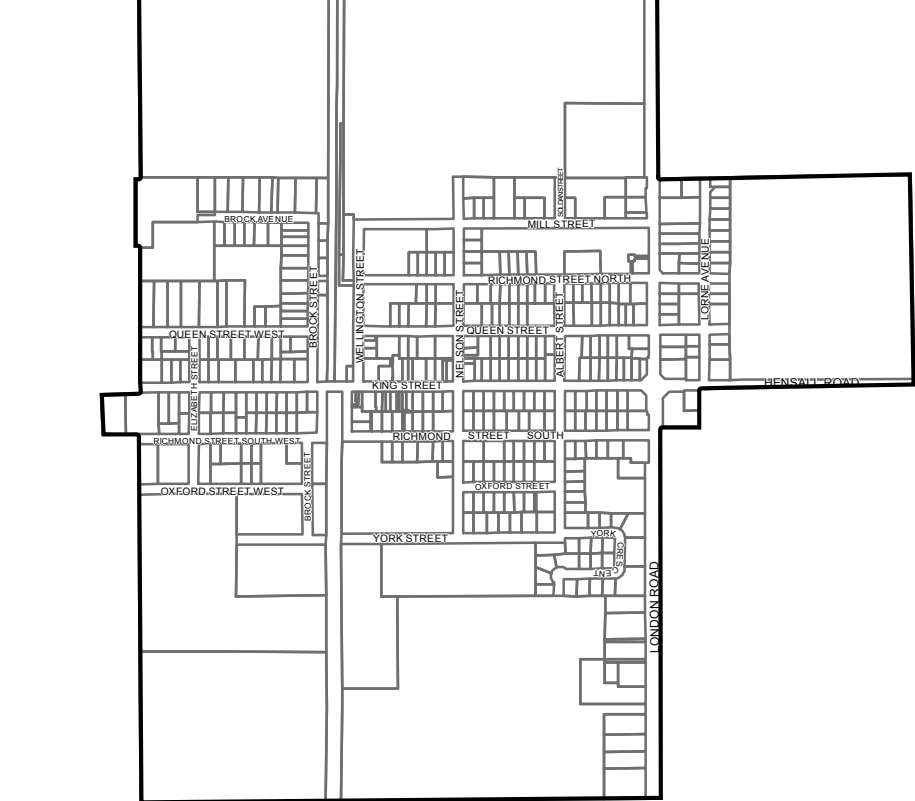
MUNICIPALITY OF BLUEWATER

WARD BOUNDARIES

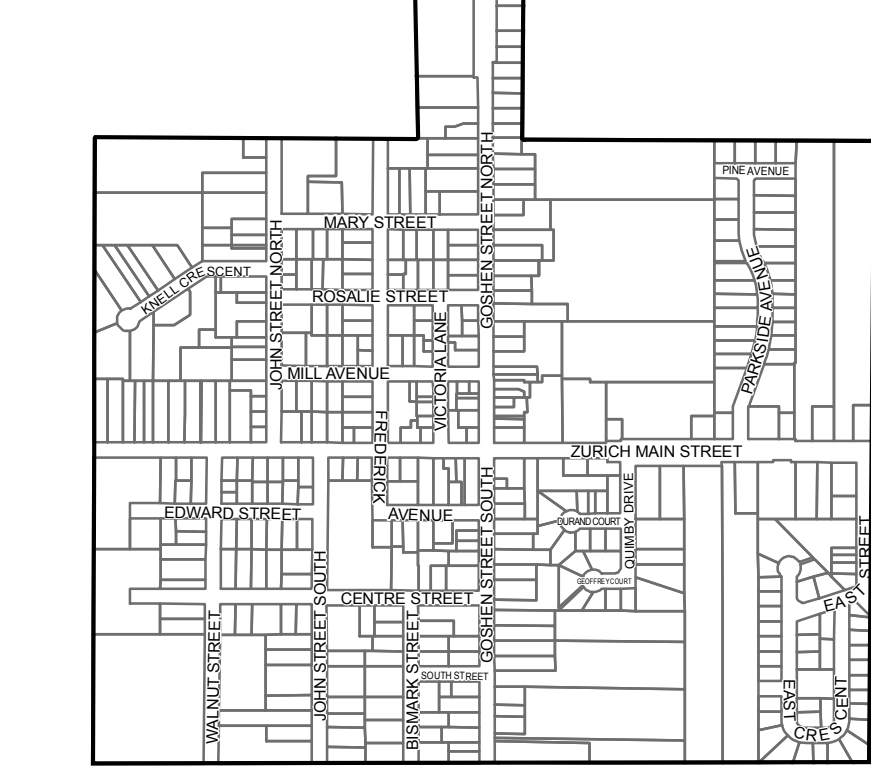
BAYFIELD



HENSALL

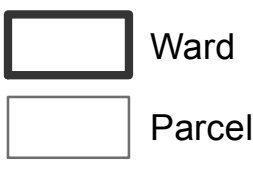


ZURICH



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Last Modified: 7/20/2018



Municipality of
Bluewater
2022 Municipal Election

Important Dates:

May 2, 2022- Nomination and Registration Periods Begin

June 22, 2022- Candidate Information Session

The Clerk's of Huron County are organizing a joint Candidate Information Session. A hybrid meeting will take place at 7:00 p.m. at the Libro Hall in Clinton, ON.

August 19, 2022 - Nomination Day

On Nomination Day, nominations may only be filed between 9:00 am and 2:00 pm.

August 19, 2022 - Withdrawal Deadline

A candidate who wishes to withdraw their nomination must notify the clerk in writing before 2:00 pm.

August 22, 2022 - Clerk Certifies List of Candidates

All nominations to be examined and certified by 4:00 pm and declare the candidate(s) elected by acclamation.

September 1, 2022 - Voter's List Reproduction and Revision Period Begins

Last day for reproducing the voters' list and determining the revision procedures. On written request, the Clerk shall provide copies of the voters' list to those referred to under subsection 23(3) of the Municipal Elections Act. On written request, the Clerk shall provide candidates with a copy of the part of the voters' list that contains the names of the electors who are entitled to vote for that office.

From September 1 until the close of voting on voting day (October 24), a person may submit an application to have their name added to or removed from the voters' list, or to have their information on the voters' list amended.

September 15, 2022 - Interim List of Changes to the Voters' List

The Clerk shall prepare and distribute an interim list of the changes to voters' list that were approved on or before September 15.

October 11, 2022- Voting Open

Telephone and Internet voting will open.

October 24, 2022 - Voting Day

The results of the election will be calculated and released to the public as soon as possible after 8:00 pm.

November 21, 2022 - Inaugural Council Meeting

The Inaugural Council Meeting will be held. The incumbent council will take their oath of office, and be sworn in.

January 3, 2023

End of campaign period for candidates and third-party advertisers. Last day to file a Notice of Extension, Form 6, to continue campaigning to erase a deficit.

March 31, 2023

Deadline is 2 pm for candidates and third-party advertisers to file the initial financial statement.

June 30, 2023

End of extended campaign period

September 29, 2023

Deadline is 2 pm for candidates and third-party advertisers to file the supplementary financial statement (applies only to those who extended their campaign period)

Candidate's Guide to Accessible Elections

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This guide was developed in partnership with the Accessibility Directorate of Ontario

Preamble

This guide is intended to draw your attention to the measures candidates should include: literature through print media, audio and video messages, and access to your campaign office (if you are intending to campaign from an office that is separate from your home).

Be sure that all of your campaign activities are accessible to everyone!

Campaign Literature

1. Print Media

Printed campaign materials are one of the most common methods of communicating with your candidates during your campaign. Consider the following when preparing your campaign literature:

- What is the font size on your material? It should be between 12 and 18 points, except when producing brochures where space can be an issue. Having a message at bottom of brochure saying “Alternative Formats Available Upon Request” allows an individual to request it in a format that works for them.
- Use a sans serif fonts (sans means “without” and serif are the small projecting features at the end of strokes; arms and legs). The extra serifs make text difficult to read. Choose a font without serifs like Arial or Verdana.)
- Use upper and lower case, avoid italics and avoid underlining (underlining is perceived to mean a website or email link.)
- If you are using a filled box, “bold” the font.
- Use good colour contrast – black and white is easiest to see and read.
- Avoid using watermarks and text as not very readable.
- Will you have separate large print copies available?
- Do you have magnifying sheets available to help a person with low vision to read your materials? Could the material be offered in an alternate format, if requested?

- Can you have key pieces of your literature in alternative formats (e.g. Braille, large print, e-text versions)?
- All printed material should have a statement “alternative formats available upon request.”
- Ensure that your print materials provide details on whether your campaign office (if you have a campaign office) is accessible.
- If sending printed material electronically, ensure that it has been designed to be accessible. If for instance you have created a document in word, then you would need to use headings and styles to enable an assistive device to read the material easily. Pictures and links need to be tagged appropriately so that the images are picked up and described.
- Consider accessibility provisions for your website. Do you have scalable print? Is the font size large enough? Is there sufficient contrast between the colour of the background and any text? Has alternative text been provided to describe any images, link and tables, used on your website?
- If you elect to provide a TTY number in your campaign office/home, be sure to include TTY number in all advertising and promotional materials.
- Consider the services offered through VoicePrint, a division of The National Broadcast Reading Service, which broadcasts readings of full-text articles from more than 600 Canadian newspapers and magazines. They also provide advertising opportunities through a fee-for-service program.

2. Audio/Video Media

Radio and Video campaign messages also often form part of a candidate’s campaign portfolio. Consider the following when preparing your campaign literature:

- Recorded messages provide consistent information and access for individuals after-hours.
- Will you offer these messages in alternative formats? Advertise that these formats are available and how they can be accessed.
- You may wish to consider providing subtitles for video communications.
- Consider captioning for live video presentation of electoral debates.

3. One-on-One Communication

Will you consider offering Sign Language Interpreting?

Sign Language Interpreters are knowledgeable in the language and culture of both hearing impaired and hearing people. They provide communication in both sign language and a spoken language and are bound by a professional Code of Ethics.

A Sign Language Interpreter may need to be booked two to three weeks in advance. If a meeting or event is longer than two hours then two Sign Language Interpreters will be required. One person will sign for 15 to 20 minutes and then they will switch. If the information they are interpreting is difficult then they may ask for materials in advance to be better prepared.

The websites below provides a directory of interpreters, as well as tips on finding an interpreter, negotiating terms for agreements, etc. Link to the Ontario Association of Sign Language Interpreters' (OASLI) website: <http://www.oasli.on.ca>. As well as a link to their online directory:

Association of Visual Language Interpreters of Canada's online directory:
(<http://www.oasli.on.ca/contact/directory-of-oasli-interpreters>)

At candidate meetings, you may wish to consider providing a recording secretary and have a screen available to broadcast information for the hearing impaired.

Campaign Office

4. Choosing a Location

Many candidates campaign from their homes, however, if you are thinking of establishing a campaign office separate from your home, your campaign office may be your primary venue for meeting one-on-one with the electorate. You will want to be sure that the location is suitable to accept any elector who wishes to attend your office. The following is a recommended checklist to consider:

Accessible Campaign Office Checklist

- Is the office located on a route that is served by accessible public transportation?
- Is the name and address of the building clearly visible from the street and sidewalk?
- If needed, is there a pedestrian crosswalk close by? Crosswalks served by an audible and visual traffic-crossing signal are preferred. Where there is a change in level, for example where the sidewalk meets the street, curb cuts are necessary.
- Is accessible parking available for electors? At least one accessible parking space should be provided on the shortest, safest accessible route to the accessible building entrance.
- Is the accessible parking space clearly marked with the international symbol of accessibility?



- Is the parking space firm and level?
- Are curb cuts provided? All sidewalks should have curb cuts at locations near parking and along the route to the primary entrance.
- Is the space large enough to meet the needs of an elector who uses a van equipped with a wheelchair lift?
- Are the parking spaces and route of travel properly maintained? Snow and ice should be removed and uneven surfaces repaired as soon as possible.
- Is the route to the entrance accessible? Accessible routes should be unobstructed and have continuous, smooth, hard surfaces with no abrupt changes in level and should not require the use of stairs. Plan to have routine checks made throughout the day.

- Is the route wide enough so someone using a wheelchair, scooter, or service animal can travel safely?
- Is the campaign office easily identified by signage? Is the sign easy to read and understand?
- Is the entrance accessible? If there are steps, there needs to be a ramp so people using mobility aids or who have mobility impairments can get in. Steps, even a small single step, can make the campaign office inaccessible to many people with disabilities and seniors.
- Is the ramp well designed and safe? Does it have handrails on both sides? Does it have a suitable slope? If the ramp is temporary, is it securely attached to the steps so it cannot slip or wobble?
- Is the door hardware accessible? Are there lever or pull handles? Be sure the door hardware passes the “fist test”. This means it can be operated by a person using a closed fist.
- Is the doorway wide enough for a person using a wheelchair or scooter to pass through?
- Is the door easy to open? If the doors are heavy, awkward to open or have handles that may be out of reach, can you prop them open in a safe manner? If you do prop them open, make sure you don’t obstruct the entrance and nearby floor space.
- Is the entrance easy to see?
- Is the entrance well lit?

5. Inside the Office

- Is there level access from the entrance to the office area? Internal stairs are just as much of a problem as external ones. It may be necessary to install ramps.
- Are doormats level with the floor to prevent potential tripping hazards? If not, you may consider removing them, provided of course this does not create further hazards. Beveled edges on doormats helpful.
- Is the voting location on a ground floor unless elevator available?

- Is the flooring non-slip, even and level? Highly polished surfaces can be slippery for some users, while thick carpeting and loose rugs or mats can cause people to trip or get stuck. Glare from polished surfaces can be a problem for people with visual impairments.
- Is the office area well lit?
- Are there seats available for people to rest if needed?
- Are corridors inside the office facility spacious enough for a wheelchair or scooter to pass through comfortably? Obstructions such as stacked furniture or piles of boxes can cause problems for visually impaired people, as well as people with limited mobility.
- Is there enough space inside the office area for a wheelchair or scooter to move about easily?

6. Make Provisions for Service Animals

It is prohibited to deny a person access to a place or service because a guide dog accompanies them. Be sure that the facility use agreement does not prohibit service animals. Service animals must be allowed to remain with the person with a disability. Service animals are allowed to go anywhere the public is allowed.

7. Telephone Access

Consider providing a TTY number.

8. Accessible Washrooms

- Does your office have washrooms that are large enough to accommodate scooter and power wheelchair users and are equipped with at least one accessible stall? A unisex washroom is preferred.
- Are the accessible washrooms located on the same floor and in close proximity to the office?
- Do the doors to the washroom have a raised (tactile) male or female sign or Braille lettering?
- Are there L shaped grab bars or a rear bar?
- Are taps operable with a closed fist?

- Are hot water pipes under the sink recessed or covered to prevent burning one's knees if in a wheelchair?

9. Training

Are your staff/volunteers trained as it relates to Customer Service Standard and the Integrated Accessibility Standards Regulation so that you are providing appropriate services for persons with disabilities?

10. Other

Are you providing refreshments to visitors? If so, provide bendable straws and lightweight cups and an option for sugar free beverages.

Budgeting

Costs associated with ensuring your campaign is accessible to your electors must be reported as per the legislated requirements. Make sure you budget for possible accessibility requests like Sign Language Interpreters, Braille copies, other alternative formats and website accessibility.

11. Sign Language Interpreting

For sign language interpreting, the cost will be based on how long the service is needed and whether one or more interpreters will be required. Currently, the base rate for interpreting service is \$110 per interpreter for up to two hours of service. After that, \$55 is charged for every hour or part thereof.

Understanding Disability: Know Your Electors' Needs And Communicate Your Solutions

12. Examples of Barriers to People with Disabilities:

Barrier Type	Example
Physical	A doorknob that cannot be operated by an elderly person with limited upper-body mobility and strength.
Architectural	A hallway or door that is too narrow for a wheelchair or scooter.
Informational	Typefaces which are too small to be read by a person with low-vision.
Communicational	A speaker at a meeting who talks loudly when addressing a deaf participant.
Attitudinal	A campaign event that discourages persons with developmental disabilities from participating.
Technological	Information on a web site, which cannot be accessed by a person who is blind or visually impaired and who has reading software on a computer.
Policy/Practice	A practice of announcing important messages over an intercom that people with hearing impairments cannot hear clearly.

Disabilities can take many forms and can range from temporary to permanent. Often disabilities are non-visible and no one should ever make assumptions. A disability may have been present from birth, caused by an accident, or developed over time. There are physical, mental and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, drug and alcohol dependencies, environmental sensitivities, and other conditions –

13. Types of Disabilities

Listed below is a brief description of types of disabilities. Understanding people's needs and challenges may help you better communicate with them. Always remember if you are not sure what to do, ask the person, "May I help you?" This gives a person with disabilities an opportunity to let you know how you can assist them if they wish you too.

Physical Disabilities:

There are many types and degrees of physical disabilities, and while people who use mobility aids like wheelchairs, scooters, crutches or canes are most recognizable, it is important to consider that not all people with physical disabilities require a mobility device. People who have arthritis, heart or lung conditions or amputations may also have difficulty with stamina, moving, standing, sitting or the ability to reach or grasp. It may be difficult to identify a person with a physical disability. If you're not sure what to do, ask the person, "May I help you?" People with disabilities know if they need help and how you can provide it.

Vision Loss:

There are varying degrees of vision loss and a distinction between blindness and low vision. In some cases, it may be difficult to tell if a person has a vision loss. The majority of people living with a vision disability have some vision, only some are totally blind. Vision disabilities can reduce one's ability to see clearly or can affect the range of visual field. Some people can distinguish between light and dark, or between contrasting colours, or read large print, but have difficulty with small print or low-light situations. Others may have a loss of peripheral or side vision, or a lack of central vision, which impacts a person's ability to distinguish details, like recognizing faces or reading. Vision disabilities can restrict a person's ability to read print and signs, locate landmarks or see hazards. They may use a white cane or service animal to help with orientation and movement in an environment. There are specific things you can do to communicate with a voter with vision loss – for e.g. identify yourself when you approach the person and speak directly to him or her, even if he/she is accompanied by a companion.

Deaf, Deafened or Hard of Hearing:

Hearing loss ranges from mild to profound. **Hard of hearing** people generally have a hearing loss ranging from mild to severe, although it is sometimes profound, and use their voice and residual hearing for communication. Hearing aids and cochlear implants are often used, augmented by assistive listening devices, other technology, and speech reading.

Late deafened persons, sometimes referred to as deafened or oral deaf, have lost all hearing at some point after learning to speak, usually as adults. Growing up either hearing or hard of hearing, late deafened people continue to use voice

to communicate and rely strongly on visual forms of communication such as speech reading, text, and occasionally sign language.

Many **Deaf** or profoundly hard of hearing people identify with the society and language of Deaf Culture and use sign language as their basis of communication.

Deaf, deafened, and hard of hearing individuals may use hearings aids, pen and paper, personal amplification devices, hearing aid dog or other assistive-listening and communication methods. Attract the person's attention before speaking. Generally, the best way is by a gentle touch on the shoulder or with a gentle wave of your hand. Look at and speak directly to the person. Address them, not the interpreter or support person.

Deaf-Blindness:

A person who is Deaf-Blind has some degree of both vision and hearing loss. This results in greater difficulties in accessing information and managing daily activities. Most people who are deaf-blind will be accompanied by an Intervenor, a professional who helps with communicating. An Intervenor is trained in many adaptive communication methods, depending upon the preferences of the person who is deaf-blind. The Intervenor may guide and interpret for their client. Identify yourself to the Intervenor when you approach a person who is Deaf-Blind, but then speak directly to the person as you normally would, not to the Intervenor.

Speech Impairments:

People with speech disabilities may have difficulty communicating. For many reasons, people may have difficulty speaking clearly – for example, as a result of a stroke or cerebral palsy – which may result in difficulties with verbal communication. Some people may use communication boards or other assistive devices to help communicate. A speech disability often has no impact on a person's ability to understand. Ask them to repeat the information if you don't understand. Ask questions that can be answered "yes" or "no" if possible.

Cognitive Disabilities:

Cognitive disabilities may affect understanding, communication, or behavior and can be attributed to brain injuries, developmental or learning disabilities. It is not always easy to identify someone who has a cognitive disability. Some conditions, such as Down's syndrome exhibit physical characteristics, but there are others that are not apparent. People with a cognitive disability may have difficulties recognizing, understanding and remembering information. Don't assume what a person can or cannot do. And always speak directly to the person, not to their companion or support person.

Mental Illness:

Mental illness is a disturbance in thoughts and emotions that may decrease a person's capacity to cope with the challenges of everyday life. Mental illness can take many forms, just as physical illness does. Mental illnesses include schizophrenia, mood disorders (such as depression and bipolar disorder), anxiety disorders, personality disorders, and eating disorders. Treat a person with a mental health disability with the same respect and consideration you have for everyone else. Be patient, confident and reassuring. Listen carefully and work with them to try to meet their needs. If someone appears to be in a crisis, ask him or her to tell you the best way to help.

During your campaign planning process, consider contacting your local organizations, such as the CNIB, Canadian Hearing Society, etc and discuss with them your campaign plans. This will assist you to better understand the needs of people in your electorate with disabilities. They are a valuable resource in providing input and feedback.



PUBLIC WORKS

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www.huroncounty.ca

To: All Municipal Candidates and Municipal Candidate Offices

FROM: Steven Lund, County Engineer/Director of Operations

SUBJECT: **Erection of Election Signs along County of Huron Road Allowances**

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The Municipal Elections Act, 1996 or Municipal Act, 2001 does not regulate the municipal candidate election signage. The County of Huron regulates erection of Municipal Election Signage on County Road allowances in accordance with County of Huron Bylaw 53-1989 - A bylaw of the Corporation of the County of Huron to Regulate the Erection of Signs or Overhanging County Road Allowances.

In reference to the upcoming Municipal Election, election signage shall be placed in accordance with the following:

- 1) Small election signs placed by, or on behalf of, a candidate or a political party and signs designated to encourage citizens to vote, may be placed on the right-of-way of a county road, but must not be placed closer than the outer edge of the gravel shoulder for roadside maintenance purposes. Larger signs (e.g. greater than 1.2m X 2.4m) generally requiring two posts for support shall be placed at the outer limits of the right -of-way, generally 15m from the centreline of the paved roadway. Any signs interfering with maintenance operations will be removed.
- 2) An election sign must not be affixed to a permanent or an official sign or to the guide rail or other highway structure or facility and must not be placed where it may interfere with an official sign or with traffic signals or other safety devices. If the above occurs, the election signs will be removed.
- 3) Locate information must be obtained by the candidate to ensure that no damage occurs to any underground utility.
- 4) All Municipal, Provincial and Federal Laws, Acts, Regulations and Standards must be obeyed, including, but not limited to the most current versions of the Ontario Health and Safety Act and Regulations and the Ontario Traffic Manual Temporary Conditions (Book 7).
- 5) Portable read-o-graph sign trailers are prohibited on the right-of-way of a highway. Such read-o-graph sign trailers may be utilized providing they are erected on private property and meet the requirements of the Ministry of Transportation for portable read-o-graph signing. No lights are permitted with these signs.
- 6) Candidate committees, or workers shall be allowed three (3) working days after Election Day in order to remove candidate advertising (election signs)

from the right-of-way. Signs not retrieved by this time shall be picked up by the County patrol forces.

The County Public Works Department has concerns regarding distractions to driver visibility, roadway safety and completing our roadside maintenance operations such as grass cutting, shouldering etc. The County of Huron Public Works would appreciate if all candidates would respect our requirements on the above issues.

Public Works staff has been instructed to remove any election signs that do not conform to County election signage requirements or interfere with driver visibility, road safety or maintenance operations in order to help minimize public risk and liability during election time.

Please contact County Public Works at 519-524-8394 ext. 3504 should you have any questions or require further information.

Thank you in advance for your co-operation and making our County Road network safer for all.

cc: Meighan Wark, CAO
Susan Cronin, County Clerk
Municipal Clerks