

***** AGENDA *****
Tuesday, April 26, 2022
*****START TIME 6:30 p.m.*****

1. Disclosure of pecuniary interest.
2. Staff Reports.
3. Committee Reports.
4. Resolution: Adopt the minutes of the meeting held April 12, 2022.
5. By-Law: Zoning By-Law Amendment re Provisions for Travel and Tent Trailers.
6. By-Law: Appoint a Compliance Audit Committee for the 2022 Municipal Election term.
7. Resolution: Approve purchase of Municipal Software package.
8. Resolution: Authorize attendance at the 2022 AMO Annual Conference.
9. Resolution: Approve the 2021 Statement of Council Remuneration and Expenses.
10. Resolution: Approve Municipal Social Media, Media Relations and Public Statements Policy.
11. Review: Clerk's Procedures for the 2022 Municipal Election.
12. Correspondence.
13. Accounts to pay.
14. Closed Session:
 - b. Personal matters about an identifiable individual, including municipal or local board employees;
 - e. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

The matter to be discussed is a pending litigation matter. Council will be briefed on the material and asked to provide direction to the Municipal Administrator for pending negotiations.
15. By-Law: Confirming Proceedings of Council.
16. Adjournment.

****In response to COVID-19 safety protocols currently in place, Council meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.**
<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

MINUTES

TOWNSHIP OF NIPISSING

Tuesday, April 12, 2022

A regular meeting of the Township of Nipissing Council was held on Tuesday, April 12, 2022. In response to COVID-19 precautions, the meeting was held virtually using the Zoom platform, in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

Present: Mayor Tom Piper and Councillor Liz Moore.

Zoom: Councillors Steve Kirkey and Tom Marchant.

Staff: Fire Chief Will Bateman, Operations Superintendent Dan MacInnis, Administrative Assistant-Deputy Clerk Kristin Linklate, Land Planning & Technology Administrator – Deputy Treasurer John-Paul Negrinotti and Municipal Administrator Kris Croskery-Hodgins.

Regrets: Councillor James Scott and Operations Superintendent Dan MacInnis, attending the Ontario Good Roads Association Conference.

Disclosure of pecuniary interest: None.

Staff Reports:

None.

Committee Reports:

Liz Smith: Nipissing Township Museum Board; Township of Nipissing Recreation Committee.

Steve Kirkey: Powassan District Union Public Library.

Tom Piper: Eastholme Home for the Aged Board of Management; Sturgeon Nipissing French River Water Group.

R2022-80 L. Smith, S. Kirkey: That the minutes of the Council Meeting held March 29, 2022 be adopted as published. **Carried.**

R2022-81 S. Kirkey, T. Marchant: THAT we accept the quotation received from GUS North Bay for the supply and installation of a building for the Telecommunications Tower.
Cost: \$8,750.00 plus applicable taxes. **Carried.**

R2022-82 T. Marchant, L. Moore: That we accept the invitation from the City of North Bay for participation in their Household Hazardous Waste Program for 2022. **Carried.**

R2022-83 L. Moore, S. Kirkey: That we accept the resignation of Kerry Kloiber from the Township of Nipissing Recreation Committee and the Nipissing Township Museum Board. **Carried.**

R2022-84 T. Marchant, S. Kirkey: That we authorize the circulation of a Request for Proposal for Engineering Services for Roadway Bridge Inspections. **Carried.**

R2022-85 L. Moore, T. Marchant: That we accept the correspondence as presented. **Carried.**

R2022-86 S. Kirkey, T. Marchant: That the statement of accounts dated March 31 and April 4, 8 and 11, 2022; totaling \$259,549.26 be approved. **Carried.**

R2022-87 L. Moore, S. Kirkey: That we pass By-Law No. 2022-22, being a by-law to confirm the proceedings of Council at its meeting held on April 12, 2022.
Read the first, second and third time and passed this 12th day of April, 2022. **Carried.**

R2022-88 T. Marchant, L. Moore: That the meeting be adjourned. Time: 7:03 p.m. Next regular meeting to be held April 26, 2022. **Carried.**

Mayor:

Municipal Administrator:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by Council at the next regular Council Meeting.

**NOTICE OF OPEN HOUSE AND PUBLIC MEETING
FOR A ZONING BY-LAW AMENDMENT
ZONING PROVISIONS FOR TRAVEL AND TENT TRAILERS**

PLEASE TAKE NOTICE that the Corporation of the Township of Nipissing is undertaking a Township initiated Zoning By-law Amendment pursuant to Section 34 of the Planning Act, R.S.O. 1990, C.P. 13, as amended. The application applies to all lands within the Township and as a result no key map has been included in this notice.

THE PURPOSE AND EFFECT OF THE APPLICATION is to amend the provisions of Section 3.44 of the Zoning By-law to permit travel and tent trailers on lots within the Shoreline Residential (SR) Zone, the Limited Service Residential (LSR) Zone and the Rural (RU) Zone and used for recreational purposes, subject to the following:

- a) Minimum lot area of 1 hectare;
- b) Minimum distance of 30 metres from the shoreline of a waterbody or watercourse;
- c) Not permitted on an island; and,
- d) Applicable licenses have been obtained from the Township.

AND PURSUANT to Section 34 (10) of the Planning Act, the application file is available for review at the Municipal Office, between the hours of 8:30 am to 12:00 pm and 12:30 pm to 4:30 pm on regular weekdays. Please contact the Municipal Administrator-Clerk-Treasurer to arrange to review this file.

FURTHER TAKE NOTICE that the Council for The Corporation of the Township of Nipissing will be holding a Public Open House and a Public Meeting under Section 34 of the Planning Act, R.S.O. 1990, Chapter 13 as amended, to inform the public of the proposed Zoning By-law Amendment. The Public Open House and Public Meeting will be held in-person, and virtually on Zoom and livestreamed on the Township of Nipissing YouTube Channel. Alternative methods to provide comments and participate in the Public Meeting are provided in this Notice.

DATE AND LOCATION OF PUBLIC OPEN HOUSE:

Date: April 26, 2022
Time: 5:30 pm to 6:30 pm
Location: Virtually via Zoom; and,
In-person at 2381 Highway 654, Nipissing, Ontario

DATE AND LOCATION OF PUBLIC MEETING (FOLLOWING THE PUBLIC OPEN HOUSE)

Date: April 26, 2022
Time: 6:30 pm
Location: Virtually via Zoom; and,
In-person at 2381 Highway 654, Nipissing, Ontario

ADDITIONAL INFORMATION AND APPEAL RIGHTS

The purpose of these meetings are to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who participates in the meeting shall be afforded an opportunity to make representations in respect of the application. Council will then use the information collected at these meetings to make a decision on the Zoning By-law Amendment.

Should you desire to express your approval or objection to the application, you may submit comments in writing to the below contact in advance of the Public Meeting. Please provide written comments by Thursday April 26th, 2022. If you wish to provide verbal comments in advance of the Public Meeting, please contact the phone line at 705-724-2144 Ext. 225 to leave your verbal comments. The comments will be transcribed and presented at the Public Meeting. Further if you wish to participate in the Public Meeting, please contact the undersigned prior to Monday April 25th, 2022 in order to make arrangements for you to participate in the Public Meeting. When submitting written comments, please use the subject line "Trailer Provision Comments".

If you wish to be notified of the decision of the Council of The Corporation of the Township of Nipissing on the proposed Zoning By-law Amendment, you must make a written request (with forwarding addresses) to the Municipal Administrator-Clerk-Treasurer of the Township of Nipissing at Township of Nipissing Office, 45 Beatty Street, General Delivery, Nipissing, Ontario, P0H 1W0. Telephone (705) 724-2144.

If a person or public body would otherwise have an ability to appeal the decision of The Corporation of the Township of Nipissing to the Ontario Land Tribunal but the person or public body does not make oral submissions

at a Public Meeting or make written submissions to The Corporation of the Township of Nipissing before the By-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a Public Meeting or make written submissions to The Corporation of the Township of Nipissing before the By-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If attending in person, measures will be incorporated at the Public Open House and the Public Meeting in response to COVID-19 as required by the North Bay Parry Sound District Health Unit. If you are experiencing any symptoms as listed by Public Health in relation to COVID-19, please refrain from attending in-person at the Public Open House.

Mailing Date of this Notice: March 24th, 2022

Kris Croskery-Hodgins, Municipal Administrator-Clerk-Treasurer
Township of Nipissing

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NO. 2022-24

Being a by-law to appoint a Compliance Audit Committee under the *Municipal Elections Act* for the Corporation of the Township of Nipissing.

WHEREAS Section 88.37(1) of the *Municipal Elections Act* provides that a Council or local board shall, before October 1 of an election year, establish a Compliance Audit Committee;

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of Nipissing hereby enacts as follows:

1. Amanda Wallace, Karin Ann Brent and Michel Champagne are hereby appointed as a Compliance Audit Committee (the "Committee" herein) under the *Municipal Elections Act* with respect to the 2022 Municipal Election.
2. The Council does hereby delegate to the Committee its powers and functions under Sections 88.33 to 88.37 of the *Municipal Elections Act* (the "Act" herein) with respect to any applications which may be received under the Act and that Council shall pay all costs in relation to the operation and activities of the Committee.
3. In the event of the receipt of a request for a compliance audit under the Act, the Committee shall be convened by the Municipal Clerk or designate.
4. The Municipal Clerk or designate shall act as Secretary to the Committee and the Municipal Solicitor shall be available to the Committee for advice.
5. The Committee shall exercise the powers and duties delegated to it herein with respect to the 2022 Municipal Election.
6. That remuneration for the Compliance Audit Committee shall be as set out in Schedule "A" attached hereto and forming part of this by-law.
7. That the operation of the Compliance Audit Committee shall be subject to the Terms of Reference as set out in Schedule "B" attached hereto and forming part of this by-law.
8. That this by-law shall come into effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 26TH DAY OF APRIL, 2022.

Tom Piper, MAYOR

**Kris Croskery-Hodgins,
MUNICIPAL ADMINISTRATOR**

SCHEDULE "A" TO BY-LAW NO. 2022-24

**REMUNERATION PAID TO MEMBERS OF THE TOWNSHIP OF NIPISSING
2022 ELECTION COMPLIANCE AUDIT COMMITTEE**

1. The members of the Township of Nipissing 2022 Election Compliance Audit Committee for The Corporation of the Township of Nipissing shall be paid compensation as follows:

\$60.00 per meeting.

JOINT 2022 ELECTION COMPLIANCE AUDIT COMMITTEE

Schedule "B"

To By-Law Number 2022-24

TERMS OF REFERENCE

Township of Bonfield; Township of Chisholm; Municipality of Callander; Municipality of East Ferris; Municipality of Powassan and Township of Nipissing

February 2022



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The Municipal Elections Act, 1996 S.O. 1996, s. 88.37 states that municipalities in Ontario must appoint an Election Compliance Audit Committee for each municipal election.

Name of the Committee

Therefore, the Townships of Bonfield, Chisholm and Nipissing and the Municipalities of Callander, East Ferris and Powassan have formed a Joint Compliance Audit Committee.

Duration of the Committee

The term of office is from November 15, 2022 to November 14, 2026 to deal with applications from the 2022 election and any by-elections during Council's term.

Mandate

The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the *Municipal Elections Act, 1996* (Appendix "A"). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:

- a. within 30 days receipt of a compliance audit application by an elector or a report submitted by the Clerk, consider the application and decide whether it should be granted or rejected;
- b. appoint a licensed auditor, if the application is granted;
- c. receive the auditor's report;
- d. within 30 days receipt of the auditor's report, consider the report;
- e. if the report concludes that the candidate or Registered Third Party appears to have contravened a provision of the Act relating to election campaign finances, commence legal proceedings against the candidate for the apparent contravention;
- f. if the report concludes that the candidate or Registered Third Party does not appear to have contravened a provision of the Act relating to election campaign finances and the Committee finds that there were no reasonable grounds for the application, Council may recover the auditor's costs from the applicant.

Membership

The Committee will be composed of three (3) voting members.

Membership will be drawn from the following groups:

- a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. legal;
- c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or
- d. other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.

Municipal employees or officers, members of Council, any candidates in the 2022 municipal election or in any by-election during the term of Council and persons who are Registered Third Parties in any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37(2) of the of the *Municipal Elections Act, 1996*.

Members will be required to take Accessible Customer Service training as a condition of appointment.

Membership Selection

The advertisement will be posted on the municipal websites of the member municipalities and shared on various Social Media platforms used by member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference.

All applicants will be required to submit a letter outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list. Recommended candidates will be submitted to the Council of each member municipality for consideration.

The selection process will be based upon clearly understood and equitable criteria. Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules;
- b. proven analytical and decision-making skills;
- c. experience working on a committee, task force or similar setting;
- d. availability and willingness to attend meetings; and
- e. excellent oral and written communication skills.

Any members appointed must also agree in writing they will not be a candidate in the 2022 election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.

Members from a previous election Committee may be re-appointed for future Compliance Audit Committees without re-advertising the positions provided the members provide interest in serving in writing.

Conflict of Interest

The principles of the *Municipal Conflict of Interest Act*, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.

To avoid a conflict, any person applying and appointed to the Committee must agree not to prepare or audit the election financial statements of any candidate for office for any of the member municipalities in the 2022 municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee

Selection of the Chair

The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.

The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.

The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

Staffing and Costs

The Clerk from the applicable member municipality shall act as Secretary to the Committee.

The member municipality requiring the services of the Committee shall be responsible for all associated expenses.

Committee Member Remuneration - \$60.00 per diem per meeting.

Meetings

Meetings of the Committee will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2001*.

a. Timing of Meetings

The first meeting will be called by the Clerk of the member municipality upon receipt of an application. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.

b. Meeting Location

The Committee shall meet at the location determined by the member municipality.

c. Notices, Agendas and Minutes

The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided to members of the Committee and involved parties by electronic mail and regular mail a minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agenda shall be posted on the member municipality's website and shall serve as public notice.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result. Minutes of the meeting shall be

circulated to the Committee members and involved parties by electronic mail. Minutes shall be posted on the member municipality's website for public viewing.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application or Auditor's Report
4. Adjournment

d. Quorum

Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

e. Meeting Attendance

Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

f. Motions and Voting

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

A motion shall be reduced to writing and shall be signed by the Chair and Secretary. Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

Auditor Appointment

Municipal Elections Act, 1996, s. 88.33 (10) states that if the Committee decides under Subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the Candidate's election campaign finances.

If an Auditor is required by the Committee, the Clerk of the municipality shall obtain information on Auditors licensed under the ***Public Accounting Act, 2004***, for final selection by Committee members. The Clerk shall secure the services of the Auditor and the municipality shall be responsible for all fees associated with the services provided by the Auditor.

The Auditor shall submit a report to the Clerk with whom the Candidate filed his or her nomination, the Candidate and the Applicant. The Clerk will forward the report to Committee members by electronic mail and assist with scheduling a meeting of the Committee within 30 days, at the call of the Chair.

Administrative Practices and Procedures

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88 of the *Municipal Elections Act, 1996*.

The Clerk at any time has the right to develop additional administrative practices and procedures.

Municipal Elections Act, 1996

**S.O. 1996, CHAPTER 32
SCHEDULE**

COMPLIANCE AUDITS AND REVIEWS OF CONTRIBUTIONS

Compliance audit of candidates' campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 63 - 09/06/2016

2017, c. 20, Sched. 10, s. 1 - 14/11/2017

Note: On April 1, 2018, the Act is amended by adding the following section: (See: 2016, c. 15, s. 64)

Review of contributions to candidates

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Procedural matters

(9) The meetings of the committee under subsection (8) shall be open to the public, and reasonable notice shall be given to the contributor, the applicable candidate and the public. 2016, c. 15, s. 64.

Note: On April 1, 2018, the day section 65 of the *Municipal Elections Modernization Act, 2016* comes into force, subsection 88.34 (9) of the Act is repealed and the following substituted: (See: 2017, c. 20, Sched. 10, s. 2)

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 64.

Note: April 1, 2018, the day section 65 of the *Municipal Elections Modernization Act, 2016* comes into force, subsection 88.34 (10) of the Act is repealed and the following substituted: (See: 2017, c. 20, Sched. 10, s. 2)

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 64 - 01/04/2018

2017, c. 20, Sched. 10, s. 2 - 01/04/2018

Note: On April 1, 2018, the Act is amended by adding the following sections: (See: 2016, c. 15, s. 65)

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 65 - 01/04/2018

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and

- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

- (3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

- (4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

- (5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Procedural matters

- (6) The meetings of the committee under subsection (5) shall be open to the public, and reasonable notice shall be given to the contributor, the registered third party and the public. 2016, c. 15, s. 65.

Note: On April 1, 2018, the day section 65 of the *Municipal Elections Modernization Act, 2016* comes into force, subsection 88.36 (6) of the Act is repealed and the following substituted: (See: 2017, c. 20, Sched. 10, s. 3)

Notice of meetings

- (6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings

- (6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons

- (7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

- (8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 65 - 01/04/2018

2017, c. 20, Sched. 10, s. 3 - 01/04/2018

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

- (2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,
- (a) employees or officers of the municipality or local board;
 - (b) members of the council or local board;
 - (c) any persons who are candidates in the election for which the committee is established; or
 - (d) any persons who are registered third parties in the municipality in the election for which the committee is established.
- 2016, c. 15, s. 66.

Eligibility for appointment

- (3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

- (4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

Section Amendments with date in force (d/m/y)

2016, c. 15, s. 66 - 09/06/2016



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 26, 2022

NUMBER: R2022-

Moved by

Seconded by

That we receive and approve the 2021 Statement of Council Remuneration and Expenses as presented.

For Against

PIPER
KIRKEY
MARCHANT
MOORE
SCOTT

Carried

Mayor: Tom Piper

**TOWNSHIP OF NIPISSING
2021
MAYOR & COUNCILLORS
REMUNERATION & EXPENSES SUMMARY**

	REMUNERATION	EXPENSES OTHER MEETINGS	TOTAL
Mayor Tom Piper	\$14,050		\$14,050
Deputy Mayor Liz Moore	\$9,367		\$9,367
Councillor Linda Andersen (Resigned seat effective March 24, 2021)	\$2,946.07		\$2,946.07
Councillor Stephen Kirkey (Appointed seat effective May 11, 2021)	\$5,212.28		\$5,212.28
Councillor Tom Marchant	\$9,367		\$9,367
Councillor James Scott	\$9,367		\$9,367
TOTALS	\$50,309.35	0	\$50,309.35

**This statement is in accordance with the
Municipal Act 2001, Section 284(1)**



The Corporation of the Township of Nipissing
45 Beatty Street
Nipissing ON P0H 1W0
Telephone 705-724-2144 Fax 705-724-5385
www.nipissingtownship.com

REPORT TO COUNCIL

Date: April 25, 2022

From: Kris Croskery-Hodgins, Municipal Administrator

Re: Municipal Software RFP Results and Recommendation

BACKGROUND/OVERVIEW

The Township currently uses Baker Software for the provision of municipal software including financial, payroll, tax administration, accounts payable, cemetery maintenance, fire department reporting, animal tag maintenance, cash receipts, property and building records and reporting and machine inventory.

Rick Baker, owner of Baker Software, notified the office that as of December 31, 2022, Baker Software will not longer be available or supported due to his retirement.

An RFP was issued, sent directly to suppliers researched by staff in order to fulfill the same roles that are operated by Baker currently. The RFP was also publicly advertised on the Township Website.

SUMMARY

Two submissions for the Request for Proposal were received. Staff reviewed the submissions utilizing Evaluation Criteria, as provided in the RFP document and scheduled demonstrations of each program.

Company	RFP Requirements Met	Cost
MuniSoft	No Building Department, Fire Department, Fitness Centre and Recreation support.	\$45,741
TownSuite	No Cemetery, Animal tags, Fire Department support.	\$411,150

Following demonstrations of each program, Staff determined that the RFP process was not adequate for determining the pricing and program features required for efficient software provision for municipal departments.

Further investigation was conducted.

The Township currently uses the CGIS program and it has the opportunity to use the Building Department component and the Cemetery Management component with up to date mapping integrated with the property assessment information to provide planning, building and cemetery services. The cost for set up and annual support was quoted at \$3,800.00.

The Fire Department is able to utilize Firepro, a program designed to allow for incident inputting, fire permit issuance, fire inspection records and meet record requirements for most by-law operations. The cost for set up and support was quoted at \$5,685.00.

A discussion with TownSuite, provided a revised quote for Financial and Human Resources, including payroll and tax management as well as general ledger, accounts payable and receivable for an updated quote of \$179,733.00. The program platform allows for expansion and adding different modules moving forward as the website is upgraded and provides for resident interaction online such as looking up personal tax information, online payment options and improved communications with individuals.

Efficient and similar programming to the Baker software, the transition will require less training and provide the broad spectrum of reports and comparisons that staff are accustomed to without loss of content.

RECOMMENDATION:

Staff recommends the purchase and installation of TownSuite for Municipal Finance and Payroll requirements at the amended quoted price.

Staff also recommends the use of CGIS for planning, building and cemetery requirements; and the use of Firepro for Fire Department and by-law enforcement requirements.

Total Cost: \$189,218.00 plus taxes.

Estimated annual costs for support of programming will be approximately \$29,073 for all 3 programs.



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 26, 2022

NUMBER: R2022-

Moved by

Seconded by

That we approve the following program purchases for the Municipal Software program needs of the Township:

TownSuite, for Municipal Finance and Payroll requirements	\$179,733 plus taxes
CGIS for Cemetery and Building Department requirements	\$3,800.00 plus taxes
Firepro for Fire Department and By-Law requirements	\$5,685.00 plus taxes

For Against

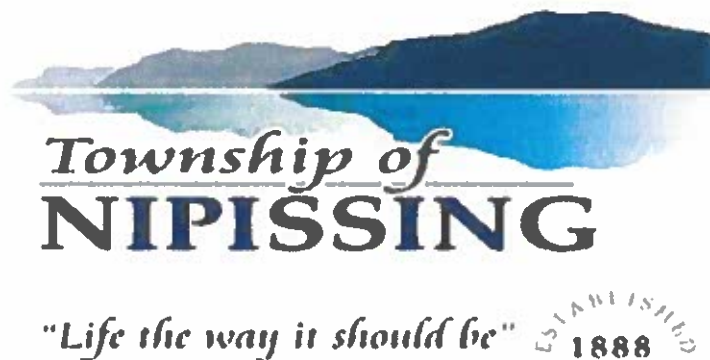
PIPER
KIRKEY
MARCHANT
MOORE
SCOTT

Carried

Mayor: Tom Piper

Township of Nipissing

2022 Municipal Election Procedures



Approved By:
Municipal Administrator-Clerk-Treasurer
Township of Nipissing
This 21st day of April, 2022

2022 Municipal Election Procedures
Version 1 April, 22, 2022

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Welcome

Municipal elections are different from the Federal and Provincial elections. The Municipal election does not involve political parties and is community decision making at the local government level. The Municipal Council is the most accessible form of government often making decisions that affect families and neighbours. This booklet is provided to share how the election will be run.

The guiding principles of this election are:

1. The Secrecy and Confidentiality of the voting process is paramount.
2. The election shall be fair and non-biased.
3. The election shall be accessible to the voters.
4. The integrity of the process shall be maintained throughout the election.
5. That there be certainty that the results of the election reflect the votes cast.
6. That voters and candidates shall be treated fairly and consistently.
7. A proper majority vote decides the election by ensuring, so far as reasonably possible, that the valid votes be counted and the invalid votes be rejected.

The Procedures identified throughout this document shall apply to the election held by the Township of Nipissing. Where this document does not provide for a matter, the Clerk shall make a decision on the matter and add the process to this document for the current and future municipal elections in the Township of Nipissing. A decision made in the current election is valid when made and the document update will occur as soon as possible

The Clerk has the right to amend these procedures and will circulate notice of amendments as applicable to those who have identified as Candidates and have it posted to the municipal election page of the Township's website.

These procedures are subject to change without notice in case of an emergency as prescribed in Section 53 of the *Municipal Elections Act*, 1966, as amended. All references throughout this document to the Act, shall mean the *Municipal Elections Act*, 1996 as amended in 2017 (MEA).

A. Electors

QUALIFICATION TO VOTE

A PERSON IS ENTITLED TO BE AN ELECTOR IF, ON VOTING DAY THE PERSON:

- a. IS A CANADIAN CITIZEN.
- b. IS AT LEAST 18 YEARS OLD.
- c. IS A RESIDENT IN THE LOCAL MUNICIPALITY, OR IS THE OWNER OR TENANT OF LAND IN THE LOCAL MUNICIPALITY, OR THE SPOUSE OF SUCH A PERSON.
- d. IS NOT PROHIBITED FROM VOTING UNDER ANY LAW BECAUSE THE PERSON:
 - a) IS SERVING A SENTENCE OF IMPRISONMENT.
 - b) IS A CORPORATION.
 - c) IS ACTING AS AN EXECUTOR OR TRUSTEE OR IN ANY OTHER REPRESENTATIVE CAPACITY.
 - d) WAS CONVICTED OF A CORRUPT PRACTICE AS PER SECTION 903 OF THE MEA.

A PERSON IS ENTITLED TO ONLY ONE RESIDENCE AND THEREFORE, ONE VOTE PER OFFICE ON THE BALLOT FOR EACH MUNICIPALITY AND FOR ONLY ONE BALLOT OF THE SCHOOL BOARD TRUSTEE FOR THE JURISDICTION IN WHICH THEY RESIDE AND SUPPORT BY THEIR TAXES.

RESIDENT ELECTOR

A RESIDENT ELECTOR IS WHERE A PERSON LIVES AND IS ELIGIBLE TO VOTE IN THAT MUNICIPALITY'S ELECTION. THEY MAY OWN PROPERTY OR BE A TENANT OF PROPERTY ON VOTING DAY.

NON-RESIDENT ELECTOR

IF A PERSON LIVES IN ONE MUNICIPALITY, BUT OWNS PROPERTY IN ANOTHER (TOWNSHIP OF NIPISSING), THEN THEY ARE A NON-RESIDENT ELECTOR AND ABLE TO VOTE IN THE ELECTION. A SPOUSE OF A NON-RESIDENT VOTER SHALL ALSO BE PERMITTED TO VOTE.

TRAILER OWNERS/CAMPGROUNDS

TRAILER OWNERS IN A CAMPGROUND ARE TENANTS OF THE CAMPGROUND AND THEREFORE POTENTIALLY ELIGIBLE ELECTORS. 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.

IT IS THE RESPONSIBILITY OF THE ELECTOR TO ENSURE THEY ARE QUALIFIED.

STUDENT

IF A PERSON LIVES IN ONE MUNICIPALITY BUT IS A STUDENT ATTENDING POST-SECONDARY SCHOOL IN ANOTHER MUNICIPALITY ON VOTING DAY, THEY CAN VOTE IN BOTH ELECTIONS BUT CAN ONLY HAVE ONE VOTE FOR ANY SCHOOL BOARD CANDIDATE.

HOMELESS

A PERSON WITHOUT A PERMANENT RESIDENCE MAY ALSO QUALIFY TO BE ADDED TO THE VOTER'S LIST DURING THE REVISION PERIOD BY SUBMITTING AN APPLICATION TO THE CLERK. THE PERSON MAY SWEAR AN AFFIDAVIT STATING THE PLACE TO WHICH THEY FREQUENTLY RETURN TO SLEEP OR EAT DURING THE FIVE WEEKS PRECEDING THE DETERMINATION THE APPLICATION.

B. VOTER'S LIST

THE VOTER'S LIST IS A LIST OF ALL ELIGIBLE ELECTORS KNOWN TO RESIDE OR OWN PROPERTY WITHIN THE TOWNSHIP OF NIPISSING. MUNICIPAL ENUMERATION FORMS ARE MAILED TO ONTARIO HOUSEHOLDS BY THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION [MPAC] TO ENSURE INCLUSION OF ELECTORS ON THE PRELIMINARY LIST OF ELECTORS [PLE].

MPAC MUST DELIVER THE VOTER'S LIST TO THE MUNICIPALITY BY SEPTEMBER 1 OF THE ELECTION YEAR. AFTER SEPTEMBER 1ST THE PERIOD TO REVISE THE VOTER'S LIST IS OPEN UNTIL THE CLOSE OF THE VOTE ON VOTING DAY. PERSONS CAN ATTEND THE MUNICIPAL OFFICE, OR THE VOTING PLACE ON ELECTION DAY, AND APPLY¹ TO HAVE THEIR NAME ADDED TO THE LIST OR CORRECT THEIR INFORMATION ON THE LIST. THE APPLICANT CAN MAIL IN AN APPLICATION, APPOINT AN AGENT OR ATTEND IN PERSON TO BE ADDED TO THE LIST BUT PROOF OF ELIGIBLE ADDRESS AND IDENTIFICATION IS REQUIRED.

ELECTION LISTS ARE PUBLIC DOCUMENTS AND CAN BE INSPECTED BY THE PUBLIC. NO PERSON SHALL USE INFORMATION OBTAINED FROM THESE LISTS, EXCEPT FOR ELECTION PURPOSES. AN AFFIDAVIT² ACKNOWLEDGING THIS STATEMENT WILL BE REQUIRED PRIOR TO ANY CANDIDATE RECEIVING A COPY OF THE LIST. NO OTHER PERSON OR BODY IS ELIGIBLE TO RECEIVE A COPY UNLESS OTHERWISE STATED.

MPAC CREATED VOTER LOOK UP FOR RESIDENTS AND POTENTIAL ELECTORS TO DETERMINE IF THEY ARE ON THE LIST OR NEED TO BE ADDED, OR HAVE INFORMATION AMENDED. PERSONS ADDING THEMSELVES TO www.voterlookup.ca WILL BE ADDED TO THE PLE. PERSONS ADDING THEIR NAMES AFTER AUGUST 1, IN AN ELECTION YEAR ARE NOT NECESSARILY ADDED TO THE PLE AND MAY HAVE TO ADD THEMSELVES AT THE VOTING PLACE ON ELECTION DAY. POTENTIAL ELECTORS ARE ENCOURAGED TO VISIT VOTER LOOK UP PRIOR TO JULY 15 IN AN ELECTION YEAR.

VOTER ID AND DECLARATION

ALL ELECTORS AT THE VOTING PLACE MUST SHOW PROOF OF NAME AND QUALIFYING ADDRESS BEFORE RECEIVING A BALLOT. IF THE ELECTOR DOES NOT HAVE IDENTIFICATION WITH THEM, THEY WILL BE REQUIRED TO COMPLETE THE DECLARATION OF IDENTITY³ – STATING THEY ARE THE ELECTOR SHOWING ON THE VOTER'S LIST.

¹ Form EL15 Application to Amend the Voters List

² Form EL 14 Candidate's Declaration – Proper Use of Voters List

³ Prescribed Form 9 Declaration of Identify

VOTERS ARE NOT REQUIRED TO SHOW PHOTO IDENTIFICATION, ONLY DOCUMENTATION SHOWING NAME AND ADDRESS. ACCEPTABLE IDENTIFICATION INCLUDES, BUT IS NOT LIMITED TO:

- | | |
|------------------------------|---|
| A. ONTARIO DRIVER'S LICENCE | B. ONTARIO HEALTH CARD |
| C. CANCELLED PERSONAL CHEQUE | D. A UTILITY BILL |
| E. PROPERTY TAX ASSESSMENT | F. A PAY STUB (MUST HAVE ADDRESS) |
| G. LEASE OF LAND/SPACE | H. DOCUMENTATION FROM ANY LEVEL OF GOVERNMENT |

B. Candidates

QUALIFICATIONS OF CANDIDATES

A PERSON IS QUALIFIED TO BE ELECTED OR HOLD OFFICE, WHO, AS OF THE DAY THEY FILE FOR NOMINATION IS;

- ENTITLED TO BE AN ELECTOR UNDER MEA, S.17
- NOT DISQUALIFIED BY ANY ACT
- WHEN APPLICABLE HAVE TAKEN AN UNPAID LEAVE OF ABSENCE TO BE CANDIDATE

C. NOMINATIONS

NOMINATION PERIOD IS FROM MAY 2, 2022 TO FRIDAY, AUGUST 19, 2022 FOR THE 2022 MUNICIPAL ELECTION. NOMINATION FORMS⁴ CAN BE OBTAINED FROM THE MUNICIPAL OFFICE.

THE CLERK SHALL GIVE NOTICE OF OFFICES FOR WHICH A PERSON MAY BE NOMINATED ALONG WITH THE NOMINATION PERIOD AT LEAST ONCE PRIOR TO NOMINATION DAY [MARCH 15, 2022]. THE TOWNSHIP OF NIPISSING WILL PUT AN ADVERTISEMENT IN THE ALMAGUIN NEWS AND POST ON THE MUNICIPAL WEBSITE AND SOCIAL MEDIA ACCOUNT AS WELL AS CIRCULATE THE INFORMATION IN PRINT WITHIN THE SPRING NEWSLETTER MAILED TO EACH PROPERTY OWNER IN THE TOWNSHIP.

IN THE TOWNSHIP OF NIPISSING, THE OFFICES FOR POTENTIAL ELECTION CANDIDATES ARE:

MUNICIPAL OFFICES

MAYOR [1]

COUNCILLOR [4]

SCHOOL BOARD TRUSTEE; ONE [1] FOR EACH

NEAR NORTH DISTRICT SCHOOL BOARD PUBLIC ENGLISH

CONSEIL SCOLAIRE PUBLIC DU NORD –EST DE L'ONTARIO

CONSEIL SCOLAIRE – CATHOLIQUE FRANCO-NORD

NIPISSING PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

⁴ Prescribed Form 1 Nomination Paper

2022 Municipal Election Procedures
Version 1 April, 22, 2022

NOMINATION FORMS MAY BE SUBMITTED TO THE MUNICIPAL OFFICE, WITH THE APPLICABLE FEE IN CASH, MONEY ORDER OR BY DEBIT TRANSACTION UNTIL AUGUST 19, 2022 AT 2:00 PM.

THE PRESCRIBED FEE FOR MAYOR SHALL BE \$200.00 AND THE FEE FOR COUNCILLOR OR SCHOOL BOARD TRUSTEE SHALL BE \$100.00.

FORMS MUST BE SIGNED BY THE CANDIDATE AND INFORMATION ON HOW THEY WANT THEIR NAME TO APPEAR ON THE BALLOT MUST BE COMPLETED CLEARLY ON THE FORM.

WHEN SUBMITTING THEIR NOMINATION FORM CANDIDATES MUST HAVE PROOF OF QUALIFICATIONS WITH THEM. THESE DOCUMENTS SHALL INCLUDE THEIR NAME, QUALIFYING ADDRESS, AND SIGNATURE. THE CLERK WILL COMPARE THE QUALIFYING ADDRESS WITH THE MUNICIPAL TAX SYSTEM TO VERIFY ELIGIBILITY. IF THE CANDIDATE IS A TENANT OF PROPERTY, A LEASE AGREEMENT MUST BE SUBMITTED THAT DETAILS THE LEASE IS VALID BEYOND ELECTION DAY AND THE START OF TERM OF OFFICE. IF NECESSARY SUBSEQUENT LEASES SHALL BE SUBMITTED AS CONTINUED PROOF OF ELIGIBILITY. IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE PROOF OF ELIGIBILITY IS SUBMITTED WITH THE NOMINATION FORM AND PRIOR TO THE CLOSE OF THE NOMINATION PERIOD.

PERSONS WITH NOMINATION FORMS INSIDE THE OFFICE AT 2:00 PM ON THE LAST DAY WILL BE PERMITTED TO STAY IN THE OFFICE TO COMPLETE THE SUBMISSION IN THE ORDER IN WHICH THEY ARRIVED PRIOR TO 2:00 PM. NO PERSON MAY SWITCH THEIR PLACE IN LINE. ANY PERSON NOT INSIDE THE MUNICIPAL OFFICE AS OF 2:00 PM WILL NOT BE PERMITTED TO SUBMIT THEIR NOMINATION FORM.

A CANDIDATE OR THEIR AGENT MAY WITHDRAW THEIR NOMINATION BY COMPLETING A PHYSICAL WITHDRAWAL OF NOMINATION⁵ FORM AND FILING IT IN PERSON WITH THE CLERK'S OFFICE BEFORE 2:00 PM, AUGUST 19, 2022. A CANDIDATE MUST PRESENT IDENTIFICATION WITH THE PROPER FORM TO THE CLERK. IF A FORM IS SUBMITTED BY AN AGENT, THE CLERK SHALL CONTACT THE CANDIDATE TO CONFIRM RECEIPT OF WITHDRAWAL PRIOR TO FINAL ACCEPTANCE.

NOMINATIONS WILL NOT BE ACCEPTED BY ELECTRONIC SUBMISSION.

A CANDIDATE THAT FILES A SECOND OR SUBSEQUENT NOMINATION PAPER FOR ANOTHER OFFICE WITHIN THE TOWNSHIP WILL AUTOMATICALLY BE DEEMED TO HAVE WITHDRAWN FROM THE OFFICE SUBMITTED FOR IN THE FIRST SUBMITTED NOMINATION FORM.

A CANDIDATE IS ENTITLED TO RECEIVE A REFUND OF THE NOMINATION FEE IF HE OR SHE FILES THEIR FINANCIAL STATEMENT BY 2:00 PM ON MARCH 31, 2023. IF A CANDIDATE WITHDRAWS THEIR NOMINATION, THEY ARE STILL REQUIRED TO SUBMIT A FINANCIAL STATEMENT.

⁵ Form EL19 Withdrawal of Nomination

CANDIDATE NAMES

THE FOLLOWING RULES SHALL APPLY REGARDING CANDIDATE NAMES:

1. ONLY THE NAMES OF CERTIFIED CANDIDATES SHALL APPEAR ON THE BALLOT.
2. NAMES SHALL APPEAR WHENEVER POSTED BY THE TOWNSHIP IN THE FORMAT OF FIRST NAME THEN LAST NAME IN ALPHABETICAL ORDER, BASED ON SURNAME AND IN THE CASE OF IDENTICAL SURNAMES, THEN ALPHABETICALLY BY THEIR FIRST NAME. MIDDLE INITIALS SHALL NOT BE USED UNLESS REQUIRED TO DIFFERENTIATE BETWEEN TWO CANDIDATES WITH IDENTICAL SURNAMES AND FIRST NAMES.
3. IF THE CANDIDATE WISHES, AND THE CLERK AGREES, ANOTHER NAME THAT THE CANDIDATE ALSO USES MAY APPEAR INSTEAD OF THE CANDIDATE'S LEGAL NAME.
4. NO REFERENCE TO THE CANDIDATE'S OCCUPATION, DEGREE, TITLE, HONOUR OR DECORATION SHALL APPEAR.

CERTIFYING NOMINATIONS

THE CLERK IS REQUIRED TO CERTIFY OR REJECT NOMINATIONS OF CANDIDATES ON OR PRIOR TO AUGUST 22, 2022 AT 4:00 PM. THE CLERK WILL REVIEW EACH NOMINATION FILED TO BE SATISFIED THE PERSON IS QUALIFIED TO BE NOMINATED, NOMINATIONS COMPLY WITH THE MEA, AND ALL DOCUMENTATION IS CORRECTLY RECEIVED; THE CLERK WILL CERTIFY THE NOMINATION PAPER.

THE CLERK MAY CONSIDER THE FOLLOWING IN MAKING THE DECISION TO CERTIFY OR REJECT;

1. THE CANDIDATE HAS REFUSED OR DECLINED TO PROVIDE PROOF OF QUALIFICATION OR IDENTIFICATION SUITABLE TO THE CLERK.
2. THE CANDIDATE DOES NOT SATISFY THE REQUIREMENTS OF THE MEA (NOT ELIGIBLE).
3. THE NOMINATION PAPER IS NOT FULLY COMPLETE, OR SIGNED OR THE PRESCRIBED FILING FEE HAS NOT BEEN PAID.
4. THE CANDIDATE'S NAME DOES NOT APPEAR ON THE VOTER'S LIST.

IF A NOMINATION PAPER IS REJECTED THE CLERK SHALL NOTIFY THE CANDIDATE IN WRITING AS SOON AS POSSIBLE. THE CLERK'S DECISION TO CERTIFY OR REJECT IS FINAL.

ACCLAMATIONS AND ELECTIONS

IF AFTER 4:00PM ON AUGUST 22, 2022 THERE ARE ONLY NOMINATIONS FOR THE OFFICES TO BE FILLED THAT EQUAL THE NUMBER REQUIRED FOR ELECTION, THOSE OFFICES SHALL BE ACCLAIMED.

IF THERE ARE MORE NOMINATIONS THAN TO BE ELECTED, A NOTICE OF ELECTION⁶ WILL BE ISSUED TO THE ELECTORS AND THE LIST OF CERTIFIED CANDIDATES⁷ WILL BE POSTED ON THE MUNICIPAL WEBSITE AND SOCIAL MEDIA ACCOUNTS AND BY POSTER IN THE MUNICIPAL OFFICE.

⁶ Form EL24 Notice of Election Information

⁷ Form EL07 List of Certified Candidates

IF THERE ARE LESS NOMINATIONS FILED THAN REQUIRED THEN A NOTICE OF ADDITIONAL NOMINATIONS⁸ WILL BE ISSUED AND THE PRESCRIBED PROCESS WILL BE FOLLOWED. NOMINATIONS THAT HAVE BEEN RECEIVED AND CERTIFIED WILL BE ACCEPTED AS OF 4:00 PM ON AUGUST 25, 2022.

CANDIDATES WILL BE REQUIRED TO COMPLETE A CONSENT TO RELEASE PERSONAL INFORMATION⁹ PRIOR TO THE TOWNSHIP RELEASING ANY INFORMATION SUBMITTED ON THE NOMINATION PAPER. IF A CANDIDATE DOES NOT SIGN A CONSENT TO RELEASE INFORMATION FORM, THE TOWNSHIP WILL ONLY RELEASE THEIR NAMES AND/OR PERSONAL INFORMATION AS PRESCRIBED BY THE MEA.

CAMPAIGNING

ONCE A CANDIDATE FILES THE NOMINATION PAPER WITH THE CLERK, THE CANDIDATE MAY BEGIN INCURRING EXPENSES RELATED TO THE ELECTION AND CAMPAIGNING. A LIST OF NON-CERTIFIED NOMINATION PAPERS FILED SHALL BE POSTED ON THE MUNICIPAL WEBSITE ELECTION PAGE AND AT THE MUNICIPAL OFFICE AS SOON AS POSSIBLE AFTER FILING.

THE METHOD IN WHICH A CANDIDATE CAMPAIGNS IS AT THEIR DISCRETION PROVIDED IT FOLLOWS THE GUIDING PRINCIPLES OF THE ELECTION, THE MUNICIPAL ELECTION ACT AND MUNICIPAL BYLAWS INCLUDING THE SIGN POLICY AND USE OF MUNICIPAL RESOURCES POLICIES.

ON ELECTION DAY, INCLUDING ADVANCED VOTING DATES AND LOCATIONS, A CANDIDATE IS NOT PERMITTED TO CAMPAIGN NEAR THE VOTING LOCATIONS. THIS WILL INCLUDE THE PARKING LOT, WALKWAY AND MUNICIPAL PROPERTY LEADING UP TO THE LOCATION, PARKING OF A VEHICLE ALONG ROADWAY WITHIN VIEWING OF THE VOTING PLACE AND INSIDE THE VOTING PLACE. THE CANDIDATE CAN ENTER THE VOTING PLACE TO CAST THEIR VOTE OR TO GET A QUICK REPORT FROM AN APPOINTED SCRUTINEER BUT THEY CANNOT HAVE ANY PROMOTION ITEMS ON THEIR PERSON/DISPLAYED NOR ENCOURAGE AN ELECTOR TO VOTE IN ANY WAY. THE CANDIDATE WILL BE ASKED TO LEAVE THE VOTING PLACE SHOULD THEY NOT COMPLY WITH THE POLICIES AT THE DISCRETION OF AN ELECTION OFFICIAL ON SITE.

⁸ Form EL17B Notice of Additional Nominations

⁹ Form EL52 Consent to Release Personal Information

Campaign Expenses

The Clerk shall provide a certificate to a candidate at the time of filing nomination papers of the preliminary calculation of the maximum amount of the campaign expenses that may be incurred by the candidate. This is based upon the number of electors on the Voter's List of the office on September 15 in the 2018 Elections.

The office of Mayor shall be entitled to expense \$7,500.00 +\$0.85 per Elector
The office of Councillor shall be entitled to expense \$5,000.00 +\$0.85 per Elector
The office of Trustee shall be entitled to expense \$5,000 + \$0.85 per Elector

No later than September 26, 2022, the Clerk shall provide each candidate, via email, with a revised Certificate of Maximum Campaign Expenses¹⁰ based upon the number of electors on the Voter's List as of September 1, 2022.

There are rules in the MEA that detail how much a candidate may contribute to their own campaign, rules on how much one individual can contribute to a candidate and towards the entire election through multiple candidate contributions, rules regarding when to issue receipts and what constitute an expense versus a fundraising effort. There are also new rules on Third Party contributions including from Trade Unions. IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE THEY KNOW THESE RULES AND ADHERE TO THEM. The rules are outlined in the Municipal Election Act, as well as the Ministry of Municipal Affairs Candidate Guideline. Non-compliance with the rules may result in legal action and / or the loss of one's office [seat] they were elected to, and/or prohibit them from running in future elections.

All campaign expenses shall be reported on the candidate's Financial Statement¹¹ which must be submitted by March 31, 2023 to the Clerk. The campaign period in which to incur expenses is from the date the Clerk accepted the Nomination Paper [non-certified] until January 3, 2023. The Clerk shall review the Financial Statements as soon as possible after it is filed. The Financial Statement can be amended after submission up to March 31, 2023. If there are any non-compliance expenses noted by the Clerk, the statements shall be provided to the Election Compliance Audit Committee for further review and any action they deem necessary.

CAMPAIGN SIGNS

ONCE A CANDIDATE HAS FILED THEIR NOMINATION PAPERS, THEY ARE PERMITTED TO INCUR EXPENSES. CAMPAIGN SIGNS ARE AN ELIGIBLE EXPENSE. SIGNS CAN BE DISTRIBUTED TO SUPPORTERS TO BE DISPLAYED IN PRIVATE DWELLING HOMES OR PLACED STRATEGICALLY THROUGHOUT THE MUNICIPALITY.

NO SIGN, POSTER OR SIMILAR CAMPAIGN MATERIAL SHALL CONTAIN THE TOWNSHIP'S LOGO OR ANY LOGO ASSOCIATED WITH THE MUNICIPAL CORPORATION.

¹⁰ Form EL37 Certificate of Maximum Expenses - Candidates

¹¹ Prescribed Form 4 Campaign Financial Statement

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NO SIGN, POSTER OR SIMILAR CAMPAIGN MATERIAL SHALL BE PERMITTED TO DISPLAY ON ANY MUNICIPAL PROPERTY WITH THE ONLY EXCEPTION BEING MUNICIPAL ROAD ALLOWANCE, WITHIN THE TOWNSHIP OF NIPISSING. CANDIDATES SHALL ONLY BE PERMITTED TO CAMPAIGN WITHIN TOWNSHIP BOUNDARIES AND LIKEWISE, ONLY CANDIDATES IN THE TOWNSHIP OF NIPISSING ELECTION SHALL BE PERMITTED TO CAMPAIGN ON THE TOWNSHIP'S ROAD ALLOWANCE. THE INTENT IS TO AVOID CONFUSION FOR ELECTORS REGARDING WHO WILL APPEAR ON THE BALLOT REPRESENTING THE TOWNSHIP OF NIPISSING.

POSTERS OR SIMILAR CAMPAIGN MATERIAL INCLUDING SIGNS, SHALL BE PERMITTED ALONG MUNICIPAL ROAD ALLOWANCES PROVIDING THE FOLLOWING CONDITIONS ARE RESPECTED:

- NO POSTERS OR SIMILAR CAMPAIGN MATERIALS WILL BE PERMITTED ON ROAD ALLOWANCES, MUNICIPAL OR PROVINCIAL, FRONTING VOTING PLACES WITHIN 30 METRES OF THE DRIVEWAY ENTRANCE ON EITHER SIDE OF THE ROAD.
- THAT THE VISIBILITY OF INTERSECTIONS OR PRIVATE ENTRANCES ARE NOT OBSTRUCTED AND DO NOT CREATE A PUBLIC SAFETY CONDITION.
- NO POSTERS OR SIMILAR CAMPAIGN MATERIALS WILL BE PERMITTED WITHIN 30 METRES OF THE TOWNSHIP OFFICE, 45 BEATTY STREET, NIPISSING.
- THE CANDIDATE SHALL ENSURE ALL POSTED CAMPAIGN MATERIALS ARE REMOVED BY OCTOBER 31, 2022. ANY SIGN OR CAMPAIGN MATERIAL LEFT BEYOND THIS DATE WILL BE DISCARDED.

SHOULD ANY POSTERS OR CAMPAIGN MATERIAL BE LOCATED ON MUNICIPALLY OWNED PROPERTY OR BE LOCATED ON MUNICIPAL OR PROVINCIAL ROAD ALLOWANCES WHICH DO NOT COMPLY WITH THE PROVISIONS OF THIS SECTION, THE SAME SHALL BE REMOVED FORTHWITH AND STORED AT THE MUNICIPAL OFFICE OR PUBLIC WORKS LOCATIONS LOCATED IN NIPISSING, ONTARIO.

USE OF MUNICIPAL RESOURCES

CANDIDATES SHALL NOT BE PERMITTED TO USE MUNICIPAL RESOURCES WITHIN THEIR ELECTION CAMPAIGN. MUNICIPAL RESOURCES INCLUDES, THE MUNICIPAL LOGOS OR OTHER INTELLECTUAL PROPERTY, PHOTOS AND REAL PROPERTY.

THE TOWNSHIP SHALL HAVE ONE GENERAL ELECTION PAGE ON THE MUNICIPAL WEBSITE THAT WILL CONTAIN THE LIST OF CERTIFIED CANDIDATES.

THE COUNCIL PAGE ON THE MUNICIPAL WEBSITE PAGE WILL REMAIN AS IS UNTIL THE END OF THE CURRENT TERM, NOVEMBER 14, 2022. THE LISTINGS ON THIS PAGE ARE FOR THE SUCCESSFUL ELECTION OF COUNCIL IN 2018 AND THAT PAGE IS FOR THE CURRENT TERM.

SCRUTINEERS

A CANDIDATE MAY APPOINT SCRUTINEERS TO REPRESENT THEM DURING THE ELECTION PROCESS ON VOTING DAY. ONLY THE CANDIDATE OR THE SCRUTINEER MAY BE WITHIN THE VOTING PLACE AT ONE TIME. A CANDIDATE MAY ATTEND IN ORDER TO VOTE OR TO RECEIVE AN UPDATE FROM THE SCRUTINEER BUT ONE OF THEM MUST PROMPTLY LEAVE.

THE APPOINTMENT SHALL USE THE APPOINTMENT OF SCRUTINEER BY CANDIDATE¹². THE SCRUTINEER SHALL ALSO BE REQUIRED TO COMPLETE THE ORAL OATH OF SECRECY¹³ FOR EACH BALLOT BOX AND DEPUTY RETURNING OFFICER [DRO] SPACE INTENT TO ACT ON BEHALF OF THE CANDIDATE. THE SCRUTINEER WILL BE REQUIRED TO SHOW THE DRO IDENTIFICATION AND THE SIGNED APPOINTMENT FORM. A BADGE WILL BE PROVIDED FOR THE SCRUTINEER TO WEAR TO IDENTIFY THEMSELVES WITHIN THE VOTING PLACE.

THE SCRUTINEER MUST UPHOLD THE PRINCIPLES OF THE ACT AND THE ELECTION. THEY ARE RESPONSIBLE FOR THEIR OWN ACTIONS AND CANNOT INTERFERE WITH THE VOTING PROCESS. THE CLERK AND THE DRO HAVE THE RESPONSIBILITY TO MAINTAIN PEACE. THE SCRUTINEER WILL BE WARNED ONCE AND THEN ASKED TO LEAVE FOR THE FOLLOWING INFRACTIONS TO THE RULES:

1. ATTEMPTING DIRECTLY OR INDIRECTLY TO INTERFERE WITH HOW AN ELECTOR VOTES, AND ENCOURAGING OR ATTEMPTING TO SWAY HOW AN ELECTOR WOULD VOTE, WEARING ANY PROMOTIONAL ITEMS.
2. ATTEMPTING TO, OR CAUSING A DISTURBANCE IN THE VOTING PLACE OR IMMEDIATE VICINITY INCLUDING PARKING LOT.
3. COMPROMISING THE SECRECY OF THE ELECTION.
4. ATTEMPTING TO OR USING A CELL PHONE OR ELECTRONIC RECORDING DEVICE WITHIN THE VOTING LOCATION.
5. ATTEMPTING TO OR INTERFERING WITH ELECTION STAFF WHILE PERFORMING THEIR DUTIES INCLUDING TOUCHING ELECTION DOCUMENTS.

IF THE CANDIDATE OR THE SCRUTINEER ARE NOT IN THE VOTING PLACE AT 8:00 PM, THE CLOSE OF THE ELECTION ON VOTING DAY, THEY WILL NOT BE ALLOWED TO ENTER AFTERWARDS.

D. Third Party Advertisers

NEW IN 2018 IS THE THIRD PARTY ADVERTISER [TPA] SECTION OF THE MEA. A CORPORATION OR TRADE UNION CAN NO LONGER CONTRIBUTE TO A CANDIDATE'S CAMPAIGN DIRECTLY. THEY MUST REGISTER¹⁴ WITH THE CLERK AND CAMPAIGN FOR A CANDIDATE(S) THEMSELVES.

REGISTRATION FOR THIRD PARTY ADVERTISERS BEGINS MAY 2 AND ENDS OCTOBER 21, 2022. THE CAMPAIGN PERIOD ENDS DECEMBER 31, 2022. ONCE REGISTERED, TPAs CAN PROMOTE OR OPPOSE ANY CANDIDATE THAT THE ELECTORS IN THE MUNICIPALITY CAN VOTE FOR. BY SEPTEMBER 26, 2022 THE CLERK WILL ISSUE A CERTIFICATE OF MAXIMUM EXPENSES¹⁵ BASED ON THE HIGHER OF THE NUMBER OF ELECTORS ON THE VOTER'S LIST FOR EITHER SEPTEMBER 15, 2018 OR SEPTEMBER 15, 2022.

¹² Form EL12-A Appointment of Scrutineer

¹³ Form EL12-B Oral Oath of Secrecy

¹⁴ Form EL Notice of Registration – Third Party – Form 7

¹⁵ EI 51 A or B Certificate of Maximum Expenses Registered Third Party

THERE ARE SPECIFIC RULES ON CONTRIBUTION LIMITS AND CONTRIBUTORS AND DEADLINES FOR FILING AND RECORD KEEPING. TPAs ARE STRONGLY ENCOURAGED TO REVIEW THE MEA FOR DETAILED INFORMATION.

E. The Vote

IMPORTANT DATES

2022	
MAY 2 TO AUGUST 19	NOMINATION PERIOD OPEN MONDAY TO FRIDAY 8:00 AM TO 4:30 PM WITH THE EXCEPTION OF AUGUST 19 ENDING AT 2:00 PM. NOMINATION PAPERS CAN BE SUBMITTED TO THE CLERK AT THE MUNICIPAL OFFICE. AN APPOINTMENT IS RECOMMENDED. AT LEAST ONCE THE CLERK SHALL ADVERTISE THE NOTICE OF NOMINATION IN THE ALMAGUIN NEWS, APRIL 28, 2022; AND MUNICIPAL WEBSITE. APRIL 21, 2022.
MAY 2	CLERK TO ADVISE OF PRELIMINARY SPENDING LIMIT ESTIMATE CLERK TO NOTIFY CANDIDATE NOTICE OF PENALTIES RELATION TO CAMPAIGN FINANCES (s.33.1)
AUGUST 19 AT 2:00 PM	LAST DAY TO FILE A NOMINATION LAST DAY TO WITHDRAW A NOMINATION
AUGUST 22	CERTIFICATION OF NOMINATION PAPERS – NO LATER THAN 4:00 PM IF NECESSARY, AFTER 4:00 PM DECLARATION OF ACCLAIMED SEATS IF NECESSARY, EXTEND NOMINATION PERIOD
JULY 31	DEFAULT DATE FOR MPAC TO PROVIDE PRELIMINARY LIST OF ELECTORS TO MUNICIPALITY
SEPTEMBER 1	CLERK TO CERTIFY VOTER'S LIST FIRST DAY TO AMEND VOTER'S LIST WITH PROPER ID. PERIOD CLOSES OCTOBER 24 CANDIDATE MAY REQUEST A COPY OF THE LIST WITH PROPER DOCUMENTATION
SEPTEMBER 26	CLERK TO ISSUE CERTIFICATE OF MAXIMUM CAMPAIGN SPENDING LIMITS
OCTOBER 1	LAST DATE TO ESTABLISH A COMPLIANCE AUDIT COMMITTEE
OCTOBER 8	ADVANCE VOTING DAY AT 45 BEATTY STREET, NIPISSING, ON 10:00 AM TO 6:00 PM
OCTOBER 15	ADVANCE VOTING DAY AT COMMANDA COMMUNITY CENTRE, 4009 HWY 522 10:00 AM TO 6:00 PM
OCTOBER 24	ELECTION DAY / VOTING DAY; FROM 10:00AM TO 8:00 PM
OCTOBER 25	ELECTION RESULTS DECLARED

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	RECOUNT IN THE EVENT OF A TIE VOTE A RECOUNT MUST BE HELD WITHIN 15 DAYS OF DECLARATION OF THE RESULTS.
NOVEMBER 15	TERM OF COUNCIL COMMENCES
NOVEMBER 15	INAUGURAL COUNCIL MEETING @ 6:30 PM
NOVEMBER 23	FINAL DAY TO SUBMIT CHANGE TO VOTER'S LIST TO MPAC
2023	
JANUARY 3	CAMPAIGN PERIOD ENDS
JANUARY	2 ND AND FINAL NOTICE TO CANDIDATES AND TPAS REGARDING FILING REQUIREMENTS
JANUARY 23	FINAL DAY FOR CLERK TO POST A REPORT ON THE IDENTIFICATION AND ACCESSIBILITY OF THE ELECTION LAST DAY FOR AN ELECTOR TO COMMENCE AN APPLICATION FOR CONTROVERTED ELECTION
FEBRUARY 22	EARLIEST DATE FOR DISPOSITION OF ELECTION RECORDS
MARCH 31	DEADLINE FOR FILING FINANCIAL STATEMENTS 88.25/34/92.1
MAY 1	LAST DAY FOR CLERK TO REVIEW FINANCIAL STATEMENTS AND REPORT ON ANY THAT EXCEEDED THE LIMITS TO THE COMPLIANCE AUDIT COMMITTEE S.88.34

BALLOT

THE TOWNSHIP USES A COMPOSITE BALLOT FOR THE MAYOR AND COUNCILLOR POSITIONS. THERE IS A SEPARATE BALLOT FOR ANY SCHOOL BOARD TRUSTEE OFFICE TO BE ELECTED.

A NOTABLE AND SIGNIFICANT MARK MUST BE PLACED INSIDE THE CIRCLE NEXT TO A CANDIDATE'S NAME IN ORDER TO BE A VALID VOTE.

ELECTION OFFICIALS

THE CLERK IS RESPONSIBLE FOR FACILITATING THE MUNICIPAL ELECTION. THE CLERK CONDUCTS AN ELECTION THROUGH THE PROCEDURES, POLICIES AND BYLAWS OF THE OFFICE AND/OR MUNICIPAL COUNCIL. THE CLERK MAY DELEGATE DUTIES OF THE ELECTION THROUGH A FORMAL APPOINTMENT AND OATH OF AN ELECTION OFFICIAL¹⁶. THE CLERK MAY AT ANY TIME PROVIDE FOR A MATTER THAT HAS NOT BEEN ADDRESSED OR AMEND A POLICY OR PROCEDURE IF IN THE CLERK'S OPINION IT IS NECESSARY OR DESIRABLE FOR CONDUCTING THE ELECTION AND/OR UPHOLDING THE PRINCIPALS OF THE ACT.

DUTIES THAT MAY BE DELEGATED AND POSITIONS WITH THE TOWNSHIP:

REVISING THE VOTER'S LIST – REVISIONS CLERK, MUNICIPAL STAFF
ADMINISTERING OATHS – REVISIONS CLERK, DRO

¹⁶ Form EI10 – Appointment of DRO or Form EI11 Appoint an Election Official

THERE WILL BE A DRO AND AN ELECTION OFFICIAL HIRED FOR EACH POLL, FOUR (4) DROs AND FOUR (4) EO FOR VOTING DAY. THERE WILL BE ONE DRO AND ONE ELECTION OFFICIAL FOR EACH ADVANCE POLL VOTE. UPON CLOSE OF THE ADVANCED POLLS, THE BALLOT BOX AND PAPERWORK WILL RETURN TO THE CLERK'S OFFICE FOR SAFE KEEPING. A CANDIDATE MAY VISUALLY INSPECT THE BALLOT BOXES DURING THE CLERK'S REGULAR HOURS. THE CLERK WILL ENSURE THE BALLOT BOXES WILL BE COUNTED AT THE TOWNSHIP OFFICE, 45 BEATTY STREET, ON ELECTION DAY AND THE DRO AND ELECTION OFFICIAL FOR EACH ADVANCED POLL WILL BE REQUIRED TO ATTEND THE TOWNSHIP OFFICE PRIOR TO 8:00 PM ON ELECTION DAY IN ORDER TO PERFORM THE COUNT.

VOTING LOCATION

THE VOTING LOCATIONS AND VOTING PLACES SHALL BE THE COMMANDA COMMUNITY CENTRE, SOUTH SHORE EDUCATION CENTRE, TOWNSHIP OFFICE AND THE TOWNSHIP OF NIPISSING COMMUNITY CENTRE. THE LOCATIONS SHALL INCLUDE THE PARKING LOT AND ANY SIDE STREET PARKING THAT IS IN DIRECT VIEW OF THE VOTING PLACE. IF REQUIRED, A BALLOT BOX MAY BE BROUGHT OUTSIDE TO THE PARKING LOT IN ORDER TO FACILITATE A VOTE.

ELECTION RESULTS

AT 8:00 PM ON ELECTION DAY THE VOTING PLACE SHALL CLOSE AND THE COUNT WILL COMMENCE. AS SOON AS POSSIBLE AFTER THE COUNT THE PRELIMINARY RESULTS WILL BE POSTED AT THE MUNICIPAL OFFICE.

AS SOON AS POSSIBLE THE DAY AFTER THE ELECTION THE CLERK SHALL DECLARE THE CANDIDATES ELECTED AS A RESULT OF THE ELECTION AND CERTIFY THE RESULTS OF THE ELECTION. FOR THE FORMS TO BE USED:

EL 32-- DECLARATION OF ELECTED CANDIDATES

EL 8 – CERTIFICATION OF ELECTION RESULTS

EL 8 – CERTIFICATION OF ELECTION OF MEMBERS TO SCHOOL BOARD OFFICES

RECOUNTS

IN ACCORDANCE WITH THE MEA A RECOUNT SHALL BE CONDUCTED IN THE SAME MANNER AS THE ORIGINAL COUNT. ONLY A JUDGE MAY PROVIDE THAT A RECOUNT BE HELD IN A DIFFERENT MANNER.

AN AUTOMATIC RECOUNT WILL OCCUR IN THE EVENT OF A TIE VOTE FOR A DECIDING POSITION.

1. IF IN THE CASE OF THE MAYOR SEAT, IF THERE IS A TIE BETWEEN THE HIGHEST VOTED CANDIDATES THE HIGHEST RECOUNTED VOTED CANDIDATE SHALL TAKE THE SEAT (RESULT IS ONE CANDIDATE WOULD NOT BE ELECTED).
2. IF IN THE CASE OF DECIDING THE FOURTH COUNCILLOR POSITION THE HIGHEST RECOUNTED VOTED CANDIDATE SHALL TAKE THE SEAT
3. IF IN BOTH CASES THE SEAT REMAINS A TIE AFTER THE RECOUNT, THE CANDIDATE NAMES WILL BE DRAWN FROM A HAT WITH THE NAME DRAWN DEEMED THE ELECTED OFFICIAL

AN ELECTOR MAY REQUEST THE SUPERIOR COURT OF JUSTICE TO GRANT A RECOUNT.

EMERGENCY SITUATIONS

IN THE EVENT OF AN EMERGENCY DECLARED BY THE MAYOR DUE TO AN UNFORESEEN EVENT OR ANOTHER SIGNIFICANT EVENT THAT WOULD JEOPARDIZE THE INTEGRITY OF THE ELECTION, THE CLERK SHALL HAVE THE RIGHT TO MAKE ANY ARRANGEMENT DEEMED NECESSARY TO CARRY ON WITH THE MUNICIPAL ELECTION.

TOWNSHIP OF NIPISSING CORRESPONDENCE

April 26, 2022

- 1. Minutes of the Nipissing Township Museum Board meeting held April 6, 2022.**
- 2. Minutes of the Township of Nipissing Recreation Committee meeting held April 4, 2022.**
- 3. Memorandum from Tim Beckett, Acting Ontario Fire Marshal regarding O. Reg. 343/22, Firefighter Certification.**
- 4. AMO Policy Update regarding Firefighter Certification Regulation and Ontario 911 Provincial investment.**
- 5. Ministry of Infrastructure information package on Ontario Connects, Bringing High-Speed Internet to Every Community.**
- 6. Resolution from the Town of Halton Hills regarding Building and Climate Change Emergencies.**
- 7. Resolution from the Township of Muskoka Lakes regarding Decibel Limits on Boat Motor Noise.**
- 8. Resolution from the Town of Cochrane regarding the Year of the Garden.**
- 9. Donation request from the Trout Creek Agricultural Society for the 2022 Fall Fair.**
- 10. Donation request from Almaguin Highlands Secondary School for the Graduation Awards Program.**
- 11. Minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation meeting held March 22, 2022.**
- 12. Letter from the Ministry of Agriculture, Food and Rural Affairs regarding avian influenza in Ontario.**



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 26, 2022

NUMBER: R2022-

Moved by

Seconded by

**That the statement of accounts dated:
April 14 and 25, 2022;**

Totaling \$48,881.65 be approved.

For Against

**PIPER
KIRKEY
MARCHANT
MOORE
SCOTT**

Carried

Mayor: TOM PIPER

Payroll Register

General Ledger Distributions (Report Summary)

The Corporation of the Township of Nipissing

Account	Debit	Credit
1-01-002-012-000 Bank		19,373.56

payroll processed April 14, 2022

[Signature]