

Township of Nipissing

2022 Municipal Election Procedures



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

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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

¹³Form EL12-B Oral Oath of Secrecy

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

¹⁵ El 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

	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.