

So, You Want To Run For Council



MUNICIPAL VS Provincial

- Provincial election June 2, 2022
- Not to be confused with municipal election processes!!!!
- They have their own system and requirements
- **Separate and different voter's lists**

Items To Be Covered

- Important dates
- Qualifications
- Voter's List
- Voting Methods
- Financial Reporting
- Electronic Meetings
- What to Expect Once Elected
- Council/Staff relationship

Important Dates (2022)

- May 1st: Nomination Period begins
- August 19th: Last day to file nomination papers before 2 pm
- Sept 1st: Voters List to candidates
- Sept 26th: Final Expense Limits to candidates

Important Dates (2022)

- Oct 24th: **ELECTION DAY!**
- Nov 15th: Term of office begins
- Dec 31st: Campaign period ends
- Mar 29th: Financial statement final filing date

Qualified Elector

- Reside in local municipality; or
 - Owner or tenant of land; or
 - Spouse of owner or tenant
- Canadian citizen
- At least 18 years old (on Voting Day)
- Otherwise, not prohibited:
 - Serving a sentence of imprisonment in a penal or correctional institution
 - A corporation
 - Executor or trustee
 - Convicted of corrupt practice

Qualified Elector

- Employee of the municipality (must take leave of absence)
- Integrity Commissioner, Auditor General, Ombudsman, Registrar (must take leave of absence)
- Clerk or Treasurer who is not an employee of the municipality (contracted, must take leave of absence)
- Judge of any Court
- Senator, MP, MPP
- Violation of financial requirements/filing financial information (previous candidates who did not file)
- Any Other Act (Conflict of Interest)

Candidate Filing Requirements

- Nomination Form 1 and 2
 - 25 nominators (municipalities with 4,000+ electors)
- Filing Fee
 - Head of Council \$200
 - Councillor and School Board \$100
- Proper Use of Voters List

Expenses and Contributions

- The Clerk will calculate the preliminary limits for expenses and contributions:
 - Head of Council
 - Base amount of \$7,500 plus \$0.85 per elector
 - Maximum own/spouse contribution \$7,500 plus \$0.20/elector
 - Councillor or School Board
 - Base amount of \$5,000 plus \$0.85 per elector
 - Councillor only maximum own/spouse contribution \$5,000 plus \$0.20/elector
 - Third Party
 - Base amount of \$5,000 plus \$0.05 per elector
 - Maximum of \$25,000

Corporations and trade unions cannot contribute to a candidate

voterlookup.ca

- Administered by MPAC
- Allows Ontarians to maintain accurate and up-to-date Voters' List
- One stop for municipal and school board
- Available in English and French
- Produces Preliminary List of Electors for municipalities



voterlookup.ca

- Information to be provided:
 - Name of municipality; and
 - Full name; and
 - Date of birth; and
 - Property address; or
 - Assessment roll number




Welcome to VoterLookup.ca

The next Ontario municipal and school board elections are October 24, 2022. If you are a resident, owner or tenant of property in Ontario, a Canadian citizen and 18 years of age or older election day, you can vote.

We all play a role in ensuring a fair electoral system, and it is the responsibility of every elector to make sure their information is up-to-date and accurately reflected for electoral purposes. By logging into voterlookup.ca, eligible electors can:

- confirm or update their electoral information;
- add an elector name to an address; and,
- change school support for the purpose of voting in a school board election.

This site is owned and managed by the Municipal Property Assessment Corporation (MPAC), responsible for identifying all potential municipal, school board and District Social Services Administration Board electors. MPAC provides this information to election clerks in support of local election events. VoterLookup.ca is also used to collect the names of all occupants in a household. This information is collected by MPAC and provided to municipalities and school boards to assist with planning purposes.

MPAC is committed to excellence in program delivery and strives to provide you with the most efficient services while protecting your privacy and meeting its statutory obligations. MPAC will only collect and use personal information that is absolutely necessary to deliver legally authorized programs and services. On occasion, MPAC may also use this information to conduct surveys, obtain feedback and enhance the delivery of these same programs and services. 

IMPORTANT!

Information collected through voterlookup.ca is not used for provincial or federal election purposes. To verify your federal or provincial voter registration, please visit our partner organizations.

Information on Ontario Provincial Elections

If you live in Ontario and would like to confirm, update or add your information to the provincial Voters List, please visit Elections Ontario's [e-Registration service](#). For general enquiries, visit [Elections Ontario's website](#).

Information on Federal Elections

To register on the federal Voters List, please visit the online voter registration service section on Elections Canada's main website and select [Am I registered to Vote? Check now](#). For additional information about federal elections, please contact [Elections Canada](#).

By clicking "I Agree" you certify that the information you provide is true and accurate. It is a punishable offence under the laws of Canada to misrepresent one's identity or to knowingly provide false or misleading information and MPAC reserves the right to share information with law enforcement authorities where suspicious activity is detected or fraud is suspected. Please review [MPAC's Privacy Policy](#) for additional information.


I Agree

For any questions, please contact MPAC at 1-866-296-6722 or TTY 1-877-889-6722.

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Am I on the Preliminary List of Municipal & School Board Electors?

Enter your name, date of birth and municipality in which you own or occupy property. A name will not be found unless it is an exact match to our records.

Municipality (town, city, village) 

First Name

Middle Name

Last Name

Single Name

Date of Birth

YEAR

MONTH

DAY

Property Location/Address

Street Number

Unit Number

Street Name

OR

Roll Number

Your property's 19 digit Roll Number can be found on your Property Assessment Notice or your municipal tax bill.

Reset

Search/Add

For any questions, please contact MPAC at 1-866-296-6722 or TTY 1-877-889-6722.

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Amend Voters' List

- In person at municipal office, by mail by the applicant or in person by his/her agent or in any other manner or form that the Clerk specifies
- Revision period begins Thursday, September 1st.



Voting Methods

- Traditional Paper ballots:
 - Athens
 - Westport



Voting Methods

- Internet and telephone:
 - Augusta
 - Brockville
 - Rideau Lakes
 - Edwardsburgh/Cardinal
 - +paper ballot at voting places on Voting Day only
 - Elizabethtown-Kitley
 - + paper ballot at Township office only; advance voting days and Voting Day
 - Front of Yonge
 - + paper ballot at Township office only; advance voting day and Voting Day

Voting Methods

- Gananoque
 - +paper ballot at voting places on Voting Day only
- Leeds and Thousand Islands
 - + paper on Voting Day at polling stations and two advance polls
- Merrickville-Wolford
- North Grenville
 - + paper ballot at Municipal Office on Voting Day only
- Prescott
 - + paper ballot at Municipal Office on Voting Day only

Telephone and Internet Voting

- 11 municipalities in Leeds and Grenville and 6 from Stormont Dundas and Glengarry using Intelivote Systems Inc.
- Municipal Clerks prepared procedures by **April 5, 2022**



Telephone and Internet Voting

- Vote from anywhere (snowbird, students, military stations and commuters)
- Improved access for everyone
- Improved accessibility
- Fast, accurate results

www.demo.intelivote.com

Telephone and Internet Voting

- Longer voting period
 - Five to seven day advance vote
 - October 17 at 10 am to October 24 at 8 pm
 - 24 hours a day
 - **Voter Information Letter** sent to eligible electors few weeks before Voting period
- Candidate electronic election tools
 - Monitor voter turnout/track participation of supporters

3rd Party Advertising

Overview



What is third party advertising

- A person or entity who is **not** a candidate
 - Support, promote or oppose a candidate
 - Support, promote or oppose a “yes” or “no” answer to a question on the ballot
- Separate from any candidate campaign
- Independent from a candidate
- Excluding;
 - Candidates own advertisement
 - No expense incurred
 - Internal promotion
- *Broadcasters also have specific requirements*

What is not a third party advertisement

- \$0.00 – no spending
 - Speaking to friends and neighbours
 - Social media
 - Emails
 - Internal communication from an employer to employees
 - Corporation to shareholders, directors, members or employees
 - Trade union to its members or employees
 - Ads about an issue
 - “Support local business”
 - “Keep the parks green”

Third party responsibilities

- Register with municipal clerk
 - Each municipality is **separate** advertising campaign
 - Separate bank accounts
 - No shared contributions
 - Produce a “joint” advertisement
 - a representative of a corporation or a trade union provide proof to act of corporation's or trade union's behalf
- No expense can be incurred until registered
- Financial report
- Record keeping

Advertising

- All advertisements must contain:
 - Legal name of registered third party
 - Municipality where the third party is registered
 - Telephone number
 - Mailing address or email address
- Broadcast or published (radio or newspaper) must provide:
 - Legal name of registered third party
 - Name, business address and telephone number of individual who deal under the direct of the registered third party
 - Municipality where the third party is registered
- Sign bylaws

Finance Rules

- Record keeping
 - Keep all financial records until November 15, 2022
 - Campaign Records
 - Receipts for every contribution
 - Value – money, good or services
 - Contributor's name and address
 - Receipts for expenses
- Only accept contribution or incur expenses during advertising campaign period
 - Begins date of registration until **October 19, 2018**

Contributions

- Not contributions
 - Volunteer labour
 - Cash donation <\$25 received at fundraising event
 - Campaign loan

Contributions

- Who can contribute
 - Any person who is a resident of Ontario
 - Corporations carrying on business in Ontario
 - Trade unions that hold bargaining rights for employees in Ontario
- Who cannot contribute
 - Clubs, associations or ratepayer's groups
 - a federal political party, constituency association, or a registered candidate in a federal election
 - a provincial political party, constituency association, or a registered candidate or leadership contestant
 - a federal or provincial government, a municipality or a school board

Contribution limits

- \$1,200 limit per person, or organization
 - includes value of goods and services donated
- Maximum of \$5,000 per contributor per municipal campaign
 - No cash >\$25
- Advertisers to inform every contributor of limits
- Must issue receipts for contributions
- Cannot refund unused contributions (less self funded)

Spending limits

- Limit calculated and provided by Clerk
- Expenses incurred during campaign period
- Parties and expressions of appreciation after voting specific spending limits

3rd Party Advertising – Key Dates

- May 2 Clerk can begin to accept registrations
- Sept 25 Clerk issue certificate of maximum campaign spending limits
- October 19 Last day to register
- Dec 31 Campaign period ends
- March 29, 2023 Final date for financial reports

What To Expect Once Elected



You can expect:

- Attend many Council and Committee meetings
- Read, read, read and a little bit more reading
- Phone calls at any time
- Drop ins
- Agenda packages anywhere from 50-200 pages long

Importance of a Good Relationship

- Important to have a good working relationship to avoid the impression that something is wrong in the municipality
- A good working relationship fosters trust between the local government and its residents
- Understanding the roles of Council and staff help this trust grow.

The Role of Council – Municipal Act 2001

- To represent the public and consider the well-being and interest of the municipality
- To develop and evaluate policies and programs
- To determine which services the municipality provides
- To ensure that practices and procedures are in place to implement the decisions of Council
- To maintain the financial integrity of the municipality and to carry out the duties of Council under the Municipal Act, 2001 and any other Act.

The Role of Head of Council

- To act as Chief Executive Officer
- To preside over Council meetings
- To provide leadership to Council
- To represent the municipality at official functions
- To carry out duties of the head of Council under the Municipal Act, 2001 and any other Act



Documents To Know

- MUNICIPAL Conflict of Interest Act
- Procedural By-law
- Accountability and Transparency Policy
- Code of Conduct
 - Council/Staff Relations
 - Use of Corporate Resources
 - Gifts, hospitality, benefits
 - Confidential information
- Procurement By-law

Duties of Council

- According to the author Dr. Richard Tindal, there are 3 distinctive duties of Council:

1. Representative
2. Policy Making
3. Managerial



Representative Duty

- Council is representative by nature
- Chosen through the election process
- In theory, Council will reflect the make-up of the population (i.e. gender, race occupation, etc.)



Policy Making Duty

- Broad Role
 - Long term Planning
 - Strategic Planning including visioning
 - Budgeting
- Knowledge of various Acts and municipal by-laws/policy essential
- Council to concentrate on what needs to be done, not how it gets done
- Council steers the boat, staff rows



Managerial Duties

- Overall management of the municipality is the responsibility of Council.
- Oversee the administration of the municipality – getting the biggest bang for the taxpayer’s buck.
- Ensure that policies developed are consistent with Council’s direction.



The Role of Municipal Staff

Again, Dr. Tindal identified 4 roles for municipal staff:

1. Service
2. Management/Supervisory
3. Public Relations
4. Policy Advisory

Staff Service Role

- Staff administers policies and programs
 - Road repairs
 - Swimming lessons
 - Processing tax payments
 - Responding to phone inquiries



Staff Management Role

- Department heads manage staff to ensure that policies and programs are implemented efficiently and effectively.
- Department heads monitor:
 - Performance levels
 - Work schedules
 - Department budgets



Staff Public Relations Role

- Staff is generally the first contact residents have with the municipality
- Staff act as ambassadors for the municipality



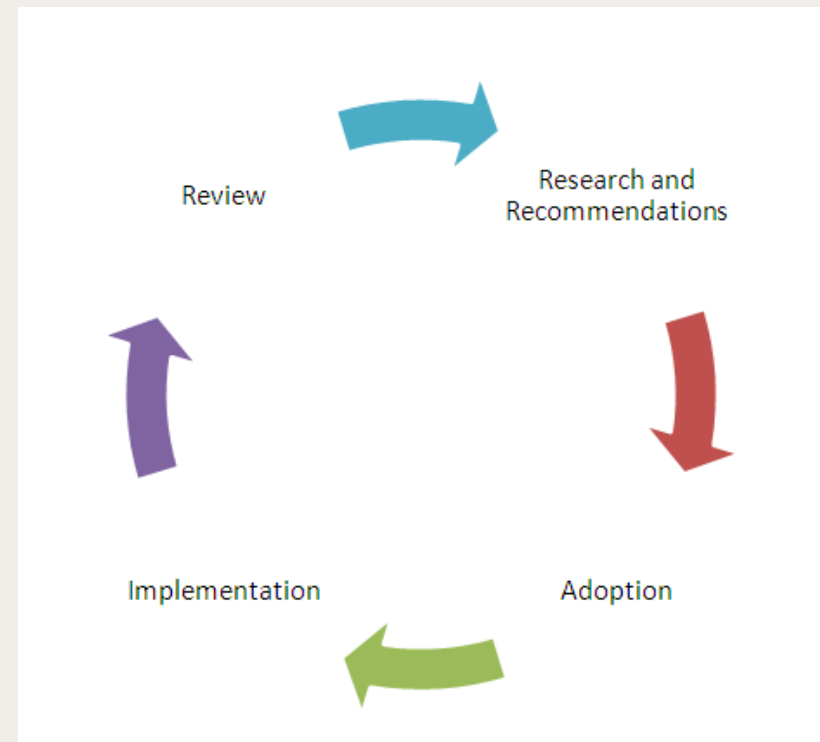
Staff Policy Advisory Role

- Staff provide advise to Council on policy
- Staff hear comments and suggestions from public
- Staff keep abreast of legislative changes and requirements and advise Council as to how they may affect the municipality.



STAFF AND COUNCIL

- **POLICY MAKING PROCESS**
 - Initiation
 - Research and Recommendations
 - Adoption
 - Implementation
 - Review



STAFF AND COUNCIL

- **COUNCIL EXPECTATIONS OF STAFF**

- Well planned agenda
- Brief but thorough staff reports
- Policy alternatives and their individual implications
- Adequate information and analysis for decision-making



What Council Expects of Staff, cont.

- Follow-up actions
- Willingness to understand that Council will make some political decisions
- Loyalty and support: An effort to make Councillors look good
- Recognition of the organizational structure and its inherent reporting hierarchy



What Staff Expects of Council

- Become familiar with municipal organizations and operations
- Do homework before meetings
- Be supportive; do not criticize staff in public
- Appreciate demands of the job, including statutory responsibilities
- Be objective, consistent in applying policies



What Staff Expects of Council, cont.

- Give clear direction as to what is to be done, leave some discretion as to how it is to be done
- Respect professional opinions offered by staff and outside professionals
- Recognize the professional obligations of the various staff members
- Recognition of the organizational structure and its inherent reporting hierarchy

Frequently Asked Questions



- Are candidates required to include 25 endorsements when they file their nomination paperwork?
- Who is ineligible to run for Council?
- When can I put out election signs?
- What happens to the surplus amount if a candidate indicates an election campaign surplus at the end of a campaign period?

- Do I have to open a separate bank account?
- Can I accept a discount on campaign items?
- How can I pay for goods and services? Can I pay with credit?
- How do I properly disclose contributions made if they have been discounted?
- What activity is appropriate on municipal property during the election?