



2018 Municipal Election Candidates Introductory Letter

Dear Potential Candidate:

Welcome to the 2018 Municipal Election. This package has been prepared for the purpose of supplying information which may be of assistance to you as you contemplate running for elected office.

Ministry of Municipal Affairs & Housing (MMAH)

The 2018 Candidates' Guide, prepared by MMAH, provides general information and election process. The guide is available on the Township's website and the MMAH website at www.mah.gov.on.ca/Page219.aspx.

Municipal Elections Act

For those that have run for elected office previously, or who were previously familiar with the Municipal Elections Act, please note that a number of amendments have been made to election legislation in effect for 2018. A copy of the Municipal Elections Act can be viewed at www.e-laws.gov.on.ca. The Act outlines all of the rules regarding the election.

Municipal Act

The Municipal Act, 2001 establishes the authority for municipal government to exist and details the spheres of jurisdiction in which it must operate. As such, it is important to investigate whether or not your interests/goals in municipal government are possible given the various restrictions of municipal powers within the Act.

The Act also dictates the role of Council (the collective whole), the Head of Council (Reeve), the municipal administration, the Clerk and the Treasurer. A copy of the Municipal Act, 2001 can be viewed at www.e-laws.gov.on.ca.

It is important to note that Council as a whole establishes policies which, once approved by the majority of its members, are implemented by staff. No individual member of Council has the unilateral authority/power to approve any policy.

Other Resources

There are also a number of online and printed resources available to you, a few of which are noted below. I encourage you to research these sources for a greater understanding of the role of a municipal elected official, the jurisdiction of municipal government, the relationships between levels of government and current municipal issues.

THE CORPORATION OF THE
TOWNSHIP OF MONTAGUE



6547 ROGER STEVENS DRIVE
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www.township.montague.on.ca

Association of Municipalities of Ontario (AMO)
Municipal World
Government of Ontario
Ontario Statutes & Regulations

www.amo.on.ca
www.municipalworld.com
www.gov.on.ca
www.e-laws.gov.on.ca

The Township of Montague's website (www.township.montague.on.ca) will also provide a wealth of information about the community.

Fellow candidates, current and past elected officials in this and other municipalities may also offer some insight and guidance.

School Board

Candidates for school board offices are encouraged to contact the Director of Education of the respective school board or the Clerk responsible for the election of these positions. Contact information is enclosed.

Voting Process

Montague will be utilizing internet and telephone voting for the 2018 municipal election. Information on the specifics of Montague's voting process is available in the 2018 Elections Procedures, available online on the Township's website. This document offers a comprehensive policy and procedure manual aimed at making the election process consistent, compliant, reliable and transparent.

You may wish to visit the Intelivote Systems Inc. website which offers considerable information and common questions and answers as well as a self-running demonstration of the voting process. The Intelivote website is www.intelivote.com.

Nomination Papers

Filing your Nomination Paper (enclosed) is the first step toward a seat at the Council table. The Returning Officer will be accepting Nomination Papers for the following offices:

<u>Position</u>	<u>Number To Be Elected</u>	<u>Method of Election</u>
Reeve	1	General vote
Deputy Reeve	1	General vote
Councillors	3	General vote

Nomination papers must be filed, either in person or by your agent, with the Returning Officer during normal office hours between May 1st, 2018 and July 26th, 2018 and on July 27th, 2018 (Nomination Day) from 9:00 a.m. to 2:00 p.m.

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The required filing fee of \$100 (cash, certified cheque, debit or money order made payable to the Township of Montague) must accompany the signed form. The filing fee for the Head of Council (Reeve) position is \$200.

At the time of filing, you must also submit the following forms (enclosed):

- Consent to Release Personal Information
- Declaration of Qualifications – Council

In addition, at the time of filing you will also be required to provide photo identification.

All three (3) forms must be signed by you in front of the Returning Officer at the time of filing or you may choose to have the Declaration signed elsewhere in front of a Commissioner of Oaths and filed by someone you have appointed in writing to be your agent. The agent will be responsible for providing proof of agency, all three (3) documents listed above, the fee and the candidate's identification.

An unofficial list of nominations received will be made available to the public shortly after each Nomination Paper has been filed with the Returning Officer; however, certification of nominations and the posting of the Certified List of Candidates will not take place until 4:00 p.m. on Monday, July 30th, 2018. The Official List of Candidates will be posted on or before Friday August 3rd, 2018.

Key Dates

The attached list of key dates for the 2018 municipal election provides helpful information about the election process. This is not a complete list and the Municipal Elections Act, should be referred.

Campaign Finances

For candidates who have run in municipal elections before, this is an area where many legislative changes have been made over the last term. It is important for both new candidates and experienced candidates to review all information related to campaign finance rules.

You may only accept contributions or incur expenses during the campaign period. The campaign period begins after you have filed your nomination papers with the Returning Officer and it ends, for most campaigns, on December 31st, 2018. Campaign expenses shall not exceed the maximum established by the *Municipal Elections Act* and are calculated as follows:

- Head of Council (Reeve): \$7,500 plus \$.85 per elector (2,932 electors in 2014)
- Other Members of Council: \$5,000 plus \$.85 per elector (2,932 electors in 2014)



Upon filing, the Returning Officer shall give the person, or the agent filing the nomination for the person, A Preliminary Certificate of Estimated Maximum Campaign Expenses, using the above calculation. These amounts shall be confirmed by the Returning Officer on September 25th, 2018 using the 2014 or 2018 voters' list as of September 15th of the, whichever number is greater, as of Nomination Day. A Certificate of Maximum Campaign Expenses will be provided to each candidate.

There are limits to the contributions that a candidate and his or her spouse can make to their own campaign. These limits are calculated as follows:

- Head of Council (Reeve): \$7,500 plus \$0.20 per elector (2,932 electors in 2014)
- Other Members of Council: \$5,000 plus \$0.20 per elector (2,932 electors in 2014)

Upon filing, the Returning Officer will include this calculation on the "Estimated Maximum Campaign Expenses Form". A final calculation will be included on the Certificate of Maximum Campaign Expenses provided to each candidate.

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself and your spouse) or incur any expenses. If you do not spend any money on the campaign, or if you receive contributions of goods and services but no contributions of money, you do not have to open a bank account.

A detailed record of all revenues and expenditures must be kept by the candidate throughout the campaign period. To aid in your understanding of the financial reporting requirements of all candidates, a blank Financial Statement (required of candidates whose expenses total \$10,000 or less) is enclosed. All candidates are strongly encouraged to review the Ministry of Municipal Affairs and Housing Candidates Guide for detailed information on financial requirements of Candidates. **Detailed records, including receipts are to be kept by the candidate regardless of your success in the election.**

Campaign Advertising

Like campaign expenditures and revenues, the placement of campaign signs and the advertising shall not commence until after filing of nomination forms. The County of Lanark allows campaign signs on county road allowances as long as sight lines are not affected and the signs are removed immediately after the election. The provincial policy with respect to the posting of campaign material on provincial road allowances is enclosed. Posters or similar campaign material that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities. The Township policy on Election Campaign material is provided in this package and in the Elections Manual.

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Returning Officer

Throughout the election process you will hear and see reference to the position of Returning Officer. The Municipal Elections Act directs the Clerk of the municipality to assume the position of Returning Officer for the municipal election. The titles are often used interchangeably; however the roles and responsibilities are very different.

This guide is provided to you for information purposes. Reference should always be made to the relevant legislation and regulations. Any necessary changes will be provided to registered candidates, posted to the Township's website, referred to as "Revised" and dated accordingly.

Once registered as a candidate, I will be in contact with you throughout the election period. In the meantime, please visit the Township website for up-to-date municipal election information.

If you require any further information, please do not hesitate to contact me at (613) 283-7478 ext. 250 or jralph@township.montague.on.ca.

Sincerely,

(Original Signed)

Jasmin Ralph
Clerk/Returning Officer



LIST OF ATTACHMENTS

1. School Board Contact Information
2. 2018 Election Timeline – Key Dates
3. Nomination Paper – Form 1
4. Declaration of Qualifications – Form EL18(A)
5. Consent to Release Personal Information – Form LC02
6. Duties of Candidates – Form LC60
7. Contributions to Registered Candidates – Form LC55
8. Broadcaster and Publisher Information Sheet – LC57
9. Estimated Maximum Campaign Expenses – Form LC23
10. Financial Statements – Form 4
11. Election Campaign Material Policy – Township of Montague
12. Employee Political Involvement Policy – Township of Montague
13. Use of Corporate Resources Policy – Township of Montague
14. 2018 Election Accessibility Plan – Township of Montague
15. Ministry of Municipal Affairs and Housing – 2018 Candidates Guide
16. Ministry of Municipal Affairs and Housing – Municipal Council Candidate Finance Guide
17. AMO – SO you want to Run for Council?