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705-325-2315

2022 Municipal Election Candidate Information

Prepared by: Alison Gray, Clerk

severn.ca





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Section A: Introduction

Thank you for your interest in serving the public as part of Municipal Council! Serving the public as an elected official requires a four-year commitment of considerable time and energy. You are getting ready to embark on a journey that will be both rewarding and frustrating. If you are a first-time candidate, you will find running for office to be a challenging and exciting experience. We hope that with this package, your trip through the election process will be made a little easier.

The **Municipal Elections Act, 1996** sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. We urge you to obtain your own updated copy of the Municipal Elections Act which can be downloaded from the **Province of Ontario E-Laws** website.

It is most important to note that the contents of this package are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified to vote and run for office.

As this election year progresses, additional information will be available regarding the specifics of the election process. We will be providing you with this information as it becomes available. You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities as a candidate. Please do not hesitate to contact me with any questions you may have.

Best wishes for a successful campaign and please do not hesitate to contact me if you have questions.

Alison Gray

Alison Gray, Clerk

Phone: 705-325-2315 x232

Email: agray@severn.ca

Section B: Frequently Asked Questions

Important dates

Date	Details
May 2, 2022	Nominations may be filed
August 19, 2022	Nomination Day Nominations accepted from 9:00 a.m. to 2:00 p.m.
August 22, 2022	Nominations to be certified or rejected by the Clerk List of Candidates posted by 4:00 p.m.
September 1, 2022	Revision Period commences for the Voters' List
October 24, 2022	Election Day

What is the Term of Office?

The term of the Township of Severn (Severn) Municipal Council will be four years, resulting in a term from November 15, 2022 and ending November 14, 2026.

Who can be a candidate?

Any person who is qualified to be a voter in the Severn's 2022 Municipal Election is also eligible to be a candidate.

Candidates for the offices of Mayor, Deputy Mayor and Councillor must be:

- A resident of Severn, or an owner or tenant of land in Severn, or the spouse or same sex partner of such an owner or tenant
- A Canadian citizen
- At least 18 years old
- Not prohibited from voting by law.



A candidate for School Board Trustee must reside within the Board area and be a supporter of that Board.

Please note that if you were a candidate in the 2018 Municipal Election and failed to file a financial statement, you are ineligible to be elected or appointed to any office, until the 2026 Municipal Election.

What offices are to be elected?

The offices to be elected are:

- Mayor (one) (Note: member of Council for the County of Simcoe)
- Deputy Mayor (one) (Note: member of Council for the County of Simcoe)
- Councillor (one for each ward)
 - Ward 1
 - Ward 2
 - Ward 3
 - Ward 4
 - Ward 5
- School Board Trustee (one for each Board)
 - English Public
 - English Separate/Catholic
 - French Public
 - French Separate/Catholic

When can interested candidates file their nomination paperwork?

Individuals can file their nomination paperwork beginning on Monday, May 2, 2022 at 8:30 a.m. and up until Friday, August 19, 2022 at 2:00 p.m. by appointment.

Is it possible to file your nomination online?

No. Candidates must file their nomination papers in-person or by an agent, by appointment.

What do I need to file my nomination paperwork?

The nomination must be completed in full and filed in person by the candidate or agent and include:



- Identification suitable to the Clerk
- Nomination Paper (Form 1)
- 25 Endorsement Signatures on the prescribed form (Form 2) from people who are eligible to vote in the Township
- Application filing fee
 - \$200 for Mayor/Head of Council
 - \$100 for all other offices (Deputy Mayor and Ward Councillor)

How does a candidate choose which ward to run in? Do you have to live in the ward you are running for?

A candidate can run for office in the ward of their choice. You do not have to live in the same ward you are running in; however, you do have to vote from the address at which you reside. For example, if you live in Ward 2, but are running in Ward 3, you must vote in Ward 2. A Ward Map is included in this guide as Appendix A.

What are the responsibilities of these offices?

The Mayor is responsible to provide leadership and act as a spokesperson to the public and work with other levels of government as well as **holding a seat with the Council of County of Simcoe.**

The Deputy Mayor is also responsible to provide leadership and act as a spokesperson to the public in the absence of the Mayor. The Deputy Mayor also **holds a seat with the Council of County of Simcoe.**

Each Ward Councillor is responsible for representing their ward on Council while also, with the Mayor and Deputy Mayor, working together as a whole as the primary decision-making body for the Township.

Per Section 224 of the **Municipal Act, 2001**, the role of Council is:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;

(d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;

(d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;

(e) to maintain the financial integrity of the municipality; and

(f) to carry out the duties of council under this or any other Act.

Per Section 225 of the **Municipal Act, 2001**, the role of Head of Council (or Mayor) is:

(a) to act as chief executive officer of the municipality;

(b) to preside over council meetings so that its business can be carried out efficiently and effectively;

(c) to provide leadership to the council;

(c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);

(d) to represent the municipality at official functions; and

(e) to carry out the duties of the head of council under this or any other Act.

What is the time commitment if I am elected?

A Councillor can expect to devote time for a minimum of three meetings per month along with various duties on outside Committees as appointed by Council.

Meetings are held generally during the day with some evening meetings. Time commitments would include:

- Council meetings (1st Wednesday of every month)
- Planning and Development Committee meetings (3rd Wednesday of every month)
- Corporate Services Committee meetings (4th Wednesday of every month)



- Community Events (i.e., ceremonies, parades, etc.)
- Telephone calls, emails and contact with constituents
- Reading and research time

For reference the 2022 Severn Council and Committees schedule has been included at the end of this package. The annual meeting schedule is subject to change to accommodate Council attendance at conferences and the Administration Office holiday closure in December.

In addition to attending regular Council and Committee meetings, members are required to attend meetings of other committees to which they are appointed. These committees are established for a specific purpose and currently include the following:

- Accessibility Advisory Committee
- Culture and Recreation Advisory Committee
- Lake Country Tourism
- Physician Recruitment
- Public Library Board (Coldwater or Orillia)
- Severn Sound Environmental Association
- Southeast Georgian Bay Chamber of Commerce (SEGBAY)
- Villages and Hamlets Committee

How do I find out what is currently going at Council and Committee meetings? How do I get my agendas?

You can access our Council and Committee meetings **online** or watch them on our **YouTube** channel.

Severn provides all meeting materials electronically via email and members are expected to use their Township-provided computer to access meeting agendas. Further, all members are expected to check their Township email regularly as it is the primary means of communication.



How much do the Mayor, Deputy Mayor and Councillors get paid?

The 2022 salaries are:

- Mayor \$45,231.22
- Deputy Mayor \$30,940.98
- Councillor \$24,654.63

The Mayor and Deputy Mayor also receive a salary and expense allowance from County of Simcoe.

Council members are also provided with a monthly internet allowance of \$25 and an annual mileage allowance. In addition to their annual remuneration, members also receive per diem payments should they attend conferences, seminars, or meetings for boards and committees they have been appointed to.

Can I withdraw my nomination?

Yes, the last day to withdraw a nomination is Friday, August 19, 2022 by 2:00 p.m.

When is the Council Inauguration Ceremony?

The Council Inauguration Ceremony will be held on Wednesday, December 7, 2022.

How do I contact the Clerk's Department?

For more information on all election matters, please contact Severn's Clerk's Department:

Alison Gray, Clerk

Phone: 705-325-2315 x232

Email: agray@severn.ca



Section C: General Election Information

Use of Township logo and corporate resources

Use of any corporate Township logo, crest, or images by candidates on signs, brochures, social media, websites, or any other election-related material is strictly prohibited.

Please reference the Use of Municipal Resources Municipal Elections Policy for clarification regarding the use of other municipal facilities and resources.

Enumeration

Enumeration and the Preliminary List of Electors is prepared by the **Municipal Property Assessment Corporation** (MPAC) and contains the names and addresses and school support of each person who meets the qualifications of an elector.

Electors can check whether or not they are on the Voters' List online through **Voter Lookup.ca**

The Voters List will be available to candidates on September 1, 2022 on request. Candidates are only provided access to a copy of the part of the Voters' List that contains the name of electors who are entitled to vote for the office for which they have filed nomination papers.

Revision to the Voters' List

Applications for revisions, changes and additions to the Voters' List will be accepted by the Clerk commencing on September 1, 2022 and ending at 8:00 p.m. on Election Day (October 24, 2022) at the Administration Office.

Proxy voting

As Severn is providing an alternative voting method, being online voting, there will be **no proxy votes**.



2022 Election method

Severn is utilizing a hybrid voting method which will allow electors to vote in person or online.

Additional information on the voting method, including detailed election procedures, will be made available for electors and candidates throughout 2022.

Form of ballots

The municipality uses a fully composite ballot. Each elector receives one ballot, which contains all ballots for every office for which they are entitled to vote.

Certification of Nominations by Clerk

Section 35 of the **Municipal Elections Act, 1996** states:

- 1) The Clerk shall examine each nomination that has been filed, in accordance with the following timetable:
 - i. All nominations filed on or before Nomination Day shall be examined before 4:00 p.m. on the Monday following Nomination Day.
 - ii. All additional nominations filed under subsection 33(5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day.
- 2) If satisfied that a person is qualified to be nominated and that the nomination complies with this Act (Municipal Elections Act, 1996), the Clerk shall certify the nomination by signing the nomination paper.
- 3) If not satisfied that a person is qualified to be nominated or that the nomination complies with this Act, the Clerk shall reject the nomination.
- 4) When the Clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.
- 5) The Clerk's decision to certify or reject a nomination is final.

Note: It is the responsibility of the candidate to ensure they meet all the qualifications and file proper nomination papers, each candidate should contact the Clerk to ensure that their Nomination Forms are in order.

Section D: Election Financial Responsibilities

The **Municipal Elections Act, 1996** imposes limitations on the expenses for candidates in municipal elections and also imposes requirements on the candidate to report the contributions received and the funds expended.

Detailed information on campaign finances, reporting, contributions, and expenses may be found within the Province of Ontario Candidate Information Guide (expected release in April 2022). Candidates are encouraged to reference the Municipal Elections Act, 1996 for the exact details.

When may a candidate conduct fundraising and incur campaign expenses?

The candidate may incur campaign expenses and may accept donations starting on the day they file their Nomination Form.

What limits are there on campaign spending?

A preliminary maximum campaign expense limit will be provided to the candidate when the nomination is filed.

For reference only, the 2018 maximum spending limits were:

Mayor	\$18,946.10
Deputy Mayor	\$16,446.10
Ward 1 Councillor	\$7,180.25
Ward 2 Councillor	\$7,115.65
Ward 3 Councillor	\$7,925.70
Ward 4 Councillor	\$7,140.30
Ward 5 Councillor	\$7,503.25

An Interim Certificate of Maximum Expenses will be issued upon filing of nominations.



A Certificate of Maximum Campaign Spending Limits will be issued to candidates by September 26, 2022.

A letter has been enclosed in this package for candidates to take to their banking institution to assist in the creation of their campaign bank account (Appendix B).

Financial reporting requirements

On or before **March 31, 2023**, each candidate shall file the necessary financial reports with the Clerk.

Compliance audits

Per Section 88.33 of the **Municipal Elections Act, 1996** any elector may apply to the Clerk of the municipality or the secretary of a local board, in writing, for a compliance audit of the campaign of any candidate within 90 days of the filing of the financial reports of the candidate.

Within ten 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 established. Upon receipt, within 30 days, the committee shall consider the application and decide whether it should be granted or rejected.

Section F: Election Signs

Severn has rules and regulations regarding the use and placement of election signs within the municipality.

A copy of Severn's Election Sign By-law is included in the Nomination Package for reference.

Signs may not be erected prior to the date set out in the Election Sign By-law.

Section G: Prohibition of Canvassing in Voting Places

Electioneering or campaigning in any nature is strictly prohibited and is not permitted on any premise used as a voting place. This premise includes the entire building and the property on which it is located.

Section 48 of the **Municipal Elections Act, 1996** provides as follows:

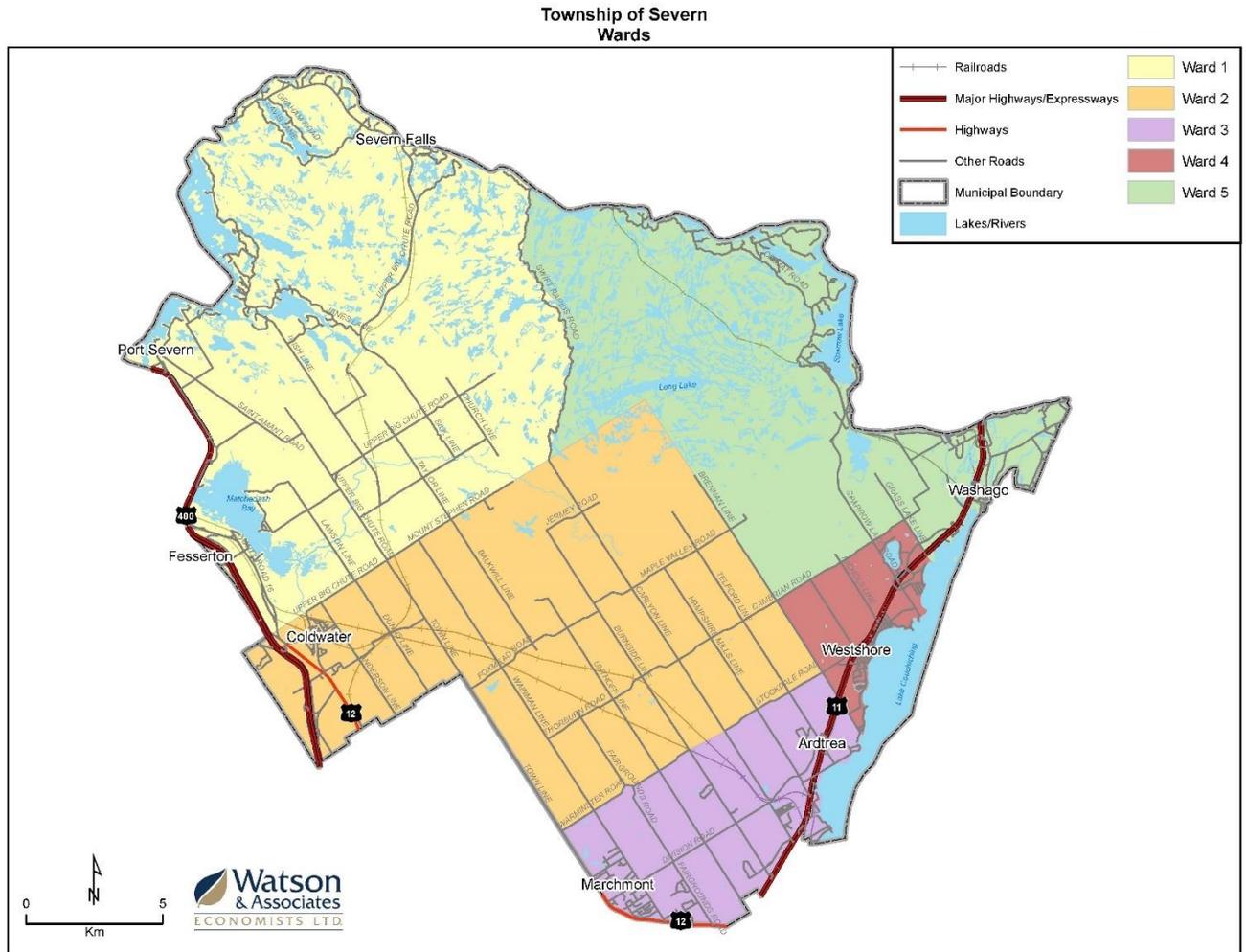
- 1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes .
- 2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.
- 3) For the purpose of this section, 'voting place' includes any place in the immediate vicinity of the voting place designated by the Clerk.

Deputy Returning Officers and Election Officials will be instructed to remove any election campaign material or literature of any nature.

The decision of the Deputy Returning Officer is final.



Appendix A: 2022 Ward Map



Appendix B: Letter to Banking Institution



Administration Office 1024 Hurlwood Lane, Severn
Mailing address PO Box 159, Orillia, Ontario L3V 6J3
Email info@severn.ca
Phone 705-325-2315

January 5, 2022

Financial Institution

To Whom it May Concern,

Re: Candidate Bank Account – 2022 Municipal Election

A candidate running in the 2022 Municipal Election is required under the *Municipal Elections Act, 1996* to open an account in the name of their campaign (i.e. John Doe's Campaign).

The Act does not contain any prohibition against a municipal candidate being a signing officer on the campaign account, nor does it require the candidate to have a chief financial officer, as is the case with provincial or federal candidates.

If you have any questions, please feel free to reach me at agray@severn.ca or 705-325-2315 x 232.

Regards,

Alison Gray

Alison Gray, BAH, CMO, AOMC
Clerk

severn.ca   

Appendix C: 2022 Council and Committee Schedule

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

February						
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29	30	31				

June						
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July						
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31						

August						
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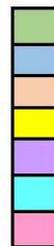
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October						
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December						
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25	26	27	28	29	30	31

Planning and Development Committee 9:00 a.m.
 Corporate Services Committee 9:00 a.m.
 Council 9:00 a.m.
 Special Council 9:00 a.m.
 Planning and Development 9:00 a.m, Corporate Services 1:00 p.m.
 Culture and Recreation Advisory Committee 7:00 p.m.
 Committee of Adjustment 6:30 p.m.



Statutory Holidays
 Inaugural Council Meeting

