



# Township of Black River-Matheson

2018 Municipal Election

## Nomination Package

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# INTRODUCTION

Holding office as an elected official in a municipal government can be rewarding as well as very challenging. It requires a real commitment of time over a period of four (4) years.

The ***Municipal Elections Act*** sets out in detail the requirements to be met by candidates for office. This document is only a summarized version of the nomination requirements for your convenience. It is in no way to be construed as legal advice and/or a replacement for the legislation itself. This document is only a guide to certain portions of the legislation that have general relevance and does not recite all parts of the legislation.

Before you file your nomination papers we strongly urge you to obtain your own updated copy of the ***Municipal Elections Act*** which can be downloaded from the Ministry's web at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) or purchased from the Ontario Government Bookstore. Additionally, a copy is located at the Township Office that you can review on site.

Once your nomination paper is filed with the Clerk you will be given a Candidates Package that will provide information and forms that you will need during the Campaign period and thereafter.

Any questions should be directed to:

Cassandra Child, Clerk  
Township of Black River-Matheson,  
429 Park Lane,  
Matheson ON P0K 1N0  
Tel: 705-273-2313  
Email: [treasurer@blackriver-matheson.com](mailto:treasurer@blackriver-matheson.com)

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# GENERAL INFORMATION

**Nomination Period:** Tuesday, May 1, 2018 to Friday, July 27, 2018

**Nomination Day:** Friday, July 27, 2018 (9 a.m. – 2 p.m.)

**Election Day:** Monday, October 27, 2014 (10 a.m. – 8 p.m.)

**Advance Voting Day:**

## Who can be a candidate?

### *Municipal Council*

- A person who is qualified to be a voter in the Township of Black River-Matheson for the 2018 Municipal Election is also eligible to be a candidate for office. That means, on the day that you submit your Nomination Form, you must be qualified to hold that office. Candidates for the offices of Mayor or Councillor must meet the same criteria as eligible voters or electors. You must be:
- A resident of the Township of Black River- Matheson, or an owner or tenant of land in the Township of Black River- Matheson, 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.

### *School Board Trustee*

A candidate for a school board must, upon nomination, be a qualified municipal elector and fulfill all of the following requirements:

- A resident within the jurisdiction of the board;
- A supporter of the board;
- A Canadian citizen;
- At least 18 years old

In order to be considered for declaration as a legally qualified municipal candidate, you must file a Nomination Form with the Clerk of the Township of Black River- Matheson. The deadline for filing Nomination Forms is **Friday, July 27, 2018 at 2:00 p.m.**

## **What are the roles and responsibilities of these offices?**

The **Mayor** is responsible to provide leadership and act as a spokesperson to the public. He or she is also responsible to advocate the needs of the Township with other levels of government.

**Council** is made up of one (1) Mayor and six (6) Councillors. The Township of Black River-Matheson has a ward system with six (6) wards one councillor to be elected per ward.

The role of Council is defined by Section 224 of the *Municipal Act*.

- (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. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99.

## **What is the time commitment if I am elected?**

The time commitment varies from individual to individual and can depend upon the elected individual's employment circumstances. A Mayor/Councillor can expect to devote time for a minimum of two meetings per month along with various duties as appointed by Council. This would include in getting prepared for the meeting(s), (reading reports, materials etc.) and becoming knowledgeable about municipal procedure/by-laws and policy governance.

School Board Trustee information on responsibilities can be provided by the applicable School Board Administration.

## **How do I file my Nomination Papers?**

On any day preceding Nomination Day, a nomination paper may be filed at the Office of the Clerk between 8:30 a.m. and 4:30 p.m., Monday to Friday. Nomination papers can be found online at <http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-9499P> or by contacting the Clerk directly.

On Nomination Day (July 27, 2018), a nomination paper may be filed between 9:00 a.m. and 2:00 p.m. Persons who propose to be candidates in the Municipal Election must submit their nomination paper to the Office of the Clerk prior to accepting or soliciting funds for their campaign.

Either the candidate or his/her agent must file the nomination paper in person. Faxed nominations **WILL NOT** be accepted as an original signature is required on all election documents filed with the Clerk.

All registered candidates are required to pay a filing fee of either \$200.00 for Mayor or \$100.00 for Councillor or School Board Trustee. The fee shall be paid by cash, debit card, credit card (Visa/Mastercard) certified cheque or money order payable to the municipality. Proof of identification will be required (ie. Driver's licence, health card, passport, etc.).

The election campaign period for candidates begins the day the nomination paper is filed and ends on December 31, 2018. A candidate cannot accept campaign contributions before he/she has filed a nomination paper.

## **Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)**

Once the nomination form is filed with the Clerk, the candidate may sign the consent to release personal information authorizing the Clerk to release personal information to the public and media.

## **Unofficial List of Candidates**

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an "Unofficial List of Candidates" which is to be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial". The Clerk must obtain authorization from the candidate to post their personal information, such as their addresses. The list is indicated as "unofficial" until the nominations have been certified.

## **Nomination Day – July 27, 2018 (s.31)**

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as during the nomination period (see the "Clerk's Municipal Election Procedures").

### **Certification of Nomination Papers (s.35 (1))**

On or before Monday July 30, 2018, at 4:00 pm, the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall certify the nomination.

### **Rejection of Nomination Paper (s.35 (3))**

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a "Notice of Rejection of Nominations" shall be sent, by Registered Mail, as soon as possible, to:

the person who sought to be nominated; and  
all candidates for the office.

### **Withdrawal of Nominations (s.36)**

Candidates may withdraw their Nomination by filing in person a written withdrawal on "Withdrawal of Nomination" with the Clerk before 2:00 pm on Nomination Day, Friday July 27, 2018, if the person was nominated on or before Nomination Day. Any withdrawals sent by email, mail or fax are not permitted as it must be filed in the Clerk's Office.

The withdrawal shall be noted on the "Unofficial List of Candidates".

### **Duties and Powers of Clerk (s.11 AND 12)**

The Clerk is responsible for conducting the election, including responsibility for:

- (a) preparing for the election;
- (b) preparing for and conducting a recount in the election;
- (c) maintaining peace and order in connection with the election; and
- (d) in a regular election, preparing and submitting the accessibility report.

The Clerk may provide for any matter or procedure that:

- (a) is not otherwise provided for in an Act or regulation; and
- (b) in the Clerk's opinion, is necessary or desirable for conducting the election.

### **Procedures and Forms**

Section 42 of the *Municipal Elections Act* states that the procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

**Unforeseen Cases**

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk.

**Instructions**

A nomination paper may only be filed in person or by an agent; it may not be faxed or emailed. It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the office of			Ward name or no. (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)					
Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address within municipality					
Suite/Unit No.		Street No.	Street Name		
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit No.		Street No.	Street Name		
Municipality			Province		Postal Code
If nominated for school board, full address of residence within its jurisdiction					
Suite/Unit No.		Street No.	Street Name		
Municipality			Province		Postal Code
Email Address		Telephone No. (including area code)		Telephone No.2 (including area code)	

**Declaration of Qualification**

I, \_\_\_\_\_, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

 \_\_\_\_\_  
 Signature of Nominee

 \_\_\_\_\_  
 Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of Clerk or Designate
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**Certification by Clerk or Designate**

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date Certified (yyyy/mm/dd)