



## **CANDIDATES PRELIMINARY INFORMATION PACKAGE**

Serving the public as an elected official requires a four (4) 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 a little easier.

The *Municipal Elections Act* 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 Ministry's web at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) or purchased from the Ontario Government Bookstore.

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.

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 soon as it becomes available, or at the appropriate time in the process. **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 about the election process. Best wishes for a successful campaign!

Joseph Burke  
Town Clerk  
Town of Espanola  
(705) 869-1540 - Ext. 2113

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## GENERAL INFORMATION

**Nomination Period:** Monday, May 2, 2022 to  
Friday, August 19, 2022 (9 am – 2 pm)

**Election Day:** Monday, October 24, 2022 (10 am – 8 pm)

### Who can be a candidate?

#### Municipal Council

A person who is qualified to be a voter in the Town of Espanola's 2022 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 and Councillor must meet the same criteria as eligible voters or electors. You must be:

- A resident of the Town of Espanola, or an owner or tenant of land in the Town of Espanola, 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 and a Declaration of Qualifications for the Town of Espanola 2022 Municipal Election. The deadline for filing Nomination Forms is **Friday, August 19, 2022 at 2:00 pm.**

## **Offices to be Elected:**

Mayor – One (1) to be elected at large.

Councillors – Six (6) to be elected

Trustees:

English Public Trustee – One (1) to be elected representing the Rainbow District School Board

English Separate Trustee – One (1) to be elected representing the Huron – Superior Catholic School Board

French Public Trustee – One (1) to be elected representing the conseil scolaire de district du Grand Nord de L'ontario

French Separate Trustee – One (1) to be elected representing the le Consiel scolaire de district de Nouvel-Ontario.

## **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.

**Council** is made up of one (1) Mayor and six (6) Councillors who are the primary decision-making body for the Town. Council relies on reports from staff and the recommendations of its Committees to make decisions. The role of Council is to represent the residents of the Town of Espanola, develop policies and adopt Bylaws or resolutions based on these policies.

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

The time commitment varies from individual to individual and can depend upon the Mayor / Councillor's employment circumstances. A Mayor / Councillor can expect to devote time for a minimum of three meetings per month along with various duties on outside Board and Committees as appointed by Council.

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

As of May 2, 2022, nomination papers may be filed at the Office of the Clerk between 8:30 am and 4:30 pm, Monday to Friday.

On Nomination Day (August 19, 2022), nomination papers may be filed between 9:00 am and 2:00 pm. Persons who propose to be candidates in the Municipal Election must submit their nomination papers 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 papers in person with the Clerk. An appointment will be set between the Clerk and candidate to review

completed forms as well as give the candidate an opportunity to have their questions addressed.

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 must be paid in cash, certified cheque, money order or debit card. 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 papers are filed and ends on December 31, 2022. A candidate **cannot** accept campaign contributions before he/she has filed a nomination paper.

### **Consent to release personal information**

### **Municipal Freedom of Information and Protection of Privacy Act**

Upon filing, nomination papers become part of the public record and shall be disclosed to members of the public upon request.

Upon receiving nomination papers, candidate information is posted to the Town's election website.

### **What am I allowed to spend on my campaign?**

Please refer to the "**Candidates Financial Reporting**" document contained in your information package.

There are limits on the amount a candidate may spend of their own money during the campaign period.

The limit on self-funded (self or spouse) campaign expenses is based on a formula related to the number of electors entitled to vote for the office:

- a) Mayoralty Candidates \$7,500 + 20 cents per elector
- b) Councillor \$5,000 + 20 cents per elector; and
- c) \$25,000 cap

The self-funding limit does not apply to School Board Trustee Candidates.

The overall spending limit including contributions from other people is based on a formula related to the number of electors entitled to vote for office:

- a) Mayoralty Candidates \$7,500 + 85 cents per elector
- b) Councillor + School Board Trustee \$5,000 + 85 cents per elector

**As a reference point only** – the following chart lists the *estimated* campaign expense formula based on the 2022 Voters' List. Please note that these figures will change as additions and deletions are made to the list up to Nomination Day. The Clerk will issue an Official Certificate of Campaign Expenditures by September 30, 2022 as required by Section 88.9.1(4) of the *Municipal Elections Act*.

### **2022 ESTIMATED SELF-FUNDED CAMPAIGN EXPENSES**

MAYOR	<b>\$ 8,267.60</b>
COUNCILLOR	<b>\$ 5,767.60</b>

### **2022 ESTIMATED CAMPAIGN EXPENSES**

MAYOR	<b>\$ 10,762.30</b>
COUNCILLOR & TRUSTEE	<b>\$ 8,262.30</b>

### **What are my financial obligations during and after my campaign?**

- You must file a Nomination Form and accompanying documents **before** you collect or spend any funds.
- You must open a separate bank account immediately upon filing your nomination papers. All contributions and expenses should go into this account (see Memo to Financial Institutions attached).
- Your campaign period runs from the day you file your Nomination Form until December 31, 2022.
- You are responsible for keeping records of the financial activities related to your campaign. Remember to issue receipts for all donations, including donations of goods or services; obtain receipts for all expenses incurred; keep copies of all receipts.
- Keep receipts for all expenditures and a record of the value of all contributions which are not money (i.e. sign stakes, paper, printing services, etc.)
- You must file a Financial Statement prior to **March 31, 2023 at 2:00 pm**.

### **Third Party Advertiser Registrations**

- In accordance with Section 88.6 of the Elections Act, eligible third party advertisers may file a notice of registration with the Clerk on the prescribed form and with a declaration of qualification.
- Registrations can be filed starting with the opening of the nomination period on May 2, 2022 until the Friday before voting day when the Clerk's Office is open which is October 21, 2022 until 4:30 pm

## **Current Members of Council as Candidates**

As leaders of this community, all members of Council are held to the highest standards of conduct and ethical behaviour. In practical terms, this obligation requires that during a municipal election year, all members of Council that are also candidates must avoid any conflict between personal interest and official duties, and any potential conflict be resolved in favour of public interest. While the business of the Town of Espanola must continue to be carried out during the entire term of Council, members are responsible to ensure that corporate resources are not used for any election-related purpose, see attached Policy C07-01706.

## **Can I use the Town logo on my campaign material?**

Use of any corporate logo, crest or images by candidates on signs, brochures, websites or any other election related material is **strictly prohibited**. The reason for this prohibition is to remove any suggestion that the Town supports or otherwise endorses any candidate, campaign material or statements made by candidates.

## **Election Signs**

The Town of Espanola Election Sign Bylaw (copy attached) provides that:

- A \$100.00 deposit is required with the required Election Sign Application Form prior to erecting any Election Signs and shall be refunded subject to all election signs being removed 1 week after Election Day.
- Election signs shall be permitted 60 days prior to Election Day.
- Election signs shall not be placed adjacent to any municipal facility or Voting Station.
- Please refer to the attached copy of Bylaw No. 2559/13 for further details.

## **When is the Council Inauguration Ceremony?**

The Council Inauguration Ceremony will be held Tuesday, November 15, 2022 at 7:00 pm in the Council Chambers. If elected, your family and friends are most welcome to attend.

## **When is the first working meeting?**

The first working meeting is typically the second Tuesday in December at 7:00 pm



## **How do I contact the Clerk's Department?**

For more information on all election matters, you may contact the Town of Espanola Clerk's Department, Monday to Friday, from 8:30 am to 4:30 pm at:

**Town of Espanola**  
**100 Tudhope Street, Ste 2**  
**Espanola, ON P5E 1S6**  
**(705) 869-1540 ext 2113**  
Joseph Burke  
Clerk