



2022 Municipal Election

October 24, 2022

Candidates' Guide

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 or via email at clerksdept@orangeville.ca.



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Section 1 – Introduction

Overview

This Guide has been prepared by the Town of Orangeville’s Clerk’s Division as a supplement to the guidance published by the Province of Ontario. This Guide provides information that is pertinent to candidates running for office in the Town of Orangeville.

It is important to note that the contents of this document are intended only as a guide and may not recite all applicable statutory references. It is not meant to replace provincial legislation. For further assistance on any of the information contained in this Candidates’ Guide, please contact the Clerk’s Division.

Prospective candidates must satisfy themselves through their own investigations that they have complied with election financing regulations and that they are not disqualified by law to seek elected office. Regarding the circumstance of a candidate, the candidate shall obtain independent legal, financial or other professional advice.

Clerk’s Division Contacts

The Town of Orangeville Clerk's Division staff would be pleased to assist you with any questions you may have about the 2022 Municipal Election.

Phone: 519-941-0440
Ext. 2219 or 2239

E-mail: elections@orangeville.ca

Website: elections.orangeville.ca

Address: 87 Broadway, Orangeville

Schedule of Key Dates

April 12, 2022 at 7:00 pm

Candidate Information Session on Municipal Election Rules

Information session provided by the Ministry of Municipal Affairs and Housing to give an overview of municipal election rules.

Online - Webinar details to be posted on the Town's election portal

April 19, 2022 from 7:00 – 9:00 pm

Candidate Information Sessions on Council Roles & Responsibilities

“So You Want to Run for Council” information sessions will give prospective candidates an understanding of a municipal Council's roles and responsibilities.

Tony Rose Memorial Sports Centre
6 Northmen Way, Orangeville

Monday, May 2, 2022 to Friday, August 19, 2022 at 2:00 p.m.

Nomination Period

Nomination forms may be filed by candidates prior to Nomination Day, at any time when the Clerk's Division is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.).

On Nomination Day, August 19, 2022, nomination forms may only be filed between 9:00 a.m. and 2:00 p.m.

Monday, May 2, 2022* to Wednesday, December 31, 2022

(*subject to filing a nomination form)

Campaign Period

The campaign period begins once a candidate has filed a nomination form and ends on December 31, 2022.

Alternative time periods are imposed if a candidate withdraws their nomination, the Town Clerk rejects the nomination, or a candidate is continuing their campaign to address a campaign deficit.

May 5, 2022 from 2:30 – 4:30 pm

Candidate Information Sessions on Council Roles & Responsibilities

“So You Want to Run for Council” information sessions will give prospective candidates an understanding of a municipal Council’s roles and responsibilities.

Grace Tipling Hall
203 Main Street East, Shelburne

Friday, August 19, 2022

Nomination Day

Last day for filing nominations.

Nomination forms filed on this date may only be filed between the hours of 9:00 a.m. to 2:00 p.m.

Friday, August 19, 2022

Withdrawal of Nomination Forms

Nominations may be withdrawn by the candidate, or their agent, by filing the withdrawal in writing with the Town Clerk before 2:00 p.m.

If the withdrawal is filed by an agent, it must be accompanied by written authorization provided by the candidate (original signature).

Monday, August 22, 2022

Certification of Nomination Forms

The Town Clerk shall certify valid filed nomination forms before 4:00 p.m.

Monday, August 22, 2022

Acclamation

The Town Clerk shall immediately after 4:00 p.m. declare any acclaimed eligible candidate(s) to be duly elected by acclamation

Tuesday, August 23, 2022

Proxy Forms

Proxy Forms will be available for pick-up. Processing and certification of Proxy Forms will commence on September 1, 2022.

Thursday, September 1, 2022

Voters' List

The Town Clerk shall make the list of voters available for election purposes only. In order to maintain confidentiality, public viewing of the voters' list must be supervised.

Thursday, September 1, 2022 to Monday, October 24, 2022

Revision - Application to Add, Remove, or Amend an Elector's Name

An individual may make a written application to the Town Clerk to remove (own name), add, or amend an elector's (own) name on the voters' list.

Eligible electors whose names are not on the voters' list or whose names were shown incorrectly on the list may be added to the voters' list or have the information on the list amended by filing an application at the Clerk's Division during the revision period, or at the voting place on Voting Day.

Thursday, September 1, 2022 to Monday, October 24, 2022

Proxy Vote Certificates

Electors appointed as voting proxies must apply for their proxy voting certificates at the Clerk's Division, during normal hours of operation, unless otherwise provided.

Friday, September 23, 2022

- **Certificate of Maximum Campaign Expenses**
- **Certificate of Maximum Amount of Contributions – own Campaign**
- **Certificate of Maximum Amount of Expenses – Parties and Other Expressions of Appreciation**

The Town Clerk will issue the above Certificates to all certified candidates.

Friday, September 23, 2022

Interim Changes to Voters' List

The Town Clerk will prepare and distribute Interim Changes to the Voters' List to all certified candidates.

Saturday, October 8, 2022 (9:00 a.m. to 5:00 p.m.)

Advance Voting

Town Hall, Atrium
87 Broadway

Alder Street Recreation Centre, Room 1
275 Alder Street

Best Western Plus Inn and Suites, Ballroom A & B
7 Buena Vista Drive

Wednesday, October 12, 2022 (12:00 p.m. to 8:00 p.m.)

Advance Voting

Town Hall, Atrium
87 Broadway

Alder Street Recreation Centre, Room 1
275 Alder Street

Best Western Plus Inn and Suites, Ballroom A & B
7 Buena Vista Drive

Saturday, October 15, 2022 (9:00 a.m. to 5:00 p.m.)

Advance Voting

Town Hall, Atrium
87 Broadway

Alder Street Recreation Centre, Room 1
275 Alder Street

Best Western Plus Inn and Suites, Ballroom A & B
7 Buena Vista Drive

Wednesday, October 19, 2022 (12:00 p.m. to 8:00 p.m.)

Advance Voting

Town Hall, Atrium
87 Broadway

Alder Street Recreation Centre, Room 1
275 Alder Street

Best Western Plus Inn and Suites, Ballroom A & B
7 Buena Vista Drive

Friday, October 21, 2022

Last Day for Third Party Advertiser Registrations

Monday, October 24, 2022

Voting Day

Voting places will be open from 10:00 a.m. to 8:00 p.m.

Alder Street Recreation Centre
Room 1
275 Alder Street

Best Western Plus Inn & Suites
Ballroom A & B
7 Buena Vista Drive

Canadian Reformed Church
55 C Line

Christian Reformed Church
50 Blind Line

New Hope Community Church
690 Riddell Road

Orangeville Train Station
49 Town Line

Tony Rose Memorial Sports Centre
Dufferin Room
6 Northmen Way

Week of October 24, 2022

Official Results

The Town Clerk shall, as soon as possible after Voting Day, declare the candidate who received the highest number of votes for each office to be elected.

Monday, November 21, 2022 at 7:00 p.m.

Inaugural Meeting of Council

All elected members shall take the declaration of office prior to taking their seats. The term ends on November 14, 2026.

Wednesday November 23 to Friday November 25, 2022

Council Orientation

The Town will host an orientation for the successful candidates commencing the new term.

Monday, November 28, 2022

First Regular Council Meeting

Monday, December 31, 2022

End of Campaign Period

A Candidate may not raise funds or incur expenses beyond this day, unless the candidate is continuing their campaign to address a campaign deficit and has filed the appropriate documentation to do so.

Monday, January 2, 2023

Extension of Campaign Period

Please note: the Town office will be closed from Saturday December 24, 2022 and reopen on Monday January 2, 2023

A Candidate, if in a campaign deficit, may extend their campaign period by submitting a Form 6 (extension of campaign period form) to the Clerk's Division no later than January 2, 2023.

Friday, March 31, 2023

Deadline for Filing of Financial Statements

All candidates must file a financial statement by 2:00 p.m. even if their nomination was withdrawn or the campaign period extended.

Section 2 – Council Roles

Municipal Offices to be Elected

On October 24, 2022, voters in the Town of Orangeville will elect candidates to the following offices:

- **Mayor**
One to be elected at large (this office also sits on Dufferin County Council)
- **Deputy Mayor**
One to be elected at large (this office also sits on Dufferin County Council)
- **Councillor**
Five to be elected at large
- **Member of Upper Grand District School Board**
One member to be elected at large
- **Member of Dufferin Peel Catholic District School Board (nominations filed at the Town of Caledon)**
One member to be elected by Dufferin County municipalities and the Town of Caledon
- **Member of Conseil scolaire Viamonde (de district du Centre-Sud-Ouest) (nominations filed at the City of Barrie)**
One member to be elected by Dufferin County municipalities, Grey County municipalities, Simcoe County municipalities and Bruce County municipalities
- **Member of Conseil scolaire de district catholique Centre Sud (nominations filed at the City of Brampton)**
One member to be elected by Dufferin County municipalities, Wellington County municipalities and Region of Peel municipalities

Council Roles

The *Municipal Act 2001*, Part VI – Practices and Procedures Sections 224 and 225 states as follows:

224. It is the role of council:

- to represent the public and to consider the well-being and interests of the municipality;
- to develop and evaluate the policies and programs of the municipality;
- to determine which services the municipality provides;
- to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the

- municipality;
- to maintain the financial integrity of the municipality; and
- to carry out the duties of council under this or any other *Act*.

225. It is the role of the head of council:

- to act as chief executive officer of the municipality;
- to preside over council meetings so that its business can be carried out efficiently and effectively;
- to provide leadership to the council;
- without limiting the above noted clause, to provide information and recommendations to council with respect to the role of council described in section 224 (d) and (d1) of the Municipal Act;
- to represent the municipality at official functions; and
- to carry out the duties of the head of council under this or any other *Act*.

Council Responsibilities

Town of Orangeville

- Arts & Culture
- Building Permits
- Collection of taxes
- Economic Development
- Fire Protection
- Libraries
- Local parks, trails and recreation services
- Local planning and zoning
- Local roads, streets and sidewalks
- Regulatory By-law and Licensing
- Transit
- Water and Wastewater

County of Dufferin

- Building Services
- County Planning & Development
- County Roads & Infrastructure
- Economic Development
- Emergency Preparedness
- Garbage and Recycling
- Long-Term Care
- Museum and Archives
- Paramedic Services
- Social Services
- Trails & Forests

Council Duties

- The Town typically holds a Council meeting twice per month on Mondays and on

average a Public Information meeting once per month. The 2022 Council schedule can be found in the Candidates' package and on the Town website at elections.orangeville.ca (meeting dates are subject to change). Candidates are also encouraged to look at past meeting minutes for information on the matters addressed by Council and the duration of meetings.

- The Mayor, on an as-needed basis, can call special meetings of Council.
- A member of Council will serve as a Council appointee to various Boards and Committees. The 2022 Committee schedule can be found on the Town website. These meetings' average duration are two to three hours and are held during the day or evening.

Remuneration

The remuneration rates for the 2022-2026 term of Council:

Mayor	\$55,045.77
Deputy Mayor	\$32,765.35
Councillor	\$29,619.85
County Councillor	\$19,625.28 (as of March 2022)
School Board Members	Please contact the appropriate school board for current <i>information</i> .

Effective January 1, 2019, the one-third tax free exemption provided to members of Council was eliminated. Town Council at its meeting held on October 18, 2021 directed staff to proceed with adjusting the gross pay to maintain the same net pay as previous years with respect to the change in one-third tax free exemption effective November 15, 2022.

Section 3 - Nomination Process

Time for filing

Nominations for the Orangeville 2022 Municipal Election may be filed in the Town of Orangeville Clerk's Division, 87 Broadway, Orangeville on after May 2, 2022 during normal office hours (8:30 a.m. to 4:30 p.m.). The last day nominations will be accepted is Nomination Day, August 19, 2022. Nominations may be filed on Nomination Day, between the hours of 9 a.m. and 2 p.m. **An individual must be qualified as a candidate at the time of filing the nomination.**

Filing Fee

Each Nomination Form filed must be accompanied by the prescribed filing fee, in the form of cash, debit, certified cheque or money order payable to the Town of Orangeville, in the amount of \$200.00 for the office of Mayor, or in the amount of \$100.00 for all other offices. This fee is returned to the candidate if the documents required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

Nomination Form

Photocopies, faxes, or e-mailed versions of a signature are not acceptable for this purpose or for any other document submission requirements.

The candidate's name should be typed or printed as it is to appear on the ballot, given (first) names preceding surname. **No** reference to a candidate's occupation, degree, title, honour, or decoration shall appear on the ballot, but a name commonly called a nickname or any other name by which the candidate is commonly known may be used. **Candidates will be required to show proof of identity, in the form of an Ontario driver's licence or other identification as outlined in Ontario Regulation 304/13.**

Proof of the candidate's full qualifying address within the Town must also be shown.

The nomination of a person for an office on a council must be endorsed by at least 25 persons (original signatures required) and be accompanied by a prescribed declaration by each of the persons endorsing the nomination.

Persons endorsing a nomination must be eligible to vote in an election for an office within the Town, if a regular election was held on the day that the person endorses the nomination. They may also endorse more than one nomination.

The prescribed Nomination Form (Form 1) and Endorsement of Nomination (Form 2) are available from the Town of Orangeville Clerk's Division, or on the Town's election portal at elections.orangeville.ca.

Following the submission of a Nomination Form, candidates may email one high resolution digital image of themselves to the Clerk's Division at

elections@orangeville.ca to be posted to the Town's online election portal along with the contact information included on the Nomination Form.

Please note: If the candidate has filed an earlier nomination for an office on the same council in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed.

If the person is nominated for more than one office (anywhere in Ontario) and the person's name appears on more than one ballot, and the candidate is elected to any one or more of the offices, the candidate's election is void. (see *Municipal Act, 2001 Section 261*).

Withdrawal of Nominations

A person nominated for any office may withdraw their nomination by submitting a written withdrawal to the Town Clerk before 2:00 p.m. on Friday, August 19, 2022. If an agent files a written withdrawal on behalf of a candidate, the candidate must provide the agent with an original signed letter authorizing them to file the withdrawal.

Qualifications

Qualifications for election as a Member of Council are governed by provisions of the *Municipal Act* and the *Municipal Elections Act*.

Qualified at Time of Nomination

A person must be qualified at the time of filing the nomination as provided in Section 29(1) of the *Municipal Elections Act, 1996*. A person may be nominated for an office only if, as of the day the person is nominated,

- (a) he or she is qualified to hold that office under the *Act* that creates it; and
- (b) he or she is not ineligible under the *Municipal Elections Act, 1996* or otherwise prohibited by law to be nominated for or to hold the office.

Notwithstanding the above provision, some persons otherwise disqualified at the time of filing the nomination are entitled to file in accordance with Sections 29(1.1) and (1.2) and 30(1) of the *Municipal Elections Act, 1996*:

29(1.1) Despite subsection (1) and despite section 258 of the *Municipal Act, 2001*, section 9 of the *Legislative Assembly Act* and section 219 of the *Education Act*, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada is not ineligible to be nominated for an office in an election by virtue of being a member of any of those bodies but, if the person is a member of any of those bodies as of the close of nominations on Nomination Day of the election, the nomination shall be rejected by the Clerk under section 35.

- 29(1.2) Subsection (1.1) does not apply to a member of the Executive Council of Ontario or a federal Minister of the Crown.
- 30(1) An employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the Council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on Voting Day.

In addition to these provisions in the *Municipal Elections Act, 1996*, the *Education Act* provides for parallel changes for a candidate for a district school board or a school authority. (See Section 219(5) of the *Education Act*).

Qualifications & Disqualifications for a Member of Council

Qualifications (Section 256 and 257 of the *Municipal Act, 2001*)

256. Every person is qualified to be elected or to hold office as a member of a Council of a local municipality;
- (a) who is entitled to be an elector in the local municipality under section 17 of the *Municipal Elections Act, 1996*; (see Elector Qualification below); and
 - (b) who is not disqualified by this or any other *Act* from holding such office.
257. Every person is qualified to be elected or to hold office as a member of a Council of an upper-tier municipality,
- (a) who is entitled to be an elector in a lower-tier municipality within the upper-tier municipality under section 17 of the *Municipal Elections Act, 1996*; and
 - (b) who is not disqualified by this or any other *Act* from holding the office.

Elector Qualifications (Council)

Section 17(2) & (3) of the *Municipal Elections Act, 1996* "Qualifications of Electors".

- 17(2) A person is entitled to be an elector at an election held in a local municipality if on voting date, he or she,
- (a) resides in the local municipality, or is the owner or tenant of land there, or is the spouse of such owner or tenant;
 - (b) is a Canadian citizen;
 - (c) is at least 18 years old;
 - (d) is not prohibited from voting under subsection (3) or otherwise by law.

Persons Prohibited from Voting

- 17(3) The following are prohibited from voting:
- (a) A person who is serving a sentence of imprisonment in a penal or correctional institution;
 - (b) A corporation;
 - (c) A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44 (See Section on Proxy Voting);
 - (d) A person who was convicted of the corrupt practice described in subsection 90(3), if Voting Day in the current election is less than five years after Voting Day in the election in respect of which he or she was convicted.

Ineligible/Disqualifications (Section 258 of the *Municipal Act, 2001*)

- 258(1) The following are not eligible to be elected as a member of a council or to hold office as a member of a council:
1. Except in accordance with section 30 of the *Municipal Elections Act, 1996*,
 - i) an employee of the municipality,
 - ii) a person who is not an employee of the municipality but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman, or registrar referred to in section 223.11 or an investigator referred to in subsection 239.2(1) of the municipality, or
 - iii) a person who is not an employee of the municipality but who holds any administrative position of the municipality.
 2. A judge of any court.
 3. A member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada.
 4. Except in accordance with Part V of the *Public Service of Ontario Act, 2006* and any regulations made under that Part, a public servant within the meaning of that *Act*.
- 258 (2) A member of council of a municipality is disqualified from holding office if, at any time during the term of office of that member, he or she,
- (a) ceases to be a Canadian citizen;
 - (b) is not a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality; in the case of a member of Council of a local municipality, or in a lower-tier municipality within

the upper-tier municipality, in the case of a member of Council of an upper-tier municipality; or

- (c) would be prohibited under this or any other *Act* from voting in an election for the office of member of Council of the municipality if an election was held at that time.

- ❖ Please note that a candidate must maintain their qualifications throughout the election, and if elected, throughout the entire term of office otherwise their position will be forfeited and the seat will be deemed vacant.

Qualifications & Disqualifications for School Board Trustees

Qualifications - Section 219 (1) (2) & (3) of the Education Act

- (1) A person is qualified to be elected as a member of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is resident in its area of jurisdiction.
- (2) A person who is qualified under subsection (1) to be elected as a member of a district school board or school authority is qualified to be elected as a member of that district school board or school authority for any geographic area in the district school board's or school authority's area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.
- (3) A member of a district school board or school authority is eligible for re-election if otherwise qualified.

Disqualifications - Section 219 (4), (5), (9), (10), & (11) of the Education Act

- (4) Despite Subsection (1), a person is not qualified to be elected or to act as a member of a district school board or school authority if the person is,
 - (a) an employee of a district school board or school authority;
 - (b) the Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority;
 - (c) a member of the Assembly or of the Senate or House of Commons of Canada; or
 - (d) otherwise ineligible or disqualified under this or any other *Act*.

- (5) Despite Subsection (4), none of the following persons is ineligible to be a candidate for or to be elected as a member of a district school board or school authority if he or she takes an unpaid leave of absence, beginning no later than the day the person is nominated and ending on voting day:
- (1) an employee of a district school board or school authority;
 - (2) the Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of a municipality or upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority.
- (5.1) Subsections 30(2) to (7) of the Municipal Elections Act, 1996 apply with necessary modifications to an individual referred to in subsection (5).
- (9) A person is not qualified to act as a member of a district school board or school authority if the person ceases to hold the qualifications required to be elected as a member of the district school board or the school authority.
- (10) No person shall run as a candidate for more than one seat on a district school board or school authority and any person who does so and is elected to hold one or more seats on the district school board or the school authority is not entitled to act as a member of the district school board or the school authority by reason of the election.
- (11) The seat of a member of a district school board or school authority who is not qualified or entitled to act as a member of that school board or that school authority is vacated.

Certification of Nominations

Certification of Nomination Forms will occur by 4:00 p.m. on **Monday, August 22, 2022**. The Clerk's decision to certify or reject a nomination is final. Once a candidate is certified, their name will be placed on the ballot. A candidate's name will be removed from the ballot in accordance with the Act in the case of ineligibility or death. Nomination Forms are public documents and are available for inspection in the Clerk's Division, or on the Town's election portal at elections.orangeville.ca.

Section 4 – Campaigning

Campaign Period

The candidate's campaign period commences at the time the Nomination Form is filed with the Town Clerk and ends on December 31, 2022.

Candidates must not incur expenses or receive contributions for their election campaign until their Nomination Form is filed with the Town Clerk.

Financial Responsibilities of Candidates

All candidates, including those not elected, those who withdraw their nomination or those whose nomination is rejected by the Town Clerk, must disclose and report their contributions and expenses, using the prescribed form, **on or before 2:00 p.m. on Friday, March 31, 2023.**

A candidate requiring an extension to the filing deadline may apply to the Superior Court of Justice **prior to March 30, 2023** and must notify the Town Clerk in writing that an application for an extension has been made **prior to 2:00 p.m. on March 31, 2023.** The court may grant an extension of up to 90 days.

Helpful Hints:

1. Open a separate bank account specifically for the campaign. Do not use your personal bank account for campaign purposes. **Open the account prior to accepting any contributions or incurring expenses.**
2. Obtain a loan only from a bank or other recognized lending institution in Ontario, (deposited directly into the campaign account) to fund your account, if required.
3. Contributions of money by a candidate and their spouse are contributions and a receipt must be issued.
4. Deposit all contributions intact into the campaign account. Contributions that have not been deposited may not be used to pay off debts or to pay for purchases, without being properly documented through your account.
5. Cash contributions may only be accepted up to \$25; contributions more than \$25 must be made in a manner that associates the contributor's name and account with the payment or by a money order signed by the contributor.
6. Issue receipts for all contributions of goods and services.
7. Pay all expenses from the campaign account other than the nomination filing fee.
8. Keep proper records of contributions and expenses. Records must be kept until the inauguration of the new Council in 2026.

9. Maintain records of:
 - The receipts issued for every contribution including:
 - the date the contribution is received and the date of the receipt;
 - the value of every contribution
 - whether a contribution is in the form of money, goods or services;
 - the contributor's name and address
 - All expenses and the receipt for each expense
 - A claim for payment of an expense that is in dispute or that you refuse to pay
 - The funds raised and expenses incurred from each separate fundraising event or activity
 - A campaign account loan
10. Direct persons authorized on how to incur expenses and accept contributions on your behalf.
11. Return any improper contributions to the contributor or, if not possible to the Town Clerk.
12. Pay all anonymous contributions to the Town Clerk.
13. When closing your campaign account make sure:
 - All bills have been paid
 - All cheques have cleared the bank
 - All bank charges have been paid
 - Report the surplus (deficit) of the campaign period and any contributions refunded from the surplus to the candidate or the spouse of the candidate
 - That you submit a cheque, bank draft or money order payable to the Town if you have a surplus
14. File the Financial Statement in the prescribed form.
 - ❖ Consider consulting with an auditor early in the campaign to establish an accounting system that meets the requirements of the Act and suits the needs of the candidate.

Contributions

A contribution means money, goods or services given to and accepted by or on behalf of a person for their election campaign and include the following:

- monetary contribution;
- value of goods and services;
- the ticket price for a fundraising function;
- the difference between the amount paid and the market value of a good or service sold at a fundraising function;

- the difference between the amount paid and the market value of a good or service purchased for the campaign;
- any unpaid but guaranteed balance of a campaign loan.

The following are **not** contributions:

- the value of services provided by voluntary unpaid labour;
- an amount of \$25 or less that is donated at a fundraising function;
- the value of free political advertising provided it is in accordance with the *Broadcasting Act (Canada)* and is provided equally to all candidates;
- the amount of a campaign loan from a bank or a recognized lending institution.

Who can make Contributions

The following may make contributions:

- an individual who is normally resident in Ontario

Who cannot make Contributions

The following may **not** make contributions:

- 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 corporation that carries on business in Ontario;
- a trade union that holds bargaining rights for employees in Ontario;
- a federal or provincial government, a municipality or school board;
- groups such as clubs, associations or ratepayer's groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

What limits are there on Contributions?

The limit of a contribution whether donated in money or through a good or service is \$1,200.00 to any one candidate, regardless of the number of offices the candidate was nominated for during the election period. The limit applies whether the contribution is made in one lump sum or through a number of small contributions.

A contributor shall not make contributions exceeding a total of \$5,000.00 to two or more candidates for office on the same council.

Campaign Contribution Limits – Own Campaign

Please note: a candidate and their own spouse shall not make contributions to the candidate's own election campaign that, combined, exceed an amount equal to the lesser of:

- \$7,500 plus \$0.20 cents per elector for the office of Mayor
- \$5,000 plus \$0.20 cents per elector for the office of Deputy Mayor
- \$5,000 plus \$0.20 cents per elector for the office of Councillor

The Town Clerk upon the filing of a nomination shall provide a certificate of the applicable maximum contribution amount as of the filing date. A final Certificate of Maximum Campaign Contribution Limits – Own Campaign will be provided to each candidate on or before September 26, 2022.

Campaign Expenses

Campaign spending limits are calculated using the following formulas:

- \$7,500 plus \$0.85 cents per elector for office of Mayor
- \$5,000 plus \$0.85 cents per elector for office of Deputy Mayor
- \$5,000 plus \$0.85 cents per elector for office of Councillor
- \$5,000 plus \$0.85 cents per elector for office of School Board Member

The Town Clerk upon the filing of a nomination shall provide a certificate of the applicable maximum campaign expense limit as of the filing date. A final Certificate of Maximum Campaign Expense Limits will be provided to each candidate on or before September 26, 2022.

Expenses

The following expenses are subject to the spending limit:

- All expenses related to the election unless specifically excluded
- The replacement value of goods retained from any previous election and used in the current election.
- The value of contributions of goods and services
- Interest on loans

The following expenses are excluded from the spending limit:

- Expenses incurred in holding a fundraising function
- Expenses relating to a recount
- Expenses relating to a court action for a controverted election

- Expenses relating to a compliance audit
- Expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- Audit and accounting fees

Please note, the spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting is calculated as ten percent of the amount of a candidate's campaign spending limit.

The Town Clerk upon the filing of a nomination will provide a certificate of the applicable maximum campaign expense limit for expenses related to a party or other expressions of appreciation after the close of voting as of the filing date.

A final Certificate of Maximum Campaign Expense for a party or other expressions of appreciation after the close of voting will be provided to each candidate on or before September 26, 2022.

Campaign Surplus

Any campaign surplus shall be filed with the Town Clerk and becomes the property of the municipality.

Campaign Extension

The campaign period begins when a nomination paper has been filed and ends on December 31, 2022.

A candidate may extend the campaign period to eliminate a deficit by completing a Form 6 and submitting it to the Town Clerk on or before, January 2, 2023. The campaign may be extended to June 30, 2023.

Use of Corporate Resources During an Election

The Use of Corporate Resources during an Election Policy contains specific restrictions regarding use of Town resources. A copy of the policy is included as part of the Candidates' package.

Scrutineers

Appointment

Candidates may appoint scrutineers in writing to represent them at voting places. Scrutineers must show their written appointment to election officials upon entering a voting place. Scrutineer appointment forms will be made available to candidates on or before September 26, 2022.

Only one scrutineer per candidate will be allowed per tabulator. Confirmation on the number of scrutineers permitted may be obtained from the Town Clerk upon finalization of the voting place set up. Candidates who enter the voting place are considered to be scrutineers, and their scrutineer must leave the voting place during the period of time the candidate is in attendance. A candidate who has been declared to be elected (by acclamation) may not remain in the voting place.

Rights

Candidates and scrutineers have a number of rights, including the following:

- to be present when materials and documents related to the election are delivered to the Town Clerk at the end of each voting day;
- to enter the voting place before it opens to inspect the vote tabulator stand (if applicable), the ballots and all other forms and documents relating to the vote (but not so as to delay the timely opening of the voting place);
- to place their own seal (which may not in any way identify/promote the candidate) on the ballot box immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal;
- to place their own seal (which may not in any way identify/promote the candidate) on the ballot box immediately after the close of voting on each day of an advance vote, so that ballots cannot be deposited or withdrawn without breaking the seal;
- to declare an objection to an elector receiving a ballot on the grounds that the issuance of the ballot does not comply with the prescribed rules (objection to be decided by the deputy returning officer); and
- to sign the results tape printed from the tabulator at the close of voting.

Prohibitions

While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes;

No person shall display a candidate's election campaign material or literature (including, but not limited to, buttons, pins, and clothing) in a voting place;

Every person who is present in a voting place shall maintain the secrecy of voting; and

No person shall:

- a) interfere or attempt to interfere with an elector who is marking a ballot;
- b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; and/or

- c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

The role of a candidate or a scrutineer in the voting place is to scrutinize the integrity of the process. It is not a communicative role.

Should an elector require the assistance of an interpreter, the elector must make their own arrangements to provide the interpreter. Candidates and scrutineers will not be permitted to serve as an interpreter for an elector.

Media Advertising

Advertisements are considered an election expense and are subject to maximum expense limitations.

Election Signs

The Town's Election Sign By-law regulates the placement of election signs on municipal and private property.

An election sign shall not be located in a manner that interferes with or obstructs the view of any traffic sign or signal or in any way be hazardous to pedestrian or vehicular traffic.

An election sign is not permitted in a voting place.

Town staff will notify a candidate or a property owner, as the case may be, if a sign is removed in contravention of the Election Sign By-law.

The Town's Election Sign By-law is included in the Candidates' package. If you have any questions regarding election signs, please contact the Town at 519-941-0440.

- ❖ Please refer to sections 88.2 (2), 88.2 (3) and 88.2 (4) of the Municipal Elections Act regarding the display of signs within a condominium corporation.

Prohibition of Campaigning in Voting Places on Voting and Advance Voting Days

A Voting Place means the area designated by the Town Clerk where voting occurs. No campaigning shall be conducted in any voting place on an advance voting day or on voting day. A voting place is deemed to include the entire building and the property on which it is located.

The *Municipal Elections Act, 1996, as amended*, provides that while an elector is in a voting place, no one shall attempt, directly or indirectly, to influence how the elector votes, and that no one shall display a candidate's campaign material or literature in a voting place. Election officials will remove, or have removed all campaign material or literature found in a voting place. This material includes, but is not limited to,

campaign buttons, pins, and persons wearing campaign clothing or any other advertising material.

Candidates who are providing rides to constituents should ensure that their vehicles do not display election campaign material, if they are entering the voting place property.

Access to Rented Premises by Candidates or their Authorized Representatives

Excerpt from the *Residential Tenancies Act, 2006*, Section 28:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.”

Access to Condominiums by Candidates or their Authorized Representatives

Excerpt from the *Condominium Act*, Section 118:

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.”

Despite these legislative provisions, candidates may experience difficulty in gaining access to certain premises. If this occurs, candidates may contact the owner of the rental building or the board of directors of the condominium and request they advise their staff of the legislative right of candidates to have access to these buildings for canvassing purposes.

- ❖ Please note: The Town Clerk will not act or intervene on behalf of any candidate to secure access to any buildings for the purpose of canvassing or distributing election material.

Residential Premises

Excerpt from the *Municipal Elections Act*, Section 88.1 and 88.2:

No person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate or their representative from campaigning between 9:00 a.m. and 9:00 p.m. at the doors to the apartments, units or houses, as the case may be. No landlord or person acting on a landlord's behalf may prohibit a tenant from displaying signs in relation to an election on the premises to which the lease relates.

Section 5 - Voting Information

Elector qualifications

A person is entitled to be an elector at an election held in a local municipality if, on voting day, he or she:

- resides in the local municipality or is the owner or tenant of land there, or is the spouse of such owner or tenant;
- is a Canadian citizen;
- is at least 18 years old; and
- is not prohibited from voting by law under the prohibitions listed below, or otherwise by law.

Prohibitions

The following are prohibited from voting:

- a person who is serving a sentence of imprisonment in a penal or correctional institution;
- a corporation;
- a person acting as executor or trustee or in any other representative capacity, except as a voting proxy (See section on Proxy Voting);
- a person who was convicted of the corrupt practice described in subsection 90(3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Residence

The following rules apply to determining a person's residence:

- a person may only have one residence at a time;
- the place where a person's family resides is also his or her residence, unless he/she moves elsewhere with the intention of changing his/her permanent lodging place;
- if a person has no other permanent lodging place, the place where he/she occupies a room or part of a room as a regular lodger or to which he/she habitually returns is his/her residence.

Under subsection 2(1) of the *Municipal Elections Act, 1996, as amended*, a person's "residence" is the permanent lodging place to which, whenever absent, he or she intends to return.

A voter is only entitled to vote once in a municipality even though he or she may have more than one qualifying property address within the municipality.

Voter Notification

In September 2022, the Town Clerk will give notice to all electors residing at a given address advising of the date and time of voting, including advance voting, and the location of the voting place at which an elector is eligible to vote on voting day.

Voting Places

The Town Clerk will establish the number and location of voting places for the election as he/she considers most convenient for the electors. In choosing a location for a voting place, the Town Clerk shall consider the needs of electors whose mobility is impaired by disability or some other cause. All voting locations must be fully accessible. In the event that any voting place is subsequently changed due to circumstances beyond the Town Clerk's control, a notice of the change will be communicated to the candidates.

Voters' List

The Town Clerk shall make the Voters' List available on September 1, 2022 in accordance with the prescribed regulations. All certified candidates are entitled to one copy of the Voters' List, upon written request. The list provided shall contain the names of electors entitled to vote for the candidates' office and will be provided electronically or as a paper copy.

Electors Not on the Voters' List

Persons who qualify and are not on the Voters' List may still vote on Voting Day by attending at the appropriate voting location and requesting an Election Official to add their name to the Voters' List. **Electors must bring prescribed identification such as an Ontario driver's licence, Ontario health card (photo) or an Ontario motor vehicle permit (vehicle portion).**

A comprehensive list of the prescribed proof of identity and residence that a person may present is outlined in Ontario Regulation 304/13 and may be obtained through the Town's election portal.

Revision of Voters' List

Applications for amendments to the Voters' List will be accepted by the Town Clerk commencing on September 1, 2022 and ending on Voting Day (October 24, 2022).

Eligible electors will be included on the Voters' List for the municipal election if the elector is listed on the preliminary list of electors received by the Town Clerk from the Municipal Property Assessment Corporation (MPAC) and is a qualified elector. If not included, the elector may have the list amended to include their name as follows:

1. The elector may apply to the Clerk's Division to be added to (or deleted from) the Voters' List from September 1, 2022 up to Voting Day on October 24, 2022. The Voters' List will be revised upon receipt of the completed application.

2. The elector may apply to be added to the Voters' List at the voting place in accordance with the procedure below.

Application for Addition of Name on Voters' List at the Voting Place

All qualified electors attending at a voting place are entitled to vote. Where the qualified elector's name does not appear on the Voters' List, the Election Official at the voting location will issue the elector an Application to Amend the Voters' List. The Election Official will require the person to complete the application, provide proof of identity and residence, and verify qualifications. Once the Application to Amend the Voters' List is completed and accepted, the Election Official will add the voter name to the list and issue the voter a ballot.

Languages/Assistance to Vote

Posters containing instructions on how to vote will be available in the voting places.

Should an elector require the assistance of an interpreter, the elector must make their own arrangements to provide the interpreter. Candidates and scrutineers will not be permitted to serve as an interpreter for an elector.

If an elector requires assistance for any reason other than language, the election staff will be able to provide such assistance. Candidates and scrutineers will not be permitted to provide this assistance.

Proxy Voting

A person who is entitled to be an elector in the municipality may appoint another qualified elector within the municipality as their voting proxy, using the prescribed form.

A person shall not:

- appoint more than one voting proxy;
- act as a voting proxy for more than one other person (this restriction does not apply if the appointed proxy is the spouse, sibling, parent, child, grandparent or grandchild of the appointees).

The voting proxy is entitled to vote in his or her own right. A voting proxy may act for one other person or the specified family members, but not both.

A person who has been appointed a voting proxy shall:

- complete an application in the prescribed form, including a statutory declaration that he or she is the person appointed as a voting proxy; and
- present the application and the appointing document to the Town Clerk, or designate, in person at the Clerk's Division or any place designated by the Town Clerk.

For the purpose of issuing proxy voting certificates, the Town's Clerk's Division, or any other place designated by the Town Clerk, will be open during regular office hours from Thursday, September 1, 2022 to Monday, October 24, 2022 and on advanced voting days.

A person may vote as a voting proxy only if they:

- submits the appointing document with the Clerk's Proxy Voting Certificate to the Election Official at the voting location; and
 - takes the prescribed oath.
- ❖ Please note: A person shall not appoint a voting proxy for an election until after the time for the withdrawal of nominations has expired. The first date for the Town Clerk to certify a voting proxy is September 1, 2022.

Identification at the Voting Location

Voters whose names appear on the Voters' List will be required to show identification at the voting place. If the identification is not acceptable or none is available, then the voter will be required to take and sign an oath of qualification.

A comprehensive list of the prescribed proof of identity and residence that a person may present is outlined in Ontario Regulation 304/13 and may be obtained through the link provided on the Town's election portal.

Candidates may wish to include these requirements in their campaign literature to assist in the education of the electorate.

Advance Voting

Electors will be able to vote at one of the Advance Voting days prior to Voting Day. The Advance Voting Dates are:

- **Saturday, October 8, 2022 from 9:00 a.m. to 5:00 p.m.**
- **Wednesday, October 12, 2022 from 12:00 p.m. to 8:00 p.m.**
- **Saturday, October 15, 2022 from 9:00 a.m. to 5:00 p.m.**
- **Wednesday, October 19, 2022 from 12:00 p.m. to 8:00 p.m.**

Voting Day

Voting Day is **Monday, October 24, 2022**. Voting places will be open **from 10:00 a.m. to 8:00 p.m.**

Section 6 – Additional Information

Publications

The following websites contain information and/or publications relating to Municipal Elections:

elections.orangeville.ca
ontario.ca/municipalelections
ontario.ca/laws
amo.on.ca
municipalworld.com

Contacts

Additional information to candidates, upon request, about their duties and responsibilities can be obtained from:

County of Dufferin
Michelle Dunne, County Clerk
30 Centre Street. Orangeville, ON L9W 2X1
519-941-2816
dufferin.ca

Ministry of Municipal Affairs and Housing
659 Exeter Road, 2nd Floor, London, ON N6E 1L3
519-873-4037
1-800-265-4736
ontario.ca/page/ministry-municipal-affairs-housing

Upper Grand District School Board
Peter Sovran, Director of Education
500 Victoria Road North, Guelph, ON N1E 6K2
519-822-4420
ugdsb.ca

Dufferin-Peel Catholic District School Board
Marianne Mazzorato, Director of Education
40 Matheson Boulevard West, Mississauga, ON L5R 1C5
905-890-1221
dpcdsb.org

Conseil scolaire de district du Centre-Sud-Ouest
Jean-Luc Bernard, Director of Education
116 Cornelius Parkway, North York, ON M6L 2K5
416-614-0844
csviamonde.ca

Conseil scolaire de district catholique Centre-Sud
Andre Blais, Director of Education
110 Drewry Avenue, Toronto, ON M2M 1C8
416-397-6564
cscmonavenir.ca