

2022 MUNICIPAL ELECTIONS

This document is designed to assist anyone who is interested in seeking election or re-election to municipal office. The information is general and has been prepared as a reference for municipal candidates. Candidates are responsible to know the rules and comply with the legislation. Candidates should refer to The Municipal Act and The Municipal Election Act for specific legislative requirements. It is intended to provide an overview of some of the key dates and responsibilities of the election process in Ontario and outlines the steps you need to take to run as a candidate in a municipal election and also provides a little information about what you can expect if you are elected.

Important Note Regarding COVID-19 – The ongoing COVID-19 pandemic may impact the conduct of local elections in 2022. Candidates should ensure that they follow current public health guidance during their campaign activities and should consult the Township Office for any questions related to COVID-19 precautions or restrictions at voting stations or during other election activities.

***CANDIDATE’S PACKAGE IS AVAILABLE AT THE MUNICIPAL OFFICE DURING REGULAR OFFICE HOURS.**

Key Dates

Monday, May 1, 2022	Nominations Open
Friday, August 19, 2022 9:00 a.m. to 2:00 p.m.	Nomination Day – last day to file, amend or withdraw nomination paper
Monday, August 22, 2022	Clerk certifies nomination papers
Thursday, September 1, 2022	Voters’ list available to candidates
Friday, September 23, 2022	Clerk Notice to Candidates on campaign spending limits
Saturday, October 15, 2022	Advance Vote
Friday, October 21, 2022	Last day to register as third-party advertiser
Monday, October 24, 2022	Voting Day – 10:00 a.m. to 8:00 p.m.
Tuesday, November 15, 2022	New term of office commences
Friday, December 16, 2022	Deadline for first meeting of newly elected council
Wednesday, March 1, 2023	Clerk’s Notice Re: Financial Statement (Form 4)
Friday, March 31, 2023	Candidate deadline to file Financial Statement (Form 4)
Tuesday, May 2, 2023	Clerk Notice of Default Re: Financial Statement (Form 4)
Thursday, June 29, 2023	Deadline to apply for compliance audit (Financial Statement)

Key Contacts

Clerk/Returning Officer:

Patti McDowall
Township of La Vallee
56 Church Road
Devlin, Ontario P0W 1C0

Phone – 807-486-3452

Email – lavalley@nwonet.net

Candidates Checklist

Becoming a candidate:

- Ensure you are qualified to run.** You must be:
 - a Canadian citizen
 - at least 18 years of age on Election Day
 - a voter in the municipality (you are a resident or own property for six months prior to the date of the election and are on the voters list)
- Decide whether you are running for Mayor or Councillor**
- File nomination papers and nomination fee with the Returning Officer**
 - Ensure nomination papers have correct information (your name, contact information, office for which you are running).
 - Filing Deadline - August 19, 2022 at 2:00 p.m.
 - Fee (Mayor \$200 / Councillor \$100) payable by cash, certified cheque or money order payable to Township of Emo
- Complete Declaration of Qualification with the Returning Officer.** This must be signed before a Commissioner for Taking Oaths.
- Appoint persons if desired to act as your agent and scrutineers** and file the appointments with the Returning Officer.
- Obtain a copy of the By-law for use of municipal resources** during an election.
- Obtain a copy of the Recount By-Law** to become familiar with process of what happens in the case of a tied vote.

While you are campaigning:

- Open a campaign account** at a bank, credit union, etc. if you intend to accept monetary contributions from others, including your spouse or partner.

- Become familiar with restrictions on who can make contributions.**
- Confirm your campaign expense limit.** Check with the Returning Officer to determine how much you can spend. You will be provided with a Preliminary Notice.

On Election Day:

- Know restrictions** about political activities at voting places on Election Day and rules about signage.
- Familiarize yourself with the qualifications of voters.**
- Remind your scrutineers to bring a copy of their appointment form** to present to the voting official on Election Day.

After the Election:

- File a Finance Statement – Auditor’s Report – Form 4** with the Returning Officer.
 - Must be filed by May 2, 2023
- Failure to file Finance Statement Form 4** by deadline can result in
 - Not receiving refund of nomination fee;
 - Not being able to run for council in next election, and
 - Forfeiting office if you were elected.
- Remove any signage**

Responsibilities of Elected Officials

Serving as an elected official requires commitment and dedication. You will be part of a team that will represent your community and chart a course for the future. Before deciding to run, you might want to attend a council meeting or talk to a municipal council member about their experience. There are a few things to expect if elected:

Term of Office

As a member of council, you will serve a four-year term. The term for newly elected council resulting from the 2022 Municipal Election will officially begin on November 15, 2022.

You must take an oath of office before you can undertake any duties as a member of council.

Time Commitment

The Township of La Vallee holds regular council meetings once a month, however, you will also be required to attend special meetings, committee and board meetings, and various public meetings and functions.

Duties

As a council member you will be part of a team that will develop and evaluate policies and procedures for the municipality. You will ensure that services are delivered to residents and property owners in the most efficient way possible.

Remuneration

Members of council are generally paid a small amount in recognition of the time and energy they devote to their communities. The amount, and how/when it is paid varies among municipalities.

Conflict of Interest

All elected officials are subject to long-standing conflict of interest legislation. These rules are to ensure that decisions made by council are free of any outside influence. The legislation requires an elected official to make a statement disclosing all pecuniary interests in any issue being considered. This disclosure is noted in the minutes and a record available to the public for inspection at the municipal office during regular office hours.

Code of Conduct

Being elected to municipal council is a privilege which carries significant responsibilities and obligations with respect to public trust. Members of council are held to a higher standard of behaviour and conduct than the general public. Council must remain independent, impartial and responsible to the people. Members are expected to act with integrity and impartiality that will bear the closest scrutiny.

At the commencement of each term, each member of council is required to sign two copies of the Code of Conduct, which was established by By-Law #1277 enacted December 12, 2018. In doing so, they convey to each other and all stakeholders that they have read, understand, accept and agree to abide by it.