

2022 Municipal Election Candidates Information Guide

Introduction

This guide has been prepared for the purpose of supplying information to persons intending to stand for elected office. This guide is available electronically on the Township of Zorra website.

This Guide is only intended to provide candidates with information on running for office. Candidates are responsible for ensuring they are familiar with the requirements of the *Municipal Elections Act* and should consult the Act for complete information and legislative requirements. A copy of the Municipal Elections Act, 1996 is available online at www.e-laws.gov.on.ca

Candidates must comply with all the requirements relating to election campaign financing. The Ministry of Municipal Affairs produces a guide for candidates that outlines the financial reporting requirements under the Act. This guide is available online from the Ministry website, the Township of Zorra website and in hardcopy from the Clerks Department.

This guide will be updated periodically. Please notify the Clerks Department of any changes to your mailing and/or email address.

It is the responsibility of prospective candidates to ensure through their own determination that they have complied with the election financing regulations and that they are in fact qualified and not disqualified by law. In all cases of filing times (i.e.: 2:00 pm), the time displayed by the Clerks Department electronic clock shall prevail.

Due to the number of changes to the Municipal Elections Act, 1996 it is highly recommended that candidates reference the Ministry of Municipal Affairs – Candidates' Guide for Ontario Municipal and School Board Elections.

Municipal Office to be Elected

On Monday, October 24, 2022, voters in the Township of Zorra will elect members of the following offices:

- **Mayor – 1 position**
- **Ward Councillor – 4 positions**
- **Thames Valley District School Board (for the County of Oxford) – 2 positions**
(file with the City of Woodstock)
- **London District Catholic School Board (for the County of Oxford) – 1 position**
(file with the City of Woodstock)
- **Conseil Scolaire Catholique Providence (for the Counties of Oxford, Perth, and Grey) – 1 position**
(file with the City of Woodstock)
- **Conseil Scolaire Viamonde (for the Counties of Oxford, Elgin, Lambton, Haldimand and Norfolk and the Municipality of Chatham-Kent) – 1 position**
(file with the City of Sarnia)

Council Meetings

Township of Zorra Council meetings are held the first Wednesday of the month at 9:00 a.m. and the third Wednesday of the month at 6:00 p.m. In January, July and August council meetings have historically been held once a month at 9:00 a.m. Council Members are also required to sit on various Committees and Boards. A Summary of Zorra Committees is as follows:

Committee Name	Frequency of Meetings	Meeting Time	# of Council Members Appointed
North Embro Cemetery Board	3 times per year	evening	1 Councillor
Ingersoll Rural Cemetery Board	4-6 times per year	evening	1 Councillor
Beachville & District Museum Board	10 times per year	evening	2 Councillors
Upper Thames River Conservation Authority	10 times per year	daytime	1 Councillor
Zorra Multi-Use Courts Committee	10 times per year	evening	1 member of Council

Qualification of Candidates

Qualifications for members of Council are set out in Section 256 of the Municipal Act, 2001, and Section 17 of the Municipal Elections Act, 1996. Prospective candidates must satisfy themselves through their own determination that they are in fact qualified by law to seek elected office and that they have complied with the election financing regulations.

To run for office in the Township of Zorra, a person must be:

1. A Canadian citizen;
2. At least 18 years old;
3. A resident of the Township of Zorra or the owner or tenant of land here, or the spouse of such owner or tenant; and
4. Not disqualified by any legislation for holding office.

The following are ineligible to be elected as members of Council:

1. An employee of the Township of Zorra except during an authorized leave of absence (the leave of absence must begin upon filing the Nomination Form);
2. A person who is not an employee of the municipality but who is the clerk, treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar, or who holds any administrative position of the municipality;
3. A judge of any court;
4. A member of the Assembly as provided as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada.

Reminders to Candidates:

1. Must be an eligible elector for the office being sought.
2. Must file their Nomination Paper in person or by agent.
3. Cannot be nominated for more than one office.
4. Must pay a filing fee of \$100 or \$200 cash, debit, certified cheque, or money order payable to the Township of Zorra.
5. Cannot accept donations or spend any funds on a campaign until such time as you have filed a Nomination Paper with the Clerk.
6. 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 expenses incurred; keep copies of all receipts.
7. 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.).
8. It is the responsibility of the candidate to file a complete and accurate financial statement on time. Candidates should completely familiarize themselves with the appropriate sections of the Municipal Elections Act, 1996.



Nomination Procedures

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and/or expending any funds on a campaign. A candidate may file his or her nomination papers as of **Monday, May 2, 2022**, during regular business hours. Nomination papers will be available from the Clerks Department and on the Township of Zorra website.

Please note that Nomination Papers submitted by facsimile transmissions or mail will not be accepted. Forms must be completed in person at the Clerks Department, 274620 27th Line.

The nomination of a person for an office on council must be endorsed by at least 25 persons and the person endorsing the nomination must be eligible to vote in an election for an office within the municipality if a regular election was held on the day that the person endorses the nomination. Candidates are encouraged to make an appointment to register a nomination to avoid any delays. Appointments can be made by calling 519-485-2490 or emailing clerk@zorra.ca.

The nomination must be accompanied by the prescribed nomination filing fee. The prescribed fee is \$200 for the head of council, and \$100 for all other offices, and can be paid by cash, debit, credit card, certified cheque, or money order payable to the Township of Zorra.

The final day for filing for the 2022 municipal election is Nomination Day, **Friday, August 19, 2022**, from **9:00 a.m. to 2:00 p.m.**

Candidates are responsible for ensuring that they meet all the qualifications and have followed the procedures with respect to the filing of Nomination Papers.

Exception for Additional Nominations

If the number of nominations filed for an office is less than the number of persons to be elected to an office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day – **August 24, 2022**.

Examination and Certification of Nominations by Clerk

The Clerk shall examine each nomination that has been filed before 4:00 p.m. on the Monday following Nomination Day - **August 22, 2022**. Any additional nominations filed under MEA, s.33(5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day - **August 25, 2022**.

Withdrawal of Nominations

A person may withdraw his or her nomination by filing a written withdrawal in person at the Clerks Department before 2:00 p.m. on **August 19, 2022**, using form EL19.

Acclamations

If, at 4:00 p.m. on **Monday, August 22, 2022**, the number of certified candidates for an office is the same as, or less than, the number to be elected, the Clerk shall immediately declare the candidate or candidates elected by acclamation.

Refund of Nomination Deposit

A candidate is entitled to receive a refund of the nomination filing fee if he or she files their financial statements with the Clerk by the filing date. For the 2022 municipal election, the filing date is before 2:00 p.m. on March 31, 2023.



Campaign Information

It is the candidate's responsibility to provide voters with information about the candidate and their campaign. Only the contact information provided in the "Consent to Release Personal Information" form submitted with nominations (see "Forms" section) will be placed on the candidate page on the Township's website.

Candidates are advised to refer to the Province of Ontario's Candidates Guide – Ontario municipal council and school board elections, for information on campaign contributions, fund raising, campaign expenses, and compliance audits. The provincial guideline is available in this package, online on the Township of Zorra website and the Ministry of Municipal Affairs website, and from the Clerks Department.

Prohibition of Canvassing in Voting Places

The Clerk is the lessee of the premises used as voting places. As the lessee of such premises, the Clerk does not permit electioneering of any nature in, on, or in the immediate vicinity of the premises used as a voting place on Voting Day. The premise is deemed to include the entire building and the property on which it is located.

Section 48(2) of the Municipal Election Act states: *"No person shall display a candidate's election campaign material or literature in a voting place."*

Section 48(3) of the Municipal Election Act states: *"Voting Place' includes any place in the immediate vicinity of the voting place designated by the Clerk."*

Deputy Returning Officers are instructed to remove any material or literature of any nature in, or in the immediate vicinity, of any voting place.

Election Signs

Please refer to Township of Zorra Election Sign By-law 2018-20, and the County of Oxford's Sign By-law.

Access to Apartment Buildings, Condominiums, etc. by Candidates (or their Authorized Representative)

Campaign provisions have been clarified through recent amendments to the Act to allow candidates to campaign in apartment buildings, condominiums, non-profit-housing co-ops or gated communities from 9:00 a.m. until 9:00 p.m. Landlords and condominium corporations may not prohibit tenants or owners from displaying campaign signs in their windows.

When the building is being used as a voting location, canvassing in the building during voting hours is not permitted.

Voter Qualifications

A person is qualified to be a voter in the Township of Zorra if on Voting Day, they:

1. Reside in the Township of Zorra or is the owner or tenant of land in the Township of Zorra, or the spouse of such owner or tenant;
2. Are a Canadian citizen;
3. Are at least 18 years old; and
4. Are not prohibited from voting as outlined in the Municipal Elections Act or any other law.

The following persons are prohibited from voting:

1. A person who is serving a sentence of imprisonment in a penal or correctional institution;
2. A corporation;
3. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy; or
4. A person who was convicted of the corrupt practice described in subsection 90(3) of the Municipal Elections Act, 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.

Definition of Residence

According to the Municipal Elections Act, a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return. These provisions exist to allow for the homeless to be enumerated and to vote. The following rules apply in determining a person's residence:

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

A person may have residences in two local municipalities at the same time if,

1. The person lives in one of the local municipalities to attend an educational institution but not with the intention of changing his or her permanent lodging place; and
2. The person's permanent lodging place is in the other local municipality.

Voters' List

The 2022 Voters' List for the Township of Zorra is initially prepared by the Municipal Property Assessment Corporation (MPAC). The Voters' List contains the names, addresses and school support of each person who meets the qualifications of a voter.

The information contained on the Voters' List is to be used for election purposes only. The use and sale of the Voters' List for commercial purposes is prohibited.

Candidates are entitled to receive a copy of the list for their use and candidates may request either an electronic or paper copy of the list by completing Form EL14-Candidate's Declaration – Proper Use of Voters' List. Once voting begins, weekly updates of the Voters' List may be provided to any candidate who requested it. Daily updates of the Voters' List may be provided from September 1, 2022 to September 25, 2022 to any candidate who requested it.

Revision of the Voters' List

The Voters' List will be available by **September 1, 2022**. Applications for amendments to the list will be accepted by the Clerk from **September 1, 2022**, to the close of voting on Voting Day – October 24, 2022.

Individuals will be able to confirm their information on the Voters' List on the Township of Zorra website and at the Township Office during regular operating hours.

Accessibility

The goal of Zorra Township is to ensure that electors in the Township of Zorra who have a disability or an issue with accessibility are provided with the best opportunity to vote as independently as possible. The Township of Zorra has a 2022 Municipal Election Accessibility Plan, which lays out the steps the Township is taking to make the election accessible. The 2022 Municipal Election Accessibility Plan can be viewed on the Township of Zorra website.

Within 90 days after Election Day, the Clerk will submit a report to Council about the identification, removal, and prevention of barriers that affect electors and candidates with disabilities.

Important Dates

2022 Dates

Monday, May 2	<p>First day for candidates to file a nomination paper for the office of mayor, councillor or school board trustee.</p> <p>First day for an individual or entity to file a notice of registration as a third-party advertiser.</p>
Friday, August 19	<p>Filing of nominations starts at 9:00 a.m.</p> <p>Last day for a candidate to file a nomination (deadline is 2:00 p.m.)</p> <p>Last day for a candidate to withdraw (deadline is 2:00 p.m.)</p>
Monday, August 22	<p>Certification of nomination papers to be completed by 4:00 p.m.</p> <p>Declaration of acclamation provided after 4:00 p.m.</p> <p>After candidates' certification, Proxy appointment forms available for electors who cannot vote on any of the voting days.</p>
Thursday, September 1	<p>Voters' list available to certified candidates.</p> <p>Revision period begins – Electors may update or add their name to the voters' list.</p>
Monday, September 26	<p>Final expense limits provided to candidates and third party advertisers.</p>
Friday, October 21	<p>Last day for an individual or entity to file a notice of registration as a third-party advertiser.</p>
October 2022 – TBD	<p>Advance voting days</p>
October 24, 2022	<p>Final voting day, 10:00 a.m. to 8:00 p.m.</p>
December 31, 2022	<p>Campaign period ends for candidates and registered third-parties.</p> <p>Last day for candidate or registered third-parties to file an Extension of campaign period (Form 6).</p>

2023 Dates

March 30, 2023	Last day for candidate or registered third-party to apply to Superior Court of Justice to extend the time to file the financial statement.
March 31, 2023	Last day to file a primary financial statement for reporting period ending December 31, 2022 – applies to all candidates and third-party advertisers (deadline is 2:00 p.m.) Last day for candidate or registered third-party to notify Township Clerk of filing extension received from the Superior Court of Justice.
May 1, 2023	Last day for candidate or registered third-party to file a primary financial statement and pay \$500 late filing fee (deadline is 2:00 p.m., penalties take affect at 2:01 p.m.).
June 30, 2023	Last day of the extended campaign period for candidates and registered third party that extended their campaign period due to deficit, or that recommenced their campaign due to a recount, controverted election, or compliance audit.
August 30, 2023	Last day to provide candidates and registered third parties with notice of the filing requirements for their supplementary financial statements and auditor's reports.
September 28, 2023	Last day for candidate or registered third party to apply to Superior Court of Justice to extend the time to file the financial statement.
September 29, 2023	Last day to file a supplementary financial statement for reporting period ending August 30, 2023 – only applied to those who filed a Form 6 to extend the campaign period (deadline is 2:00 p.m.) Last day for candidate or registered third party to notify Clerk of filing extension received from the Superior Court of Justice.
October 30, 2023	Last day for candidate or registered third party to file a supplementary financial statement and pay \$500 late filing fee (deadline is 2:00 p.m., penalties take affect at 2:01 p.m.)
December 28, 2023	Last day to request a compliance audit on a supplementary financial statement.