



SMITHS FALLS

RISE AT THE FALLS

April, 2022

2022 MUNICIPAL ELECTION CANDIDATES – INTRODUCTORY LETTER

Dear Potential Candidate:

Welcome to the 2022 Municipal Election.

While running for elected office is a big decision, it is a rewarding one. With the ever-changing landscape of municipal government, the role of an elected official is critical; you can make a difference in your community if you get involved.

This package has been prepared for the purpose of supplying information which may be of assistance to you as you contemplate running for elected office.

Ministry of Municipal Affairs and Housing (MMAH)

The Ministry of Municipal Affairs and Housing publishes guides for candidates, voters and third-party advertisers to provide information about municipal and school board elections. The guides outline rules as described in the Municipal Elections Act and other legislation and regulations.

The three guides for candidates, voters and third party advertisers are now available online at www.ontario.ca/municipalelections and in French at www.ontario.ca/electionsmunicipales

Municipal Elections Act

A copy of the Municipal Elections Act, 1996 and its regulations can be viewed at <https://www.ontario.ca/laws/statute/96m32>. The Act outlines all of the rules regarding the election.

Municipal Act

The Municipal Act, 2001 establishes the authority for municipal government to exist and details the spheres of jurisdiction in which it must operate. As such, it is important to investigate whether or not your interests/goals in municipal government are possible given the various restrictions in municipal powers within the Act.

The Act also dictates the role of Council (the collective whole), the Head of Council (Mayor), the Municipal Administration, the Chief Administrative Officer, the Clerk and the Treasurer. A copy of the Municipal Act, 2001 can be viewed at <https://www.ontario.ca/laws/statute/01m25>.



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It is important to note that Council as a whole establishes policy and once approved by the majority of its members, is implemented by staff. No individual member of Council has the unilateral authority/power to approve any policy.

Policies and Procedures

As a member of Council, in addition to legislation, you will be required to understand and abide by a number of policies and procedures. To view the applicable documents, either click on the Policy link below or visit the Town's website at: <https://www.smithsfalls.ca/government/bylaws/> .

- Accountability and Transparency Policy
- Council/Staff Relations Policy
- Code of Conduct
- Pregnancy and Parental Leave for Members of Council Policy
- Procedural Bylaw
- Expenses Policy

There are also a number of online and printed resources available to you. I encourage you to research these sources for a greater understanding of the role of a municipal elected official, the jurisdiction of municipal government, the relationships between levels of government and current municipal issues.

Association of Municipalities of Ontario (AMO)
Municipal World
Government of Ontario
Ontario Statutes and Regulations

www.amo.on.ca
www.municipalworld.com
www.gov.on.ca
www.e-laws.gov.on.ca

The Town of Smiths Falls website www.smithsfalls.ca will also provide a wealth of information about the community. Fellow candidates, current and past elected officials in this and other municipalities may also offer some insight and guidance.

School Board

Candidates for school board offices are encouraged to contact the Director of Education of the respective school board or the Clerk responsible for the election of these positions. Contact information is available in the Clerk's Office.

Voting Process

Smiths Falls will be utilizing internet and telephone voting for the 2022 Municipal Election. Information on the specifics of the Town's voting process is provided in a comprehensive



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policy and procedure manual (available in the Clerk's Office) aimed at making the election process consistent, compliant, reliable and transparent.

Nomination Papers

Filing your Nomination Paper is the first step toward a seat at the Council table. The Returning Officer will be accepting Nomination Papers for the following offices:

Mayor	1 to be elected
Councillors	6 to be elected

Nomination papers, along with Endorsement of Nomination forms (25 signatures), must be filed, either in person or by your agent, with the Returning Officer during normal office hours between May 2nd, 2022 and August 18th, 2022 and on August 19th, 2022 from 9 a.m. to 2 p.m. (Nomination Day).

The required filing fee of \$100.00 (cash, certified cheque, debit or money order made payable to Town of Smiths Falls) must accompany the signed form. The filing fee for the Head of Council (Reeve) position is \$200.00. In addition, at the time of filing you will be required to provide proof of identity and residence.

At the time of filing, you must also submit the following forms:

- Consent to Release of Personal Information
- Declaration of Qualifications – Council

All three (3) forms must be signed by you in front of the Returning Officer at the time of filing, or you may choose to have the Declaration signed elsewhere in front of a Commissioner of Oaths and filed by someone you have appointed in writing to be your agent. The agent will be responsible for providing proof of agency, all three (3) documents listed above, the fee and the candidate's identification.

Key Dates

2021-2022 AMCTO Municipal Elections Calendar. This calendar represents AMCTO's best efforts to capture key requirements and considerations for the upcoming planning for municipal election administrators. The calendar does not claim to be perfect and all items should be verified independently by the legislation/regulations or among peers.



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Campaign Finances

You may only accept contributions or incur campaign expenses during your campaign period. Your campaign period begins on the day you file your nomination papers with the Returning Officer and in most cases, your campaign will end on December 31, 2022.

Campaign expenses shall not exceed the maximum established by the Municipal Elections Act, 1996 and are calculated as follows:

- Mayor: \$7,500 plus \$.85 per elector (6492 electors in 2018)
- Councillor \$5,000 plus \$.85 per elector (6492 electors in 2018)

Contributions to your own campaign shall not exceed the maximum established by the Municipal Elections Act, 1996 and are calculated as follows:

- Mayor: \$7,500 plus \$.20 per elector (6492 electors in 2018)
- Councillor: \$5,000 plus \$.20 per elector (6492 electors in 2018)

Upon filing, the Clerk shall give the person, or the agent filing the nomination for the person, the Estimated Maximum Campaign Expenses, using the above calculation. These amounts shall be confirmed by the Returning Officer, on or before September 25, 2022 and a Certificate of Maximum Campaign Expenses will be provided to each candidate.

Candidates must open a bank account before incurring any expenses or accepting any contributions of money (including a contribution from themselves or their spouse). A candidate who does not spend any money or accept any contributions does not have to open a campaign bank account. The campaign bank account must be used exclusively for campaign purposes.

A detailed record of all revenues and expenditures must be kept by the candidate throughout the campaign period. To aid in your understanding of the financial reporting requirements of all candidates, we have enclosed a blank Financial Statement (required of candidates whose expenses total \$10,000 or less). Candidates whose campaign expenses exceed \$10,000 are required to file a Financial Statement and an auditor's report. Also enclosed is a two-page summary from MMAH regarding Campaign Finance Information for Candidates. Please also refer to the MMAH Candidate's Guide which very clearly outlines all of the requirements. **Detailed records, including receipts are to be kept by the candidate regardless of your success in the election.** Candidates are required to keep all campaign financial records until November 15, 2026 when the next council takes office.



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Campaign Advertising

Like campaign expenditures and revenues, the placement of campaign signs and advertising shall not commence until after the filing of nomination forms. The Town has an Election Signage Policy that informs candidates of when and where they can post campaign advertising and to ensure public safety on municipal roads and highways during an election period. Campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

Returning Officer

Throughout the election process you will hear and see reference to the position of Returning Officer. The Municipal Elections Act, 1996 directs the Clerk of the municipality to assume the position of Returning Officer for the municipal election. The titles are often used interchangeably; however, the roles and responsibilities are very different.

In closing, I express my appreciation for your interest in municipal government. We will be working on your behalf and on behalf of all eligible voters in the Town toward a smooth and equitable process for the 2022 Municipal Election.

This letter is provided to you for information purposes. Any necessary changes will be posted to the Town's website, referred to as "Revised" and dated accordingly. As well, reference should always be made to the relevant legislation and regulations.

Once registered as a candidate I will be in contact with you throughout the election period. In the meantime, please visit the Town's website for up-to-date municipal election information. If you require any further information, please do not hesitate to contact me at (613) 283-4124 ext. 1102 or kcostello@smithsfalls.ca.

Sincerely,

Kerry Costello, Clerk/Returning Officer

cc: Nadine Bennett, Deputy Clerk/Deputy Returning Officer