

TOWNSHIP OF WEST LINCOLN



INFORMATION FOR CANDIDATES FOR THE 2018 MUNICIPAL ELECTION

This guide has been prepared for the purpose of supplying information which will be of assistance to persons intending to stand for elected office for Municipal Council and Regional Council.

It is most important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified to be a candidate and are not disqualified by law.

May 2018

TABLE OF CONTENTS	Page #
1. Role of the Mayor	3
2. Role of Council Members	3
3. Important Dates – 2018 Municipal Election	3
4. Nomination Information (Dates, Forms, Fees, Endorsements)	4-6
5. Elected Offices (Candidates).....	6
6. Voting by Proxy	7
7. Scrutineers	7
8. Campaign Signs & Campaign Material Regulations	7-8
9. Third Party Advertising	8-9
10. Prohibition of Canvassing in Voting Places	9
11. Preliminary List of Electors (Voters’ List)	9-10
12. Financial Responsibilities & Penalties	10-11
13. Voting Locations on Election Day	12
14. Voting Subdivisions & Ward Boundary Changes	12
15. Advance Voting & Locations	12-13
16. Election Central	13
17. Posting of UNOFFICIAL Election Results	13
18. Posting of OFFICIAL Election Results	13
19. Provision of Identification to Vote	13-15
20. Important Legislative Changes and Information	15-16
21. Important Township Purchasing Restrictions Affecting Candidates	16
22. Use of Corporate Resources for Election Purposes	17
23. Did You Know? (Current Committee Structure & Remuneration)	17

1. ROLE OF THE MAYOR:

The role of the Mayor is described by the Municipal Act, under Section 225, as follows:

- (a) to act as Chief Executive Officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council;
- (c1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act.

As the Chief Executive Officer of a municipality, the head of council shall:

- (a) uphold and promote the purposes of the municipality;
- (b) promote public involvement in the municipality's activities;
- (c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

2. ROLE OF COUNCIL MEMBERS:

The role of Council Members is described by the Municipal Act, under Section 224, as follows:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act.

3. IMPORTANT DATES – 2018 MUNICIPAL ELECTION:

Nomination period begins	May 1, 2018
Nomination Period for Candidates	May 1 to July 27, 2018 (until 2pm)
Third Party Advertiser Registration	May 1 to October 19, 2018
Revision period for Enumeration List	Sept. 4 to Oct. 22, 2018
Nomination Day (last day to submit nomination papers)	July 27, 2018 until 2:00 p.m.
Final day for withdrawal of Candidacy	July 27, 2018 until 2:00 p.m.
Nomination Papers to be certified by Clerk	July 30, 2018 – 4:00 p.m.
Additional Nominations, if required	Aug 1, 2018 until 2:00 p.m.
Additional Nominations certified by Clerk, if applicable	August 2, 2018 – 4:00 p.m.
Advance Polls (Refer to pages 12 & 13)	Sept. 27, Oct. 2, 13, 16, 2018
Voting Day	Monday, October 22, 2018
Council Term Begins	Monday, December 1, 2018
Campaign Period Ends	December 31, 2018
Financial Filing Deadline	March 29, 2019 - 2:00 p.m.

4. NOMINATION INFORMATION:

Nomination Period: The nomination period begins on May 1, 2018 and runs until 2:00 p.m. on Friday, July 27, 2018.

Nomination Day: Nomination day is Friday, July 27, 2018. You have up until 2:00 p.m. to file your Nomination paper. If you file your nomination paper by 2:00 p.m. on July 27, 2018, the Clerk has until 4:00 p.m. on Monday July 30, 2018 to examine and certify it.

In the event there are no certified candidates to fill this position, nominations will be reopened on Wednesday, August 1, 2018, between the hours of 9 a.m. and 2 p.m. and such additional nominations, if required, may be filed at the office of the Clerk. Any additional nominations received shall be examined and certified by the Clerk on Thurs., August 2, 2018 before 4:00 p.m.

Nomination Form: The Nomination Paper can be picked up at the Clerk's Office and must be filed in person or through an agent. You cannot fax or e-mail your nomination form as an original signature is required. If an agent is filing the nomination paper on behalf of a candidate, the candidate's declaration of qualification must be taken and commissioned by a Commissioner of Oath, prior to the agent filing the paper. There is staff in the Office of the Clerk who can administer this oath. Candidates are required to show proof of identity and qualifying address within the Township at the time the nomination paper is sworn.

Nomination Fee: You must submit a deposit with your nomination form (\$100.00 for the office of Councillor, Regional Councillor or School Board Trustee and \$200 for the office of Mayor). The deposit must be cash (includes debit), certified cheque, or money order. No personal cheques are allowed. You will be given a receipt and the deposit will be returned if your Financial Statement is filed on time (prior to 2 p.m. on March 29, 2019).

Candidate Qualifications: **To run for Mayor, Councillor, Regional Chair or Regional Councillor a candidate must be:**

- a Canadian Citizen on Election Day
- at least 18 years of age on Election Day
- a resident of the municipality or a non-resident owner or tenant of land in the municipality, or the spouse or same-sex partner of an owner or tenant of land in the municipality
- not disqualified by any legislation from holding municipal office
- provide 25 signatures from eligible voters endorsing the nomination upon registration as a candidate

To run as a Trustee for a local school board a candidate must be:

- a Canadian Citizen on Election Day
- at least 18 years of age on Election Day

- eligible to be an elector of that school board for which the person is a candidate
- not disqualified by any legislation from holding municipal office.

Disqualifications of a Candidate:

The following persons are disqualified from holding office:

The Clerk or designate, will ask for proof of identity and qualifying address or qualifications to run for elected office. The Clerk has the authority and may reject nomination papers for any of (but not limited to) the following reasons:

- an employee of the municipality (if you are running for municipal council) or school board (if you are running for school board trustee) unless a leave of absence has been granted
- a judge of any court, a member of the Legislative Assembly or the Senate or the House of Commons
- a Crown employee within the meaning of the Public Service Act who is a Deputy Minister or who is in a position or classification designated in the regulations made under that Act for the purposes of Section 11 thereof
- an inmate of a penal or correctional institute
- one who ceases to be a Canadian Citizen
- one who is not a resident, owner or tenant in the municipality
- one who is prohibited from voting in an election according to the Elections Act, Municipal Act or Education Act
- one who has violated financial requirements for filing financial information

Despite the above disqualification, Members of Parliament (MPs), Members of Provincial Parliament (MPPs) and Senators may be nominated for municipal office without having to resign their current seat in Parliament. However, by 2 p.m. on July 27, 2018 (Nomination Day) MPs, MPPs, and Senators will be required to resign their current seat should they wish to continue to seek municipal office.

In all cases, the onus is on the Candidate to submit a proper nomination paper.

Withdrawal of Nomination:

If you wish to withdraw your nomination paper, you should do so in writing and file your withdrawal at the Clerk's office before 2:00 p.m. on Nomination Day (which is July 27, 2018).

Once nominations have closed at 2:00 p.m. on Nomination Day, the Clerk will examine, before 4:00 p.m. on Monday, July 30, 2018, each nomination that has been filed.

Elected Office Acclamations:

If at 4:00 p.m. on Monday, July 30, 2018, (following Nomination Day - July 27, 2018), the number of certified candidates for a particular 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.

Insufficient # of Candidates: In the event that there are still offices vacant, nominations will be reopened on Wednesday, August 1, 2018, between the hours of 9 a.m. and 2 p.m. Additional nominations are to be filed at the office of the Clerk. Any additional nominations received shall be examined by the Clerk on Thursday, August 2, 2018 before 4:00 p.m. If additional nominations have been received and the number of certified candidates still does not exceed the remaining number of vacancies, the Clerk shall immediately declare the additional candidate or candidates elected by acclamation. If there are still vacancies, the new Council can appoint additional members to fill the vacancy provided that there are a sufficient number of new Councillors to form a quorum (four or more). If there are not enough members of Council to form a quorum, after the close of all nominations, then a by-election must be held to fill the vacant positions.

5. ELECTED OFFICES (CANDIDATES):

MAYOR & COUNCILLORS:

Mayor	One to be elected by all electors of the municipality
Councillor - Ward 1	Two to be elected by electors in Ward 1
Councillor - Ward 2	Two to be elected by electors in Ward 2
Councillor - Ward 3	Two to be elected by electors in Ward 3

** NEW ** REGIONAL COUNCIL:

Regional Chair	One to be elected by all electors in the Niagara Region
Regional Councillor	One to be elected by all electors of the municipality

SCHOOL TRUSTEES:

District School Board of Niagara - English Language Public School

One to be elected at-large within the Board's area of jurisdiction - West Lincoln & Wainfleet (Nominations to be filed with the Clerk of the Township of West Lincoln)

Niagara Catholic District School Board - English Language Separate School

One to be elected at-large within the Board's area of jurisdiction: Grimsby, Lincoln, West Lincoln & Pelham (Nominations to be filed with the Clerk of the Town of Grimsby)

Conseil Scolaire - Viamonde - French Language Public School-Board

One to be elected at-large within the Board's area of jurisdiction: consists of the City of Hamilton, Town of Lincoln, Township of West Lincoln, Town of Grimsby, City of Burlington, Town Halton Hills, Town of Milton, Town of Oakville, City of Brantford, County of Brant (Nominations to be filed with the Clerk of the City of Hamilton)

Conseil scolaire - catholique MonAvenir - French Language Separate School

One to be elected at-large within the Board's area of jurisdiction: consists of that part of the Regional Municipality of Niagara consisting of Grimsby, Lincoln, Niagara Falls, Niagara-on-the-Lake, St. Catharines, Thorold and West Lincoln (Nominations to be filed with the Clerk of the City of St. Catharines)

6. VOTING BY PROXY:

Any person whose name is on the voters' list can appoint a qualified person to vote on their behalf (voting proxy). If an individual wants to appoint a voting proxy, forms can be picked up at the Clerk's office during regular office hours up to and including polling day (October 22, 2018). Voting proxies cannot be appointed until after nomination day. You can act as a voting proxy for only one person unless you are a relative (spouse, sibling, parent, child, grandparent or grandchild), in which case the limitation does not apply. Proxies can be appointed on or after September 4, 2018.

7. SCRUTINEERS:

You may appoint one scrutineer for each polling place. The Accu-Vote machines which will be used, will automatically count the votes therefore there will be no hand counted ballots. However, there are other functions that a scrutineer could perform other than watching the count of the votes. These could include:

- being present when materials are delivered to the Clerk following advance voting and on voting day
- entering the voting place early and inspecting the ballot box and ballots and all other forms and documents
- placing a seal on the ballot box before opening of the voting location and at the conclusion of voting to ensure that ballots cannot be deposited or withdrawn without the seal being broken
- signing a statement of the results of the vote as prepared by the Deputy Returning Officer for the poll.

If the Candidate is present at a particular polling place, then his/her scrutineer **cannot** be present at the same time.

A scrutineer must be appointed in writing. Forms can be obtained from the Clerk's Department.

8. CAMPAIGN SIGN & CAMPAIGN MATERIAL REGULATIONS:

The Township of West Lincoln has an Election Sign, being By-law No. 2018-36, which restricts the locations where election signs can be located in the municipality and also requires that signs be removed within 72 hours after the conclusion of the election. Please review this by-law very carefully; a copy of the by-law is included as part of the candidates package. If your election signs are not removed within 72 hours, the Township will remove them and the cost of such removal will be billed to you. Please read carefully the restriction contained in the Election Sign By-law 2018-36; in particular make note that election signs are not permitted on municipal property nor on road allowances (i.e. Not permitted on the property along the side of roads and not permitted at corners, boulevards, mediums, intersections or at polling locations).

An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate.

A candidate shall not cause an election campaign advertisement to appear unless the following information is provided to the broadcaster or publisher, in writing: (1) the

name of the candidate and (2) the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate. The broadcaster or publisher cannot cause an election campaign advertisement to appear if the information noted above has not been provided in writing. The broadcaster or publisher must retain this information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours.

Tenants in apartments/condominiums now have the right to display signs in relation to an election on the premises of his or her unit. A landlord, person, condominium corporation or agent may set reasonable conditions relating to the size or type of signs in relation to an election that may be displayed on the premises and may prohibit the display of signs in relation to an election in common areas of the building in which the premises are found. The display of elections signs in a common area of a building is prohibited if it is being used as a voting place.

NOTE: Although your campaign period starts as soon as you submit a nomination paper, the election sign by-law restricts you from putting up signs any sooner than 45 days prior to Election Day.

It is the candidate's responsibility to ensure that campaign workers are not contravening the Township or Region's Sign By-law or other legislation. Contravention may result in the removal of the sign and may be subject to costs associated with the removal and the fines pursuant to the Provincial Offences Act or other applicable statutes.

9. **THIRD PARTY ADVERTISING - **NEW**:**

The Municipal Elections Act now includes a framework for third party advertising which came into effect on April 1, 2018, for the 2018 Municipal Election. These regulations have been introduced to manage unregulated third party advertising that has seen an increase during past several municipal elections.

A third party advertisement means any **paid** advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate and/or a yes or no referendum question on the ballot.

It will now become an offence for any third party advertiser to incur any expense on third party advertising during the restricted election period (May 1, 2018 to October 22, 2018) if they are not registered with the Clerk of the municipality, or municipalities in cases of more than one, where the advertising occurred. Registration allows a third party advertiser to promote or oppose any candidate that the electors in the municipality can vote for including Regional Council, local municipal Council and school board trustees. The expenses incurred in relation to third party advertisements cannot exceed the amount calculated under Section 88.21 of the Municipal Elections Act for the registered third party.

Third party advertising does not include advocacy or issues-based advertising so groups that do public outreach can continue their work throughout the election period. As well, advertising that does not cost money to post or broadcast, such as comments made on social media, are not considered to be third party advertising.

Third Party Advertiser Eligibility

Only individuals, corporations and unions can register as third party advertisers and/or make contributions to third party advertisers, as they are not permitted to make contributions to candidates. Third party advertising must be done independently of candidates, who are not able to direct a third party advertiser.

Eligible to File

- An individual who is normally a resident of Ontario
- Corporations that conduct business in Ontario
- Unions who have bargaining rights for employees in Ontario

Not Eligible to File

- A registered candidate of the municipal election
- A Federal political party, association or registered candidate
- A Provincial political party, association, or registered candidate
- The Crown
- A Municipality or Local Board

NOTE: For more specific guidelines and legislation with respect to Third Party Advertising, please consult the 2018 Guide for Third Party Advertisers (Ministry of Municipal Affairs/Ministry of Housing) as well as the Municipal Elections Act.

10. PROHIBITION OF CANVASSING IN VOTING PLACES:

Section 48(2) of the Municipal Elections Act prohibits the posting or displaying of any candidate's election campaign material or literature in a voting place (which includes any place in the immediate vicinity of the voting place as designated by the Clerk). Section 48(1) of the Act provides that while an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.

Election staff and persons designated by the Clerk will be instructed to remove forthwith from any voting place any campaign material, campaign buttons, or campaign literature of any nature.

11. PRELIMINARY LIST OF ELECTORS (VOTERS' LIST):

Commencing September 4, 2018, the preliminary list of elector's (voters list) for the 2018 Municipal Election will be available for review at the Township Offices at 318 Canborough Street, Smithville, as well as at the West Lincoln Public Libraries in Smithville, Caistorville and Wellandport (see addresses below):

Library Addresses:

Smithville Library
177 West Street
Smithville
905-957-3756

Caistorville Library
9549 York Street
Caistorville
905-692-4290

Wellandport Library
5042 Canboro Road
Wellandport
905-386-6792

Any time on or after September 4, 2018, you can attend the municipal office at 318 Canborough Street (Monday to Friday from 9:00 to 4:30 p.m.), or the library as noted above (during their hours of operation), to determine if your name is on the voters' list and if the information is accurate (i.e. address, school support, etc).

Applications for amendments to the Voters' List will be accepted by the Clerk commencing on Tuesday, September 4, 2018 and ending at 8:00 p.m. on Voting Day (October 22, 2018).

If you are eligible to be an elector in West Lincoln and you wish to have your name added to the list, applications may be completed at the Township Offices any time during regular office hours (9:00 a.m. – 4:30 p.m. Mon. - Fri.) or at either of the Advance Poll locations. Please note that you cannot have your name added to the list at any of the libraries as you must attend the municipal office in order to complete the required form(s).

Additionally, there is a provision that allows you to add your name to the voters' list on voting day being October 22, 2018 at the Polling Station. However, to avoid undue delay at your voting location on voting day, we strongly urge that, if possible, you have appropriate changes made to the voters' list as early as possible before October 22, 2018 (Election Day).

The Clerk may, on his or her own initiative remove a person's name from the voters' list until the close of voting on voting day if the Clerk is satisfied that the person has died.

Access to use of the voters' list must be supervised and therefore is the reason why it will only be available at the Township office and the Public Libraries.

VOTERS' LIST PROVIDED TO CANDIDATES:

Upon written request, certified candidates will be entitled to receive a copy of the voters' list, in electronic format (i.e. USB flash drive), for the part of the voters' list that contains the names of the electors who are entitled to vote for the office which they are running for. Candidates must make a written request to the Clerk to obtain a free electronic copy of the voters' list and sign the required oath. Any Candidate who was acclaimed is not entitled to a Voters' List. The voters' list can only be used by candidates for election purposes. Any other use of the voters' list is strictly prohibited. NOTE: Following the election, the voters' list (USB flash drive) **must** be returned to the Clerk.

12. FINANCIAL RESPONSIBILITIES & PENALTIES:

It is very important that you review all your financial responsibilities as outlined in the Candidates Guide and the Municipal Elections Act. You have been provided a copy of a publication entitled "The 2018 Candidates' Guide for Ontario Municipal and School Board Elections" from the Ministry of Municipal Affairs/Ministry of Housing. A copy of the Municipal Elections Act, 1996 (as amended) is available by following this link <https://www.ontario.ca/laws/statute/96m32>

For your information, some very important provisions from the Municipal Elections Act relating to financial reporting have been extracted and are provided below. These extracts provide only a small portion of the financial information that you must familiarize yourself with. Be sure to review the financial requirements very carefully.

PARTIAL EXTRACT OF SECTION 88.25 OF THE MUNICIPAL ELECTIONS ACT, 1996, As Amended:

Financial Statements – filing - required

- 88.25 (1) On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
- (a) in the case of a regular election, as of December 31 in the year of the election; and
 - (b) in the case of a by-election, as of the 45th day after voting day. 2016, c. 15, s. 60.

Auditor's Report - exception

- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000. 2016, c. 15, s. 60.

PARTIAL EXTRACT OF SECTION 88.23:

Effect of Default by Candidate (Penalties)

- 88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,
- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
 - (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
 - (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
 - (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60.

Default - Penalties

- 88.23 (2) Subject to subsection (7), in the case of a default described in subsection (1),
- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
 - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies. 2016, c. 15, s. 60.

PARTIAL EXTRACT OF SECTION 92:

Election campaign finance offence – by candidate

92. (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
 - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (1).

13. VOTING LOCATIONS ON ELECTION DAY – OCTOBER 22, 2018:

Hours of Voting: 10:00 A.M. TO 8:00 P.M.

Voting Subdivision (Poll) Locations:

WARD 1	Subdivision 1 & 2	Caistor Central Public School 1794 Caistor Centre Rd., Caistor Centre
WARD 2	Subdivision 3 & 4	Gainsborough Public School 5459 Regional Rd. 20, St. Ann's (Bismark)
WARD 3	Subdivision 5 & 6	Smithville Public School 260 Canborough Street, Smithville

14. VOTING SUBDIVISIONS & WARD BOUNDARY CHANGES:

There are three wards (Ward 1, 2 and 3) in the Township of West Lincoln consisting of two subdivisions (polls) in each ward. If you are running for Councillor in a particular Ward, you will receive the map specific to that Ward. Those candidates seeking the office of Mayor, School Trustee, Regional Chair or Regional Councillor will receive the map of the entire Township as well as individual Ward maps.

WARD BOUNDARY REVIEW:

Given that the population of the Township continues to increase and that the growth has tended to cluster in certain parts of the Township, there was an imbalance in the population of the three wards. By the time of the 2011 Federal census, the disparity in the population across the three wards had increased proportionately: Ward 1 = 2,840; Ward 2 = 4,412 and Ward 3 = 6,585.

Most residential development in the Township occurs in the new Ward Three – which is the largest ward in terms of population. It was therefore appropriate to revisit the issue of representation. Three Open Houses were held in the Fall of 2016 and Council adopted the new ward boundaries in November of 2016 for the 2018 Municipal Election. The new boundary lines are generally clean and unambiguous.

****NEW – WARD BOUNDARIES****

The two rural wards (Ward 1 & 2) are almost equal with a population of approximately 3,900 each. The entire urban boundary is now included in Ward 3 along with a moderate rural zone surrounding Smithville with an approximate population of 5,900. The new boundary between Wards 1 and 2 has been shifted westerly from Caistor/Gainsborough Townline Road to Regional Road 14 (Smithville Road). The Fulton/Grassie area has shifted from Ward 3 to Ward 1 and parts of Smithville that were part of Ward 2 are now part of Ward 3. Please refer to the new ward boundary map(s).

15. ADVANCE VOTING & LOCATIONS:

There will be four advance voting opportunities for the 2018 Municipal Election, as noted below. We encourage electors to vote in advance to avoid long lines, for convenience and particularly if they are unable to vote on Election Day.

2018 ADVANCE VOTING DATES:**Administration Building, 318 Canborough Street, Smithville**

Thursday, September 27, 2018	6:00 p.m. to 9:00 p.m.
Tuesday, October 16, 2018	6:00 p.m. to 9:00 p.m.

(NEW) Premier Equipment Ltd, 2887 South Grimsby Rd. 13, Smithville

Tuesday, October 2, 2018	4:00 p.m. to 9:00 p.m.
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Legion Villa Seniors Complex, 161 Mill Street, Smithville

Saturday, October 13, 2018

10:00 a.m. to 4:00 p.m.

16. ELECTION CENTRAL (Municipal Office, 318 Canborough Street, Smithville):

At the close of the voting on Election Day, UNOFFICIAL results will be transferred from each polling location to the Township Office and displayed in the Municipal Council Chambers (318 Canborough Street, Smithville) for viewing by all candidates as well as the general public. Please note that the results are posted as **“UNOFFICIAL RESULTS”** on the evening of the election.

17. POSTING OF UNOFFICIAL ELECTION RESULTS:

The Clerk shall, as soon as possible after receiving the information from each polling location, display the number of votes (Unofficial Results) received for each candidate.

18. POSTING OF OFFICIAL ELECTION RESULTS:

It is anticipated that the Official Results showing the successful candidates will be posted in the Township Administration Office and on the Township's web site sometime later in the day on October 23, 2018.

19. PROVISION OF IDENTIFICATION TO VOTE or ELECTOR MUST TAKE AN OATH:

Please also note that persons attending to vote must provide identification **OR** must complete an application in the prescribed form, including a statutory declaration confirming that they are the elector shown on the voters' list.

At the voting location, the Deputy Returning Officer (DRO) **shall** give the person a ballot only if:

- i. the deputy returning officer is satisfied that the person is entitled to vote at the voting place, **and**
- ii. the person presents the prescribed proof of identity and residence or completes an application in the prescribed form, including a statutory declaration that he or she is the elector shown on the voters' list.

The following constitutes acceptable identification as it is extracted from Ontario Regulation 304/13 and revised for clarity.

Proof of identity and residence

1. The following is prescribed as the proof of identity and residence that a person may present for the purposes of subparagraph 1 ii of subsection 52 (1) of the Act:

1. An original, or a certified or notarial copy, of a document that is listed in Schedule 1 and shows the person's name and qualifying address.

Form for application and statutory declaration

2. The following is prescribed as the form that a person may complete for the purposes of subparagraph 1 ii of subsection 52 (1) of the Act:

1. Form 9, entitled "Declaration of Identity" (application and statutory declaration under subparagraph 1 ii of subsection 52 (1) of the Act), dated November, 2013 and available on the website of the Government of Ontario Central Forms

Repository under the listing for the Ministry of Municipal Affairs/Ministry of Housing.

SCHEDULE 1

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.

28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.

20. IMPORTANT LEGISLATIVE CHANGES AND INFORMATION:

There were a significant number of important changes to the Municipal Elections Act which were enacted for the 2018 Municipal Election. Below is a summary of some of those important changes:

- The first day that candidates can register for nomination is **May 1, 2018**. The deadline to file a nomination for the municipal election will be until **2:00 p.m. on July 27, 2018**. (The election campaign period has been shortened from 37 weeks to 13 weeks.)
- Anyone wishing to run for Township or Regional Council must now submit the signatures of 25 eligible voters endorsing the nomination.
 - (i) The requirement to submit 25 signatures does NOT apply to candidates running for trustee of a local school board.
 - (ii) Each voter providing a signature must sign a declaration stating that they were eligible to vote in the Township on the day they signed the endorsement.
 - (iii) If a candidate files a nomination, and then changes their mind and decides to run for a different office on the same Council (such as Councillor, then decides to run for Mayor) new signatures are not required.
- **“NEW”** - For the first time in the Niagara Region voters will be electing the Chair for the Regional Municipality of Niagara.
- **“NEW”** - A Regional Councillor will also be elected at large within the Township;
- Contributions by corporations and trade unions to candidates are banned; however, corporations and trade unions can contribute to third party advertisers or register as a third party advertiser.
- Individuals, corporations and trade unions can register to be third party advertisers (see **“NEW”**: Third Party Advertising section on pages 8 & 9) and make contributions to third party advertisers.
- A candidate may resubmit his or her financial statement to correct an error up until the filing deadline. **NOTE:** The Clerk (or delegate) has been given the mandate to review all financial statements, only to identify any contributions in excess of the prescribed limits, which will then be reported to the Compliance Audit Committee.
- A candidate who misses the filing deadline has been provided with a 30-day grace period for an extension provided they pay a \$500 late filing fee to the Clerk
- A new spending limit for post-election parties (celebrations) and expressions of appreciation after voting day has been established.
- New rules apply regarding the maximum amount a candidate and his or her spouse can contribute to the candidate’s own campaign (refer to Section 88.9.1 of the Municipal Elections Act).
- The maximum contribution to a candidate or third party advertiser has increased from \$750 to \$1,200; however a contributor shall not make contributions exceeding a total of \$5,000 to two or more candidates for office on the same Council or local board.
- A candidate who does not accept any contributions of money, or incur any expenses, is not required to open a bank account.
- If a candidate sells items for \$25 or less to raise campaign funds, the money is considered campaign income rather than a contribution. In this case, the candidate

does not have to issue a receipt, or make sure that the person buying the item is eligible to make a campaign contribution.

- Every candidate will be entitled to a refund of the nomination fee if they file their campaign financial statement and, if needed, the auditor's report by the deadline.
- If an eligible voter believes that a candidate or third party advertiser has contravened an election campaign finance rule, the voter may apply for a compliance audit. Compliance audit committees will be required to provide brief written reasons for their decisions.
- It is an offence to give, lend, offer or promise someone an office or employment in order to convince a person to run for office, not to run for office, or withdraw from running for office.
- It is an offence to give, lend, offer or promise someone money or other compensation in order to induce a person to run for office, not run for office or withdraw from running for office.

NOTE: It is strongly suggested that you review the 2018 Candidates Guide for Ontario Municipal Council and School Board Elections (Ministry of Municipal Affairs/Ministry of Housing) as well as the Municipal Elections Act.

21. IMPORTANT - TOWNSHIP PURCHASING RESTRICTIONS AFFECTING MEMBERS OF COUNCIL, MEMBERS OF BOARDS/COMMITTEES & STAFF (POL-T-01-2015 EFFECTIVE DECEMBER 1, 2015)

IMPORTANT NOTE: The Township cannot acquire any goods or services from Members of Council, any appointed Member of a Board or Committee or any Township Employee. Below is an extract of the section from the Township's Tendering & Purchasing Policy for your information.

III. NO DIRECT PURCHASING OF SERVICES OR SUPPLIES:

- (a) Unless otherwise directed, no personal purchases shall be made by the Township for Members of Council, any appointed Member of a Board or Committee or any Township Employee, unless authorized by the CAO.
- (b) No service or supply of goods shall be purchased by the Township or by a local board or committee established by the Township from:
 - (i) an employee of the Township or an employee of a local board or committee,
 - (ii) a member of council of a member of a local board or committee, or
 - (iii) a parent, spouse, child or sibling of an employee, of a member of council or of a member of a local board or committee, unless authorized by the CAO. In such cases the CAO may find it is in the best interest of the Township to allow such a purchase if the following criteria are met:

There is no other local supplier of the good and service and buying other than local would result in considerable cost to the Township. Where an employee is involved in such an award, the employee shall:

- a) Immediately disclose the nature of their interest to the CAO
- b) Not take part in the awarding of the contract
- c) Not attempt in any way to influence the award to the contract

22. USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES:

A Use of Corporate Resources Policy for Election Purposes (POL-ADMIN-01-2018) has been adopted by Council. Section 88.18 of the Municipal Election Act, 1996 (MEA) now requires municipalities and local boards, before May 1 of an election year, to establish rules and procedures with respect to use of municipal or board resources during the election campaign period. This policy will serve as a guide for Members of Council, candidates, registered third parties, staff, local boards of the Township of West Lincoln and the public on the appropriate use of corporate resources to provide for the fair and equitable treatment of all candidates and/or registered third parties while meeting the requirements under the *MEA* and will provide clarity and consistency among the 12 local area municipalities due to the first election of a Regional Chair by Niagara residents.

23. DID YOU KNOW? (Current Committee Structure & Remuneration)**Township Standing Committee & Council Meeting Schedule (subject to change)**

Currently, Standing Committee Meetings of Council are held at 6:30 p.m. and have been set as follows:

Second Monday of the month - Planning/Building/Environmental Committee
 Third Monday of the month - Administration/Finance/Fire Committee followed by the Public Works/Recreation/Arena Committee

Township Council meets at 7:00 p.m. on the fourth Monday of each month unless otherwise directed by the Mayor with the concurrence of a majority of the Members of Council or by resolution of Committee/Council. If a meeting falls on a Monday of a public holiday or a civic holiday, the meeting is to be held at the same hour and in the same place on the next business day.

Advisory Boards/Committees:

There are approximately 16 internal and external advisory committees/boards to which Members of Council may be appointed. Committee meetings are held at various times, Council Members will meet to decide which members will serve on the committees of their choice.

Current Salary for Mayor and Councillors:

- Mayor: **\$30,170.14** per annum, one third (\$10,057) of which is deemed not to be taxable (rates subject to change)
- Township Councillor: **\$17,909.06** per annum, one third (\$5,970) of which is deemed not to be taxable (rates subject to change)

Current Salary for Regional Councillors:

- \$32,012.99

As the Head of Council, the Mayor chairs the Council meetings. The Mayor is also an ex-officio member of all of the Advisory Committees. The Mayor represents the Township at Regional Council meetings.

For information on meeting times and any questions with respect to compensation for the Regional Chair and/or Regional Councillor, candidates should contact the Niagara Region.

NOTE: The 2017 Federal Government eliminated the 1/3 tax free allowance, which takes effect January 1, 2019.