



2022 MUNICIPAL ELECTION CANDIDATE PACKAGE

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KEY DATES OF THE 2022 MUNICIPAL ELECTION

Electors in the Township of Mulmur will be voting electronically, by internet or telephone, in the 2022 Municipal Election.

**Monday, May 2nd 2022 to
Friday, August 19th 2022**

Nomination Period: Nomination forms may be filed by candidates beginning Monday, May 2nd 2022 and on any day thereafter prior to Nomination Day, at any time when the Clerk's Office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.) and on Nomination Day, Friday, August 19th 2022 when nomination forms may be filed between the hours of 9:00 a.m. and 2:00 p.m.

**Monday, May 2nd 2022 to
Tuesday, January 3rd, 2023**

Campaign Period: The campaign period begins when a candidate has filed the nomination form and ends on Tuesday January 3, 2023. Alternative time periods are in effect if the candidate withdraws the nomination, if the Clerk rejects the nomination, or the candidate extends his/her campaign and is continuing to campaign to erase a deficit.

**Monday May 2nd 2022 to
Friday, October 21st, 2022**

Third Party Advertising: Individuals, corporations or trade unions may file with the Clerk to be a registered as a third party for the election; in prescribed form. Restrictions apply as to who may register.

Friday, August 19th, 2022

Nomination Day: Last day for filing nominations. Nominations, in the Required Form, filed on this date may only be filed between the hours of 9:00 a.m. to 2:00 p.m.

Last day to withdraw a nomination. Withdrawals must be filed before 2:00 p.m.

Monday, August 22nd, 2022

Certification of Nomination Forms and Acclamations: The Clerk shall certify filed nomination forms prior to 4:00 p.m. Immediately after 4:00 p.m., the Clerk shall declare any acclaimed eligible candidates to be duly elected.

Thursday, September 1st, 2022

Voters' List: The Clerk shall make the list of voters available to persons entitled upon written request. Candidates will receive a login and password allowing them to view the voters' list online no later than September 26, 2022.

Saturday, September 17th, 2022

Mulmur All Candidates Meeting: Hosted by MC². Time and location to be determined.

Early October

Voter Information Letters will be mailed to residents directly in the month of October, providing them with a Personal Identification Number (PIN) which will allow them to **vote 24 hours a day during the voting period** from any touch-tone telephone, cell phone, computer or other device connected to the internet.

**Friday, October 14, 2022 to
Monday, October 24th, 2022**

Advanced Polls open **Friday, October 14, 2022 at 10:00 am to Monday, October 24th, 2022 at 10:00 am**. Vote from any touch-tone telephone, cell phone, computer or other device connected to the internet.

A Voter Help Centre at the Township Office will be open Monday to Friday 8:30 am to 4:30 pm during the entire election. Drop in or Call: 705 466 3341 x223 (1 883 472 0417 x223 from 519 area code)

Monday, October 24th, 2022

ELECTION DAY
FINAL DAY to VOTE by Internet or Telephone
from 10:00 am to 8:00 pm.

Tuesday, October 25th 2022

Declaration of Results: The Clerk will declare the results of the election of candidates “as soon as possible after voting day”.

Wednesday, December 14th, 2022

Term of Office Commences: Elected members must take the oath of office prior to taking their seat. Inaugural Meeting will be held on December 5th in the Council Chambers at the Township Municipal Office.

Tuesday, January 3rd 2023

Campaign Period Ends for candidates and registered third parties. Financial Statements can be filed after you have ended your campaign.

Friday, March 31st 2023

Campaign Financial Statements must be filed before the deadline of March 31, 2023 at 2:00 pm. **If you filed a nomination form, you must file a financial statement.**



NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s.32)

NOTICE is hereby given to the Municipal Electors of the
TOWNSHIP OF MULMUR

Nominations in the Township of Mulmur for the offices of:

MAYOR one (1) to be elected
DEPUTY-MAYOR one (1) to be elected
COUNCILLOR three (3) to be elected

ELIGIBILITY

To run for the position of Mayor, Deputy Mayor, or Councillor, at the time of filing you must be:

- A Canadian citizen
- At least 18 years of age
- Reside in the Township of Mulmur, or are an owner or tenant of land in the Township of Mulmur, or the spouse of such a person
- Not prohibited from voting under any applicable law

TERM OF OFFICE

December 14, 2022 to November 18, 2026.

NOMINATION PERIOD

Beginning **Tuesday, May 02, 2022**, and ending at **2:00 pm** on **Friday, August 19, 2022** candidates may file a nomination form with the Clerk, in person during regular business hours 8:30 am to 4:30 pm, on the prescribed nomination form and accompanied by the nomination filing fee of:

Head of Council - \$200.00
Deputy Mayor - \$100.00
Councilor - \$100

The filing fee is payable by cash or certified cheque only. Candidates are prohibited from spending or raising funds for their election campaign until a nomination form has been filed.

FILING A NOMINATION

A nomination form must be signed by the candidate and filed **in person** or by an agent with the Clerk or designate. If an agent files the nomination form, it must be accompanied by a piece of Government Photo Identification including address, with the signature of the candidate, and **must** be commissioned prior to filing with the Clerk.

Endorsement signatures are not required to file a nomination in the Township of Mulmur.

In the event there are insufficient number of certified candidates to fill all positions, nominations will be reopened for the vacant positions only on Wednesday, August 24, 2022, between the hours of 9:00 a.m. to 2:00 p.m.

VOTING PERIOD

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, voting will take place between **Friday, October 14, 2022 at 10:00 a.m.** to **Monday, October 24, 2022 at 8:00 p.m.**

SCHOOL BOARD TRUSTEES

ENGLISH LANGUAGE PUBLIC: One (1) trustee for the Combined Towns/Townships of Amaranth, Grand Valley, Melancthon, Mono Mulmur and Shelburne. Nominations to be received at the Town of Mono.

FRENCH LANGUAGE PUBLIC: One (1) trustee for Electoral Sector 5. Nominations to be received at the City of Barrie.

ENGLISH LANGUAGE SEPARATE: One (1) trustee for the Town of Caledon and Dufferin County Combined. Nominations to be received at the Town of Caledon.

FRENCH LANGUAGE SEPARATE: One (1) trustee for Electoral Sector 5. Nominations to be received at the City of Brampton.



COUNCIL INFORMATION

The governing body of the Township of Mulmur is Council. It consists of a Mayor, Deputy Mayor, and three Councillors. Ratepayers elect the Members of Council for a four-year term of office commencing December 14th, 2022, to November 18th, 2026. Having both legislative and executive responsibilities, Council deals with matters that require policy direction, bylaws and responses to pertinent issues.

COUNCIL MEETINGS:

Regular Council meetings are held on the first Wednesday of the month commencing at 9:00 am or as agreed upon by Council. If needed, a second Council meeting will generally be held on the third Wednesday of the month.

Council meetings are open meetings, which members of the public are welcome to attend. Certain portions of some meetings may be closed to the public for discussions regarding matters outlined in section 239 of the Municipal Act, but all other matters are discussed in open council.

All Council, Committee and Board meetings, agendas and minutes are posted on the Township website at www.mulmur.ca.

BOARDS AND COMMITTEES:

Members of Council may also be appointed to sit as a representative of the Township to the following regulatory boards and committees:

REGULATORY BOARDS

- Dufferin County Council: Mayor and Deputy Mayor sit by virtue of their Office
- Mulmur-Melancthon Fire Board: Two Members of Council
- North Dufferin Community Centre Board of Management: One Member of Council
- Nottawasaga Valley Conservation Authority: One Member of Council
- Police Services Board: One Member of Council
- Rosemont District Fire Board: Two Members of Council
- Shelburne District Fire Board: Two Members of Council
- Shelburne Library Board: One Member of Council

COMMITTEES

- Advisory Committees: are created at Council's discretion and sit for the term of Council. The mandate and number of members appointed will be determined by Council within each Committee's Terms of Reference.
- Committee of Adjustment: Two Members of Council

DUTIES OF COUNCIL:

The duties of members of council are outlined in the Municipal Act, and in sections 4 and 5 of the Township's Procedural By-law.

THE ROLE OF COUNCIL:

Council members are elected by residents every four years. As per the Municipal Act, it is the role of Council to:

- 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;
- (d.1) 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.

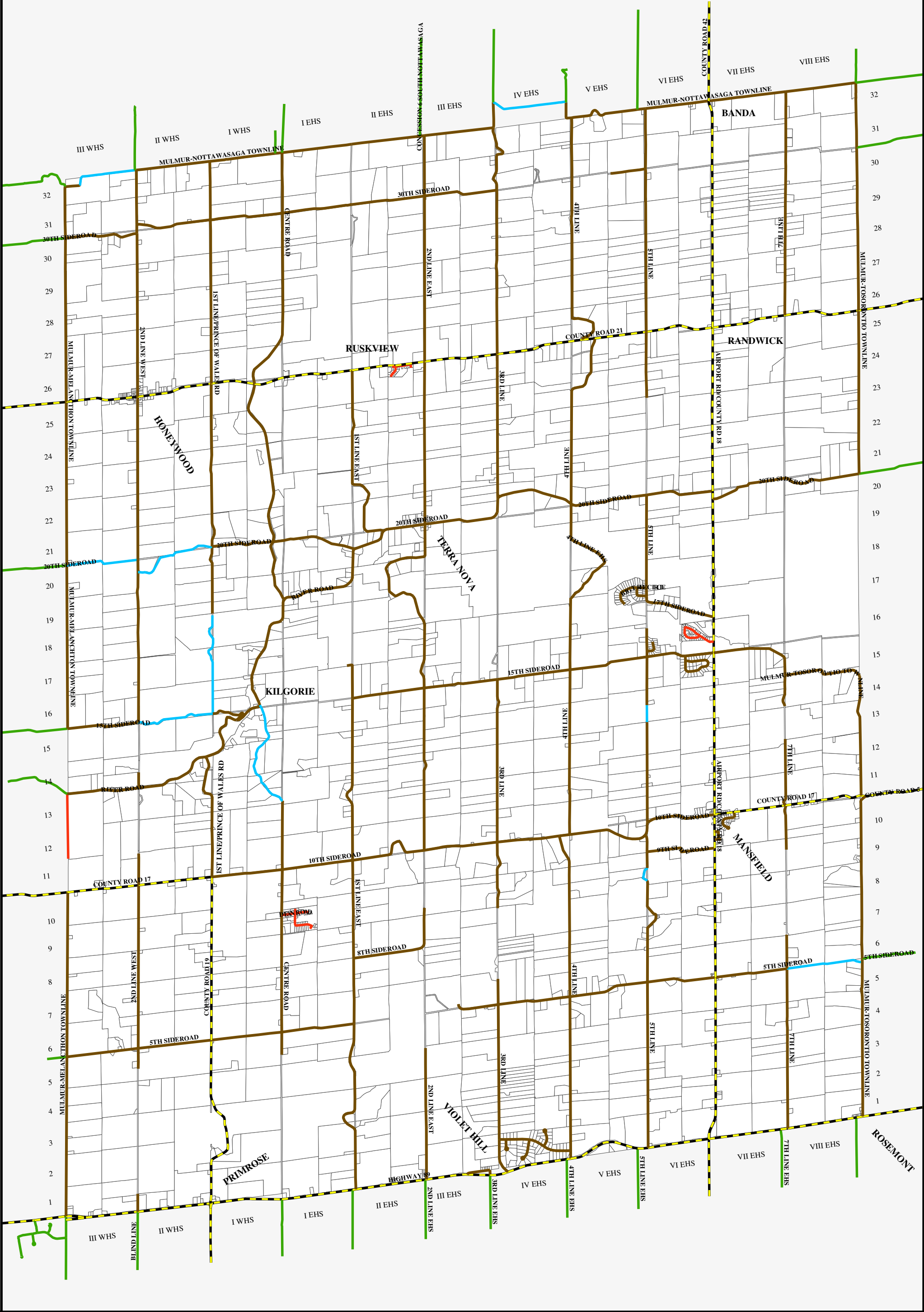
One of the tasks that Council undertakes is the development of a four-year strategic plan. This plan identifies and prioritizes goals and objectives that guide Council's decision making. A copy of the Township of Mulmur 2020-2024 Strategic Plan is included in this package.

THE ROLE OF STAFF:

As per the Municipal Act, it is the role of staff:

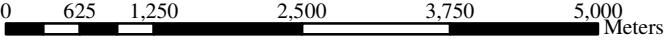
- a. to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- b. to undertake research and provide advice to council on the policies and programs of the municipality; and
- c. to carry out other duties required under this or any Act and other duties assigned by the municipality.

As a result, staff provide advice on policy, including options and recommended actions, identifying the costs and benefits for the community in both human and financial terms.



Township of Mulmur Road Network

- ROAD DESCRIPTION**
- COUNTY ROAD OR PROVINCIAL HIGHWAY
 - ADJACENT TOWN OR TOWNSHIP
 - NO WINTER MAINTENANCE
 - ROAD NOT ASSUMED BY MUNICIPALITY
 - TOWNSHIP OF MULMUR ROAD



Municipal Elections 2022 – Campaign Finance Information for Municipal Council Candidates

Voting Day: Monday, October 24, 2022

Campaign Period: begins on the day the clerk receives your nomination and ends on Tuesday, January 3, 2023

A Bank Account must be opened if you accept any contributions (including contributions of money from yourself) or incur any expenses. The nomination fee is considered to be a personal expense – *not* a campaign expense.

Campaign contributions are any money, goods or services that are given to you for use in your campaign including money and goods that you contribute yourself. You are only allowed to accept contributions or incur campaign expenses during your campaign period, after you file your nomination.

There is a limit on the total amount that you and your spouse may contribute to your own campaign. The formula to calculate the limit is:

- for head of council candidates: \$7,500 plus 20 cents per elector
- for other council offices: \$5,000 plus 20 cents per elector

The municipal clerk will tell you your self-funding limit.

Contribution limits

- \$1,200 limit that applies to each person who contributes to your campaign
- The maximum total amount that a contributor can give to candidates in the same jurisdiction (i.e. running for the same council or the same school board) is \$5,000

Who can make contributions to municipal candidates?

- individuals whose principle residence is in Ontario
- yourself and your spouse

Contribution receipts must be issued for every contribution you receive. The receipt should show who made the contribution, the date and the value and can only come from one person (e.g. in the case of a joint account). You are required to list the names and addresses of every contributor who gives more than \$100 in total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than \$100. *Note: Contribution receipts are not tax receipts. Contributions to municipal and school board campaigns cannot be credited against provincial or federal income taxes.*

Ineligible contributors

- corporation
- trade union
- 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 federal or provincial government, a municipality or a school board

Ineligible contributions

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (e.g. someone who doesn't live in Ontario, a corporation or trade union, etc)
- greater than the \$1,200 limit or the \$5,000 total limit
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Ineligible contributions must be returned as soon as you learn that the contribution is ineligible. If you cannot return the contribution, you must turn it over to the clerk.

REMEMBER: You are responsible for keeping records of the financial activities related to your campaign. The *Municipal Elections Act, 1996* does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

Campaign Expenses are costs incurred for goods and services for use in your campaign.

Your spending limit covers expenses that you incur between the beginning of your campaign and October 24, 2022. Expenses that you incur on October 25, 2022 to the end of your campaign are not subject to the spending limit.

Expenses not subject to the spending limit:

- expenses related to holding a fundraising event or activity
- 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

The **spending limit** for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.85 per eligible elector
- for council member or trustee: \$5,000 plus \$0.85 per eligible elector

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as 10% of the amount of your general spending limit.

Financial Statement: It is the responsibility of a candidate to file a complete and accurate financial statement by the **filing deadline** which is **2:00 p.m. Friday March 31, 2023**. If you filed a nomination form, you must file a financial statement.

Note: If your campaign has a deficit, you may request to extend your campaign in order to do some additional fundraising. Please contact the clerk for more information.

Penalties may apply if you are convicted of an offence:

- A fine of up to \$25,000
- Ineligibility to vote or run in the next regular election
- Up to six months imprisonment
- Forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

There are three contraventions of the Act where penalties apply automatically:

- If you fail to apply to the court for an extension by the filing deadline or file a financial statement by the end of the 30-day grace period
- If your financial statement shows that you exceeded a spending limit
- If you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or to be appointed to fill a vacancy until after the 2026 election.

Auditor's report: If your campaign expenses or contributions total more than \$10,000 you must have an auditor review your financial statement and provide a report.

A **compliance audit committee** is required to be established by each municipality and school board. An eligible elector who believes you have contravened the election finance rules may apply for a compliance audit of your campaign finances.

Surplus and Deficit

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the clerk when you file your financial statement. The surplus will be held in trust and can be used if you incur expenses related to a compliance audit. If the surplus is not needed for these expenses it becomes the property of the municipality.

If your campaign expenses are greater than your campaign income, you will be in a deficit.



APPROVED BY MOTION: MARCH 2, 2022

Use of Corporate Resources for Municipal Elections Policy

POLICY STATEMENT

1. The Township of Mulmur is committed to ensuring accountable and transparent election practices relating to the use of municipal resources.

SCOPE

2. This policy applies to all members of Council, Registered Election Candidates (including acclaimed candidates), Registered Third Parties, municipal and local board employees and members of the public.

PURPOSE

3. This Policy is intended to:
 - a) ensure compliance with the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended, with respect to the role of the Township in contributing to a municipal and trustee election campaign.
 - b) ensure Candidates and Registered Third Parties are treated fairly and consistently within the municipality.
 - c) ensure the integrity of the election process is always maintained.
 - d) establish the appropriate use of resources during an election period, in order to:
 - i. protect the interests of Members of Council, Candidates, Registered Third Parties, Staff and the Corporation; and
 - ii. ensure accountable and transparent election practices.

DEFINITIONS

4. For the purpose of this policy, the following definitions apply:

Act - means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

Candidate - means a person who has filed a Nomination Form for an office pursuant to section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

Clerk - means the Clerk of the Township of Mulmur or their designate.

Corporate Resources - means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Town including but not limited to facilities, parks, materials, equipment, monetary funds, technology, Township IT system and resources, databases, distribution lists, websites, social media, intellectual property, and supplies.

Election Day - for a regular election is the fourth Monday in October in the year of the election, as prescribed by the Municipal Elections Act, 1996.

Members of Council - means the Council of the Township of Mulmur.

Member - means a Member of the Council of the Township of Mulmur.

Policy - means this Use of Corporate Resources for Municipal Elections Policy.

Registered Third Party - means an individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in the municipal election.

Staff - means all full-time, part-time and contract persons hired by the Township.

Township - means The Corporation of the Township of Mulmur.

POLICY

5. No Person with access to or control of Corporate Resources shall use Corporate Resources for the purposes of an election or contribute or allow the contribution of Township Resources for campaign-related purposes.
6. For greater clarity from May 1st of the municipal election year until the Inaugural Meeting in December, inclusive, Members of Council, Candidates and Third Party Advertisers shall not:
 - a) Use the Township crest, logo, brand, coat of arms, letterhead, slogan or other such municipally-owned property in campaign-related material either in print or digital format.
 - b) Use the Township website, domain names, or social media accounts in campaign-related material either in print or digital format.
 - c) Use the Township voicemail system to record election-related messages.
 - d) Use the Township computer network (including the Township's email system) for election-related correspondence.
 - e) Use any photographs or video material produced for and owned by the Township or any photos taken utilizing Township equipment or sent through Township email accounts for any election-related purposes.
 - f) Use corporate information technology (IT) assets, infrastructure or data (i.e. computers, corporate email, web pages, social media links, portals,

- photocopiers, scanners, fax machines or telephones) to respond to or communicate campaign-related messages.
- g) Benefit from the use of any Township pricing established under the Township's procurement policy.
 - h) Use any Council or Councillor budgets for election-related purposes or to advertise, promote or support any Candidate or Registered Third Party, or any position related to any questions which may be authorized to be placed on the ballot.
 - i) Print or distribute any material paid for by municipal funds that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office.
 - j) Profile (name or photograph), or make reference to, in any material paid for by municipal funds, any individual who is registered as a Candidate in any election.
 - k) Print or distribute any material using municipal funds that makes reference to, or contains the names, photographs, or identifies registered Candidates for municipal elections.
 - l) Use Township property or staff in any campaign photos.
 - m) Use any municipal facility/property for any election-related purpose unless a rental fee has been established and the rental of such is available to all candidates and Registered Third Parties. Notwithstanding the foregoing, no facility/property shall be rented or used for any municipal election-related purpose by members of Council, candidates, Registered Third Parties, or the public during any day that voting is taking place on the property, including set-up, hosting, or take-down activities.
7. To avoid any confusion with official websites and social media accounts used for Township, members of Council, Candidates and Registered Third Parties who choose to create or use their own websites or social media accounts shall, throughout the period from May 1st of the municipal election year until the date of the inaugural meeting in December, inclusive, include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used personally or for election campaign purposes and is not associated with the Township.
8. All staff shall:
- a) Behave in a manner that is impartial, fair and unbiased toward all registered candidates and third parties.
 - b) Consult with their direct Supervisor prior to agreeing to perform any task requested by a member of Council, Candidate, or Registered Third Party that exceeds their normal duties or could be construed as contributing to an election campaign.

- c) Not rent any corporate facility/property for any municipal election-related purpose to members of Council, candidates, third parties or the public during any day that voting is taking place anywhere on the property, including set-up, hosting, or take-down activities.
 - d) Not canvass or actively work in support of a municipal candidate or third party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave
 - e) Take care to separate personal activities from their official positions.
 - f) Request and obtain a leave of absence without pay should they wish to run for federal, provincial, or municipal office and abide by the respective legislation governing such elections.
9. To avoid a perceived conflict of interest, staff are discouraged from assisting with or having any involvement in municipal election campaigns, including posting election signs on their property, phone and e-mail solicitations, signing nomination papers, distribution of brochures and wearing candidate buttons.
10. Staff may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties as a representative of the Township.

ADMINISTRATION

11. Staff are authorized and directed to take the necessary action to give effect to this policy.
12. The Integrity Commissioner, if appointed, may at any time be consulted by members of Council with regard to complying with any part of this policy and will be responsible for enforcement of this policy through Council's Code of Conduct. If an Integrity Commissioner is not appointed, the Clerk shall be responsible for the enforcement.
13. Nothing in this policy shall preclude a member of Council from performing their duties as a member of Council
14. During an election, responses to information requests from a Candidate or Registered Third Party will be provided to Council and all Candidates in a manner deemed appropriate by the Clerk. It is at the Clerk's discretion to determine if a request for information from members of Council, who are also Candidates, is made in the capacity as a member of Council or as a Candidate, bearing in mind the requirement for fair and transparent treatment of all Candidates.

15. The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the policy.



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 09 -22

BEING A BY-LAW REGULATING SIGNS AND ANY OTHER
ADVERTISING DEVICES WITHIN THE TOWNSHIP OF MULMUR

WHEREAS Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, confers broad authority on a municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS under Section 11 of the Municipal Act, the Corporation of the Township of Mulmur, as a lower tier municipality, has non exclusive authority to pass by-laws respecting matters within the sphere of jurisdiction relating to highways, including parking and traffic on highways;

AND WHEREAS the Municipal Act provides that a Council may pass a by-law to prohibit or regulate structures, including signs and other advertising devices;

AND WHEREAS Section 99 of the Municipal Act, sets out rules which apply to a by-law of a municipality respecting advertising devices, including signs;

AND WHEREAS Council has determined that there is a need to enact a By-law prohibiting and regulating signs, advertising and advertising devices on roads and within road allowances, to preserve the rural character, reduce roadside visual clutter and ensure the safety of the public while travelling roads in the municipality;

AND WHEREAS Council wishes to achieve balance between the need for advertising of local businesses or events, with the safety of the travelling public and the desire to preserve the visual attractiveness of the municipality;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1.0 DEFINITIONS

ABANDONED SIGN – means a sign which no longer correctly directs or advertises a bona-fide business, lessor, service, owner, product or activity and/or for which no legal owner can be found.

AGRICULTURAL SIGN – means a sign accessory to the permitted agricultural use.

ADVERTISING DEVICE – means any device or object designed and intended to be erected or located as to attract public attention and includes flags, banners, pennants, lights or any object intended for advertising purposes, and shall include a sign.

ALTER – means any change to a sign structure, size and/or location but shall not include the replacement of a sign face or panel, painting, repainting, cleaning or normal maintenance and repair.

CLERK - means the Clerk of the Township of Mulmur, and shall also include the Deputy Clerk, duly appointed under the Municipal Act.

COUNCIL – means the Council of the Corporation of the Township of Mulmur.

ELECTION SIGN - means a temporary sign, including a poster sign or rigid ground mounted sign, advertising support or opposition for a candidate, a political party, or a “yes” or “no” answer to a question on the ballot in a municipal, school board, provincial or federal election”.

ILLUMINATED SIGN – means any sign, which is digital or lit by a direct, indirect, internal or external light source.

OCCUPANT – means the person in physical possession of the premises and includes all persons who have the responsibility for the control over the condition of the premises or the activities there carried on notwithstanding that there may be more than one occupant of the same premises.

OWNER – means a person having a legal or equitable title to the land, building or structure upon which a sign is located and includes all persons having a legal right to obtain physical possession of the premises.

REAL ESTATE SIGN – mean a temporary sign advertising the real estate upon which the sign is located as being for rent, sale or lease.

SIGN - means any visual medium, including its structure and other component parts, which is used or capable of being used to attract attention to a specific subject matter, other than itself, for identification, information, advertising, service, activity, person, business or product.

SPECIAL EVENT SIGN – mean temporary street decorations, banners, paper signs, cloth signs, posters, handbills or any other temporary advertising devices installed for various community events, civic celebrations and/or festivals and special events.

TOWNSHIP - means the Corporation of the Township of Mulmur.

2.0 PROHIBITIONS

- 2.1 No person shall erect, display, alter, locate or place any sign upon any Township road or within any Township road allowance without the express permission of the Township, unless such type of sign is permitted in this By-law or as otherwise authorized by the Clerk or Council.
- 2.2 Any illuminated sign unless expressly permitted by Council pursuant to this By-law.
- 2.3 Any sign placed on or fastened to any tree, utility pole, municipal light standard or road sign within a Township road allowance.
- 2.4 Any sign which creates a traffic hazard is prohibited. No sign shall be erected which reduces the effectiveness of any traffic signal on any roadway or otherwise interferes with traffic on any roadway including obstructing the view of motorists at any intersection of roadways; or access driveway; and/or a roadway within 6 metres of that intersection of the lot lines.

3.0 EXISTING SIGNS

- 3.1 This By-law does not apply to an advertising sign or device that was lawfully erected or displayed on the day this By-law comes into force if the advertising device is not substantially altered, and the maintenance and repair of the

advertising device or a change in the message or contents displayed is deemed not in itself to constitute a substantial alteration.

- 3.2 A change in the message displayed by a sign does not require a permit, provided such sign has been erected in conformity with this By-law, and remains in conformity with the provisions of this By-law.
- 3.3 The owner, occupant or permit holder of any property upon which a sign is situated shall keep the sign, together with its supporting structure in a good state of repair and in a proper state of preservation as to safety and appearance.
- 3.4 Any sign that does not conform to any provision of this By-law and that falls into disrepair shall be considered an abandoned sign and shall be removed by the owner, occupant or permit holder and may not be re-erected. Such signs that are not removed by the owner in a timely manner may be removed and disposed of by the Township and the costs may be recovered pursuant to the provisions of this By-law.

4.0 PERMITTED SIGNS

- 4.1 The following types of signs are permitted to be erected on Township roads and within Township road allowances, provided such sign complies with this By-law;
- 4.2 A non-illuminated Real Estate sign of no more than 0.56 sq. m. in surface area, located directly adjacent to and not more than 2.5 m. from the limit of the property for sale or lease and limited in number to three, plus one additional sign for each additional, separate open Township road fronting the land for sale or lease, such signs to be erected only when the lands are under active listing until no later than ninety (90) days after the termination of the listing or the sale of the property;
- 4.3 A Special Event sign, for a period not to exceed thirty (30) days prior to the event until two (2) days after the event;
- 4.4 A sign which advertises a public auction, placed adjacent to the lot where the auction is to be held for a period of not more than fourteen (14) days prior to, until two (2) days following the auction event;
- 4.5 A sign advertising a garage or contents sale, for a period of seven (7) days prior to the sale to two (2) days following the sale;
- 4.6 A sign erected by emergency services, including police, fire, or ambulance services, or as authorized under a municipal emergency, including any sign erected to warn of a danger or safety hazard, and emergency number sign;
- 4.7 A sign displaying an emergency number;
- 4.8 Agricultural signs, or signs erected for the purpose of retailing agriculture products during the period those products are being offered for sale;
- 4.9 A temporary sign announcing and providing details of a public works project (funding sources, contractor, contact information, etc.) for a period of not more than sixty (60) days prior to the commencement of construction to not more than thirty (30) days after the final completion of the project, and including a temporary Sign placed for the purpose of warning and/or directing traffic;
- 4.10 A sign placed at the entrance to a neighbourhood identifying the name of the neighbourhood and the civic address, and containing no other message, as approved by the Township;

- 4.11 A sign approved by the Township under the Planning Act;
- 4.12 A sign erected by the Township, the County of Dufferin, Province of Ontario or Government of Canada under the Highway Traffic Act;
- 4.13 A sign erected or displayed within the road allowance of any road under the jurisdiction of the County of Dufferin, provided that a permit has been obtained from the County of Dufferin;
- 4.14 A sign erected or displayed within the road allowance of any road under the jurisdiction of the Province of Ontario, provided that a permit has been obtained from the Ministry of Transportation;
- 4.15 A sign erected by a government organization, such as the Niagara Escarpment Commission or a related agency, such as The Bruce Trail Conservancy;
- 4.16 A sign erected by a snowmobile club to mark the location of, or direct traffic on a snowmobile trail;
- 4.17 Any other sign placed on a Township road or within a Township road allowance specifically authorized by the Clerk or Council of the Township of Mulmur.

5.0 ELECTION SIGNS

- 5.1 Election signs, advertising or promoting the election of a candidate for municipal, provincial, or federal government office are permitted, in accordance with the Elections Act.
- 5.2 All election signs shall be removed within three (3) days after the election.
- 5.3 The placement of election signs is prohibited on Township lands containing municipal buildings, parks and/or facilities.
- 5.4 The placement of elections signs is prohibited within 10m of an intersection

6.0 APPLICATION FOR VARIANCE

- 6.1 Pursuant to s. 99 of the Municipal Act, 2001, Council may authorize a variance to this By-law if in the opinion of Council the general intent and purpose of this By-law are maintained.
- 6.2 The applicant shall provide the Clerk with the following documents:
 - a) A duly executed application form, as in Schedule "A" to this By-law;
 - b) An owner's authorization form, if the applicant is not the owner of the lands in which the sign(s) are to be erected;
 - c) An application fee as outlined in the Township's Schedule of Fees;
 - d) A site plan showing the proposed location of the sign(s) in relation to other features on the lot or within the road or road allowance;
 - e) Design and construction details of the proposed sign(s); and
 - f) The time period the sign(s) is/are to be erected.
- 6.3 The Clerk may circulate the application and documents received with the application for comment by any official of the Township; Emergency Services; the County of Dufferin; the Ministry of Transportation and/or any

other public agency which may have an interest in the application. Should any of the above officials or agencies recommend denial of the authorization with reasons deemed to be reasonable the application shall be denied. The Clerk shall provide the applicant with the reasons for the denial and refund the fee(s).

- 6.4 Council shall schedule a hearing within 45 days of the receipt of the variance application and shall determine the appropriateness of such application, after hearing from the applicant, should the applicant so desire to be heard, and hearing from any other persons who may have an interest in the matter, should such persons so desire to be heard. Council shall issue its decision within 45 days after the variance application has been heard.

- 6.5 Any decision made by Council on an application for a variance to this By-law is final and binding.

7.0 TIME LIMITATIONS

- 7.1 Permission to erect a sign on a Township road or within any Township road allowance shall not be given by the Clerk or by Council for a period of more than one year.

8.0 BUILDING PERMITS

- 8.1 Where a building permit is required for the sign under the Building Code Act, and/or where the sign is larger than that permitted by the Township's Zoning By-law, the applicant shall obtain a building permit. Nothing in this By-law restricts the Chief Building Official requiring further information from the applicant to determine compliance with the Building Code Act.

- 8.2 Should the sign require a building permit, any sign permit issued under this By-law by the Clerk shall be conditional upon the issuance of a building permit prior to the erection or display of the Sign, failing which the permission for the sign from the Township shall be of no effect and shall be deemed to have been revoked, and the sign may be removed and costs recovered in accordance with the provisions of this By-law.

9.0 ENFORCEMENT

- 9.1 Where any sign not permitted in in the By-law has been erected, or where any such sign represents a traffic hazard the Township shall have the right to pull down, demolish or otherwise remove the sign at the expense of the Owner. The Township shall not be liable to compensate the Owner of the sign by reason of anything done by or on behalf of the Township under the provisions of this By-law.

- 9.2 All costs incurred by the Township for pulling down, demolishing or otherwise removing and disposing of the Sign, including legal fees, may be recovered by the Township as a debt owed by the owner of the sign or by any or all methods available by statute, including collection from the owner of the land through the property tax system.

- 9.3 All costs and charges incurred by the Township for the removal, care and storage of a Sign that is erected or displayed in contravention of this By-law are a lien on the Sign that may be enforced by the Township under the Repair and Storage Liens Act, 2006.

10.0 PENALTIES

- 10.1 Every person who contravenes any provision of this By-law is guilty of an offence and liable upon conviction to a penalty as authorized by the Provincial Offences Act.

11.0 ADMINISTRATION

11.1 This By-law shall be administered by the Clerk.

12.0 SHORT TITLE

12.1 This By-Law shall be known and cited as the "Sign By-law".

13.0 REPEAL

13.1 That By-Law No. 20-09, is hereby repealed.

14.0 EFFECTIVE DATE

14.1 This By-law shall come into force and take effect on the day of passage hereof.

READ A FIRST, SECOND and THIRD TIME, and passed this 2nd day of MARCH, 2022.



MAYOR



CLERK



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 04 - 2022

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES

WHEREAS The Municipal Act, 2001, S.O. 2001, c.25, ('Act') provides that every municipality shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, and provide for public notice of meetings;

AND WHEREAS it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

NOW THEREFORE the Council of the Corporation of the Township of Mulmur enacts as follows:

GENERAL

1.0 RULES OF PROCEDURE

The proceedings of the Council and its committees, the conduct of the members and the calling of meetings shall be governed by the provisions of the *Municipal Act*, S.O. 2001, c.25 as amended and the rules and regulations contained in this by-law.

- 1.1 Except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of Council and its committees and the conduct of its members.
- 1.2 Where separate by-laws have been enacted in accordance with provisions contained in the legislation, the notice provisions set out in such by-laws shall prevail.
- 1.3 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

2.0 INTERPRETATION

- 2.1 Wherever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- 2.2 References to items in the plural include the singular, as applicable.
- 2.3 The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede or follow them.
- 2.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
- 2.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

3.0 DEFINITIONS

Act – means the *Municipal Act, S.O. 2001, c.25* as amended.

Ceremonial Presentation – means the giving of an award, prize or other form of recognition by the Chair at a Council meeting.

Chair – means the Head of Council or Acting Head of Council or chairperson of any committee.

Clerk – means the Clerk, or his or her designate.

Committee – means a Committee of Council, Board, Task Force, and/or Working Group constituted and appointed by Council, excluding Joint Committees and/or legislated Boards that have their own policies and procedures.

Committee of the Whole – means a committee comprised of all members that directly report back to the Committee or Council that it is comprised of.

Consent Agenda – means the portion of the agenda that may be approved by Council without debate.

Council – means the Council of the Corporation of the Township of Mulmur.

Council Meeting – means meetings set out in this by-law to be held on a regular basis.

Closed Session – means a meeting or portion thereof which is closed to the public in accordance with the Act.

Deputation – means a person or group of persons who are not members of Council or staff of the Municipality who have requested and are permitted to address Council or a Committee.

Ex Officio – means by virtue of Office and refers to the position of Mayor.

Head of Council – means the Mayor.

Majority Vote – means an affirmative vote of more than one-half of the votes cast by those present.

Meeting – means any regular, special or other meeting of Council or *Committee* where quorum of members are present and members discuss and/or deal with any matter in a way that materially advances the business or decision-making of the Council or Committee.

Member – means a member of Council, including the Mayor, or a member of a Committee, including the Chair.

Notice of Motion – means a written motion received by the Clerk at a meeting of Council, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Council.

Notice – means publicly displaced electronic, or printed communication that includes the time and place of a meeting and, in the instance of a Special Meeting, shall include the purpose of the meeting and whether the meeting was called by the Head of Council or Clerk.

Point of Order – means a statement made by a member of Council during a meeting, drawing the attention of the Chair to a breach of the Procedural By-Law.

Point of Privilege or Personal Privilege – means raising a question concerning a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole, have been impugned.

Presentations – means a verbal and/or visual provision of information to Council by an individual, community group or organization.

Quorum – means a majority of the members (more than half) of the whole number of members except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.

Recorded Vote – means a written record of the name and vote of every member voting on any matter or question.

Resolution – means the decision of Council on any motion.

Special Meeting – means a meeting called under Section 240 (a) or (b) of the Act, having the same privileges as a Council Meeting.

DUTIES AND CONDUCT

4.0 DUTIES OF THE CHAIR

4.1 It shall be the duty of the Chair to:

- a) open the meeting by taking the chair and calling the meeting to order;
- b) announce the business in the order in which it is to be acted upon;
- c) receive and submit, in the proper manner, all motions presented by the members;
- d) put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;
- e) decline to put to vote motions which infringe the rules of procedure;
- f) run the meeting efficiently and effectively, restraining the members, within the rules of order, when engaged in debate;
- g) enforce on all occasions the observance of order and decorum among the members;
- h) receive all messages and other communications and announce them to the members;
- i) authenticate, by signature when necessary, all by-laws and minutes;
- j) inform the members when necessary or when referred to for the purpose, on a point of order;
- k) represent and support the members, declaring its will, and implicitly obeying its decisions in all things;
- l) ensure that the decisions are in conformity with the laws and by-laws governing the activities;
- m) adjourn the meeting when the business is concluded, to adjourn the meeting without question in the case of grave disorder arising.

5.0 DUTIES OF MEMBERS

5.1 It shall be the duties of members to:

- a) deliberate on the business before it;
- b) vote when a motion is put to a vote;
- c) respect the Rules of Procedure.

6.0 It shall be the duties of Council to:

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

7.0 CONDUCT OF MEMBERS

7.1 Members shall govern themselves according to the Council Code of Conduct adopted by Council during a meeting held pursuant to this by-law.

7.2 No member in an open meeting or Closed Session, shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

7.3 No member shall:

- a) in an open meeting or Closed Session, use offensive words or unparliamentary language in or against the Council or against any Member, staff or guest;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council.

- e) disclose any information that is deemed to be confidential pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*;
- f) display any offensive or partisan political material, including buttons.
- g) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

8.0 PUBLIC CONDUCT

8.1 Members of the public who constitute the audience at a meeting, shall not:

- a) address Council or Committee address without permission;
- b) approach the desks of Council or Committee members during a meeting without permission of the Chair or Members;
- c) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;
- d) enter the meeting room without first removing any non-religious or non-medical head gear;
- e) shall put on silence all electronic devices.

9.0 EXPULSION FOR MISCONDUCT

9.1 The Chair may cause to be expelled and exclude any member of the public, or group of persons in attendance at a meeting who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk seek the appropriate assistance from police.

9.2 Where a member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such Member be order to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes he/she may be permitted to retake his/her seat.

MEETINGS

10.0 INAUGURAL MEETING

10.1 The first meeting of a newly elected Council after a regular election shall be held on the second Wednesday in December at a time and location determined by the Clerk.

10.2 At the Inaugural meeting of the Council, the only business to be brought before the meeting shall be the following:

- a) Declarations of Office;
- b) Inaugural Address by the Head of Council;
- c) Matters incidental to any of the above.

11.0 REGULAR MEETINGS

- 11.1 Regular meetings of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.
- 11.2 A second regular meeting of Council may be held during each month as required.
- 11.3 Meetings of the Council shall generally be held at the Council Chambers located at 7580702nd Line East, electronically, or at such other place as is specified in the agenda.
- 11.4 All Council and Committee meetings shall be open to the public.
- 11.5 Public notice of meetings shall be given for all meetings by means of the municipal website
- 11.6 Notice for meetings not scheduled in the original calendar of meetings outlined in section 11, will be at the discretion of the Clerk and using communication channels as appropriate.
- 11.7 If no quorum is present 15 minutes after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.
- 11.8 As soon after the hour fixed for the holding of the meeting as a quorum is present, the Chair shall call the meeting to order.
- 11.9 Subject to the provisions of *Act* and where no Presiding Officer has been appointed, in case the Chair does not attend within 15 minutes after the time appointed for a meeting, or he/she refuses to act, the Clerk shall call the members to order and the Deputy Mayor and/or Vice Chair shall preside until the arrival of the Chair, and while so presiding shall have all the rights, powers, and authority of the Chair.
- 11.10 No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

12.0 CLOSED SESSIONS

12.1 Notwithstanding section 11.4, a meeting may be closed to the public if the subject matter being considered relates to items as listed in the *Act* and must follow the procedures as outlined in the *Act*.

12.2 All persons in attendance during closed sessions shall ensure that confidential matters disclosed to them, and materials provided to them during Closed Sessions or in advance of the meeting or session, are kept confidential. Persons in attendance are encouraged to delete and/or return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member.

13.0 SPECIAL MEETINGS

13.1 The Head of Council or Clerk may at any time summon a special meeting of Council on 48 hours written notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council.

13.2 The only business to be dealt with at a special meeting is that which is listed.

14.0 EMERGENCY MEETINGS

14.1 In circumstances determined to be an emergency or urgent situation, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Head of Council, Deputy Mayor or Clerk may at his/her discretion call an emergency meeting of Council on less than 48 hours notice.

14.2 An emergency meeting shall only proceed with the consent of two-thirds of the members of Council, recorded in the minutes.

14.3 The Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.

15.0 MEETING NOTICE

15.1 Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township's website. Additional notice by direct mail and/or publication may be made at the discretion of Council or the Clerk. Inclusion within agenda and meeting packages shall be considered as notice.

15.2 Such notice shall be given pursuant to applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.

16.0 INCLEMENT WEATHER

16.1 For all Council and Committee meetings, should the *Chair* deem the weather to be severe or an emergency, the meeting shall be held electronically, cancelled and/or rescheduled for another time.

17.0 ELECTRONIC PARTICIPATION

17.1 Electronic participation at meetings may be conducted, pursuant to Section 238 of the *Act*, and in accordance with this By-law.

17.2 Electronic participation will be permitted at all meetings unless specified by the Clerk or Chair.

17.3 Members who wish to participate electronically, in accordance with this section, shall make arrangements with the Clerk, no less than 24 hours in advance of the meeting, or as soon as possible in the event of inclement weather.

17.4 Members participating electronically, shall be entitled to vote as if they were attending in person and participate electronically in a meeting that is open or closed to the public.

17.5 At meetings with electronic participation by any member(s), votes may be recorded to ensure transparency.

AGENDAS

18.0 The Clerk, at his/her discretion, shall have prepared from all communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting and not less than 48 hours before the hour appointed for the holding of a regular meeting.

18.1 The following headings shall make up the Council agenda:

- a) Call to Order
- b) Land Acknowledgement
- c) Approval of the Agenda
- d) Minutes of the Previous Meeting
- e) Discussion Arising out of the Minutes

- f) Disclosure of Pecuniary Interests
- g) Public Question Period
- h) Public Meetings
- i) Deputations and Presentations
- j) Public Works
- k) Treasury
- l) Administration
- m) Planning
- n) Committee Minutes and Reports
- o) Information Items
- p) Closed Session
- q) Items for Future Meetings
- r) Notice of Motions
- s) Passing of By-laws
- t) Adjournment

- 18.2 The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.
- 18.3 Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.
- 18.4 Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.
- 18.5 Agendas and meeting packages will be made available at the Township office as well as on the Township website.

MINUTES

19.0 MINUTES

19.1 Minutes shall record:

- a) The place, date and time of the meeting and the time of adjournment;
- b) The names of presiding officer, members and staff present;
- c) The reading, if requested, correction and adoption of the minutes of prior meetings;
- d) Declarations of pecuniary interest;
- e) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment.
- f) Recorded votes taken by Council.

19.2 The Clerk or designate shall act as the recording secretary for Council and

Committee meetings, including Closed Sessions, statutory and planning public meetings.

- 19.3 Only the theme of questions asked during the public question period will be recorded in the minutes.

20.0 ADOPTION OF MINUTES

- 20.1 Draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular meeting but will be made available in draft to the public as soon as possible after the meeting and prior to adoption.
- 20.2 Members shall indicate any errors or omissions to be corrected by the Clerk prior to adoption.
- 20.3 If the minutes have been delivered to the Members then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.
- 20.4 After the Council minutes have been approved by Council, they shall be signed by the Head of Council and Clerk and/or designate(s).
- 20.5 Closed session minutes shall be brought forward for approval as soon as practicable and be listed on the closed meeting agenda. Closed session minutes shall be marked as confidential and shall remain confidential.

DISCLOSURES OF PECUNIARY INTEREST

- 21.0 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 21.1 Members shall prior to any consideration of the matter at the meeting, determine whether they may have a pecuniary interest and disclose the nature thereof verbally at the meeting.
- 21.2 The Member shall provide a written statement, in a form provided, of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 21.3 Members may declare pecuniary interest prior to any item being addressed.

21.4 Members who have declared a pecuniary interest shall:

- a) not take part in the discussion of, or vote on any question in respect of the matter;
- b) not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
- c) in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration.

21.5 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.

21.6 In the event that a member declares an interest during closed session, the Member shall affirm their declaration of pecuniary interest immediately after the motion to arise and the Clerk shall record the declaration in the minutes.

21.7 A Member who has declared a pecuniary interest in a matter may move, second and vote on the confirmatory by-law for the meeting in which the interest was declared and adopting the minutes of the meeting in which the interest was declared.

21.8 Where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than 2.

PUBLIC QUESTION PERIOD

22.0 A maximum of 15 minutes will be set aside for Public Question Period, with each questioner limited to 5 minutes.

22.1 When called upon by the Chair the questioner will identify themselves by name and address the question to the Chair.

- 22.2 Questions will be responded to by the Chair who may also request a response from staff. Response can be deferred or provided in writing depending on the specifics of the question.
- 22.3 Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlines in the *Act*.

DEPUTATIONS AND PRESENTATIONS

23.0 DEPUTATIONS

- 23.1 A person wishing to appear as a deputation may address Council or a Committee shall be limited in speaking to not more than 15 minutes except that a delegation consisting of more than 5 persons shall be limited to 2 speakers, each limited to speaking not more than 10 minutes.
- 23.2 Deputations shall advise the Clerk in writing providing an outline of the nature of the deputation, and relevant deputation materials at least 7 days prior to the meeting.
- 23.3 The Clerk, at his/her discretion, will determine the date and time of the deputation.
- 23.4 Deputations may only be about an item listed on the meeting agenda.
- 23.5 Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the *Act*.
- 23.6 A person who is unable to attend may arrange for another person to appear as a deputation on such person's behalf.
- 23.7 Members may ask questions of clarification.
- 23.8 A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- 23.9 Each issue and/or deputation will be allowed one meeting presentation to the Council or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.

23.10 The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.

24.0 PRESENTATIONS

24.1 A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than fourteen (14) days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation material must be provided fourteen (14) days prior to the meeting for inclusion in the package.

24.2 Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within Municipality's jurisdiction, being those that Council is responsible for as outlined in the Act.

24.3 Presentations and Ceremonial Presentations at the Council meeting shall be limited to 15 minutes. The duration of a presentation may be extended by majority vote specifying the additional time. Such question shall be decided by Council without debate.

24.4 Presenters may only present once every twelve (12) months on the same topic, or at the discretion of Council or the Clerk.

24.5 A maximum of two (2) presentations per meeting will be scheduled by the Clerk.

24.6 Immediately following a presentation, the Chair will determine if further action is required and direct staff to prepare a report for consideration by Council. If no report is required, presentations will be noted and filed.

BY-LAWS

25.0 Generally, all by-laws shall be given first, second and third reading at one meeting in a single motion.

25.1 Every by-law passed by Council shall:

- a) be signed by the Head of Council and Clerk, or their deputies;
- b) Be sealed with the Municipal seal; and
- c) Indicate the date of passage.

25.2 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted

procedure or to comply with provisions of any Act and shall be complete except for the number and date thereof.

- 25.3 The Clerk or designate is hereby authorized to make such minor deletions, additions, or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

MOTIONS AND VOTING

26.0 MOVED AND SECONDED

- 26.1 All motions shall be moved and seconded. The Clerk or designate may be asked to repeat the motion in question.
- 26.2 The *Chair* may vacate the chair in order to move or second a motion and shall resume the chair following the vote of the matter.
- 26.3 All motions may be supported or opposed by the mover and seconder.

27.0 SEVERABILITY OF MOTION

- 27.1 Upon the request of any member, and when the Chair is satisfied that a motion under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

28.0 SECONDARY MOTIONS

- 28.1 The following matters and motions are not debatable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
- a) a point of order or privilege;
 - b) to move to call the vote;
 - c) to move to Committee of the Whole;
 - d) to extend the time of the meeting; or
 - e) to adjourn.
- 28.2 The following matters and motions are debateable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
- a) to amend;
 - b) to suspend the Rules of Procedure;

- c) to commit or refer to a specific body;
- d) defer or to postpone indefinitely;
- e) any other procedural motion.

28.3 Procedural motions shall be considered immediately upon receipt and shall have precedence.

29.0 MOTION TO RECONSIDER

29.1 If a matter has been previously considered, it shall not be reconsidered by such body within six (6) months after the meeting at which it was originally considered, without the consent of at least two-thirds of the members present.

29.2 "Considered" shall mean those matters for which the members of a meeting have decided to act or not act upon and shall more include the mere receipt of information where no action has been sought or taken.

29.3 A motion to reconsider must be moved by a member of the prevailing side when the matter was first considered.

29.4 A motion to reconsider on a decided matter of Council, shall be brought forward as a Notice of Motion.

30.0 MOTION TO AMEND

30.1 Motions may be amended verbally prior to the Calling for the Vote if a quorum of the members agree to the amendment.

30.2 Amendments shall be relevant and germane to the principle of the report or motion under consideration.

30.3 Only one amending motion shall be considered at any one time.

31.0 NOTICE OF MOTION

31.1 Members intending to bring forward a motion for Council consideration must provide notice at the preceding meeting.

31.2 Such notice shall contain a brief summary of the motion subject.

31.3 Final wording of the motion for Council consideration shall be provided to the Clerk or designate at least one week in advance of the meeting at which the motion is to be considered.

31.4 The Chair, at their discretion, may move to consider the Notice of Motion immediately which unanimous consent of all Council members in attendance.

32.0 CALL THE VOTE

32.1 A motion to call the vote shall preclude all further amendments of the question. When resolved in the affirmative, the Chair shall read the motion and all amendments thereto without further debate or amendment.

32.2 Such motion cannot be moved by a member who has already debated the question.

33.0 VOTING PROCEDURE

33.1 Each Member present and voting shall announce or indicate his/her vote openly and individually. No vote shall be taken by ballot or by any other method of secret voting.

33.2 Every Member present shall vote unless prohibited by statute, in which case it shall be so recorded.

33.3 A failure to vote or abstention by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

33.4 After a motion is called to vote, by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.

33.5 When the Chair calls for the vote, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

33.6 The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.

33.7 Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any *Act*.

34.0 RECORDED VOTES

34.1 A request by a member for a recorded vote may be made immediately prior or immediately thereafter the taking of the vote.

- 34.2 Upon request for a recorded vote, the Clerk shall call the names and record the votes in the following order:
- a) the requestor shall be called first;
 - b) to be followed by the next Councillor in alphabetical order;
 - c) with the Deputy Mayor and Mayor voting second last and last;
 - d) if the requester is the Mayor or Deputy Mayor, they shall vote first.
- 34.3 The Clerk shall announce the results.
- 34.4 An all-encompassing request for recorded votes may be made at any time where members are participating electronically and shall apply to the whole or remainder of the meeting to ensure proper technology is enabled to make such participation possible. All-encompassing record of votes will occur in alphabetical order, except that the Deputy Mayor and Mayor shall vote second last and last respectively.

RULES OF DEBATE

35.0 RULES OF DEBATE

- 35.1 To address Council, every member shall wait to be recognized by the Chair before speaking.
- 35.2 When a Member is speaking no other Member shall pass between him/her and the Chair, or interrupt him/her, except to raise a point of order or personal privilege.
- 35.3 Any member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

36.0 POINTS OF ORDER

- 36.1 A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure.
- 36.2 Upon hearing such point of order, the ruling of the Chair shall be final.
- 36.3 The member who called the point of order may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.

37.0 POINT OF PRIVILEGE

- 37.1 A member may rise at any time on a point of personal privilege where such member feels that personal integrity or the integrity of the Council has been impugned by another member.
- 37.2 Upon hearing such point of privilege, the ruling of the Chair shall be final.
- 37.3 The member who called the point of privilege may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.
- 37.4 Where the Chair recognizes that a breach of privilege has taken place, the Chair shall cause the offending member to apologize, and failing such apology shall require such member to vacate for the duration of the meeting.

COMMITTEES

38.0 INTERNAL COMMITTEES

- 38.1 Council shall, determine the appropriate Committees, terms of reference, mandates, honorariums and their memberships.
- 38.2 Committees shall sit for the term of Council unless dissolved by Council.
- 38.3 Public members are expected to be residents, property owners, and/or business owners in the Township of Mulmur.
- 38.4 Township staff are not eligible to sit as public members.
- 38.5 Public members shall provide a clean criminal records check.
- 38.6 All Committee members will be appointed by motion or by-law.
- 38.7 Council members appointed to the Committees, shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.
- 38.8 All items considered by a Committees shall be forwarded to the Council in the form of Committee minutes.

39.0 EXTERNAL BOARDS AND COMMITTEES

39.1 Council representation on all external boards and committees for whom appointments are sought or required shall be at the discretion of Council and in accordance with the *Act*.

39.2 Members will be appointed by motion or by-law.

39.3 Appointed members shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.

40.0 COMMITTEE OF THE WHOLE

40.1 When members consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, matters may be referred to the Committee of the Whole.

40.2 If the Committee or Council do not wish to schedule a meeting of Committee of a Whole and wish to consider the question at once, a motion is required, "That we go into committee of the whole to consider (subject)".

40.3 If a time limit has been set, Committee of the Whole does not have the power, even by unanimous consent, to extend the time.

40.4 While sitting as a Committee of the Whole, only matters referred to it may be discussed. Unrelated motions are out of order.

40.5 Committee of a Whole can debate, consider amendments and make recommendation.

40.6 Committee of a Whole cannot adjourn, order recorded votes, or refer the subject matter to another committee.

40.7 To conclude its proceedings, or end the debate a motion is required "that the committee rise and report," specifying the result of its proceedings, amendments and recommendations, which are subject to a confirming vote.

40.8 The secretary does not record in the minutes the proceedings of the committee, but shall keep a memorandum of the proceedings for its use.

41.0 EX OFFICIO

41.1 The Head of Council is an ex officio member of every *Committee*.

- 41.2 Where a Committee is established by reference to a particular number of members without specifically providing for the members of the Head of Council, such number is automatically increased by one, being the Head of Council.
- 41.3 The Head of Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other member.

OTHER MATTERS

42.0 AMENDMENT

- 42.1 In all matters and under all circumstances the members shall be guided by and shall have regard to the all-other existing legislation including but not limited to the *Act* and *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.
- 42.2 Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

43.0 CONFLICT

- 43.1 In the event of any conflict between this By-Law and any statute, the provisions of the statute prevail.
- 43.2 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

44.0 REPEAL

- 44.1 That By-Law No. 13-21, is hereby repealed.

45.0 EFFECTIVE DATE

- 45.1 This By-Law shall become effective upon the date of the enactment.

THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 18-19

BEING A BY-LAW TO ADOPT A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS the Municipal Act, S.O., 2001, Section 223.2(1) provides that municipalities are authorized to establish codes of conduct for members of the council of the municipality and of local boards of the municipality;


AND WHEREAS Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. The attached document TOWNSHIP OF MULMUR – CODE OF CONDUCT # ...-19 shall be considered the Code of Conduct for Members of Council.
2. This by-law shall become effective upon the date of the enactment.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 3rd day of April, 2019.


.....
MAYOR.


.....
CLERK.

TOWNSHIP OF MULMUR – CODE OF CONDUCT # ...-19

The citizens of Mulmur Township expect their elected officials to serve the public interest and to safeguard public trust and confidence in the democratic political process. They are entitled to expect the highest standards of conduct from their elected officials, and that their local government will carry out its duties at all times in an accountable, responsive, impartial, and transparent manner. Members of Council understand the public's high expectations of them and that their adherence to the highest standards of conduct in carrying out their duties and responsibilities, and in working together, will help to improve the quality of public administration and governance and to protect and maintain the integrity and reputation of the Township of Mulmur.

Code of Conduct	1.1	Members shall conduct themselves according to the Code of Conduct.
Preamble	1.2	A written Code of Conduct helps to ensure that the members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that Townships elected representatives operate from a base of integrity, justice and courtesy.
General	1.3	The Township of Mulmur Council Code of Conduct is a general standard that augments the provincial laws and municipal by-laws that govern conduct. It is not intended to replace personal ethics. All members shall serve their constituents in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than the exercise of their official duties.
Gifts and Benefits	1.4	<p>Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties as Township Councillors, except compensation authorized by law.</p> <p>This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$100.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than \$100.00 shall become the property of the municipality.</p> <p>No Member shall seek or obtain by reason of their office any personal privilege or advantage with respect to Township services not otherwise available to the general public and not consequent to their official duties.</p>

Representing the Township	1.8	Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.
Influence On Staff	1.9	<p>Members shall be respectful of the fact that staff work for the Township as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of Members of Council.</p> <p>In addition, members shall be respectful of the fact that staff carry out directions of Council and administer the policies of the municipality and are required to do so without any undue influence from any individual member or group of members of Council.</p>
Business Relations	1.10	No member shall borrow money from any person who regularly does business with the Township unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
No Member shall Act as a Paid Agent	1.11	No member shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the Township.
Encouragement and Respect for Township	1.12	Members shall encourage public respect for the Township and its by-laws. Members of Council shall show respect for the decision-making process of Council. When one or more Members of Council disagree with the majority decision of Council, they have a duty to communicate the decision of Council accurately so that there is respect for and integrity in the decision-making process of Council.
Attendance at Meetings	1.13	Members shall make best attempts to attend Council and Committee meetings and be on time. When a member cannot attend a meeting they shall contact the Clerk's Department in advance.
Conduct During Meetings	1.14	<p>During meetings, members shall conduct themselves with decorum. Respect for delegations and fellow members and staff requires that all members show courtesy and not distract from the business of the Council or Committee during presentations and when other members have the floor.</p> <p>Members will avoid any conduct towards a member of council or staff which is known or ought reasonably to be known to be unwelcome, which offends, embarrasses or intimidates, or which reflects intolerance towards any group or individual.</p>
Harassment	1.15	Harassment is defined in accordance with the Ontario Human Rights Code as vexatious comment or conduct that is unwelcome or ought reasonably to be known to be unwelcome.

		<p>Members of Council acknowledge that every person who is a councillor or employee has a right to freedom from harassment in the workplace.</p> <p>Harassment of another member, staff or any member of the public is misconduct.</p>
Bullying	1.16	<p>Workplace bullying is defined as “repeated unreasonable behaviour directed towards an employee or a group of staff, that creates a risk to health and safety. Unreasonable behaviour can be defined as behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates another staff member/s.</p> <p><u>Examples of Workplace Bullying</u></p> <p>The most common types of workplace bullying are:</p> <ul style="list-style-type: none">• Spreading malicious rumours, gossip or innuendo that is not true• Excluding or isolating someone socially• Intimidating a person• Undermining or deliberately impeding a person’s work• Withdrawing necessary information or purposefully giving the wrong information• Setting impossible deadlines• Making inappropriate jokes• Persistent criticism of appropriate work• Freezing out, ignoring or excluding• Attempts to humiliate staff in front of others• Unjustified monitoring of work• Verbal/non-verbal threats• Abusive, offensive or insulting language• Behaviours that frighten, humiliate, belittle or degrade• Belittling a person’s opinions• Damaging or interfering with a person’s property or work equipment• Threats of violence or actual incidents of violence• Regular ultimatums and/or threats of dismissal• Inappropriate comments about a person’s appearance, lifestyle or their family. <p><i>When bullying escalates to include incidents of physical assault or threats, it is considered workplace violence.</i></p> <p>Bullying another member of Council, staff or any member of the public is misconduct.</p>
Interpretation	1.17	<p>Members of Council seeking clarification of any part of this Code of Conduct should consult with the Integrity Commissioner.</p>

Effective date	1.18	This by-law shall take effect on the date of its final passing.
Alleged Breaches of the Code of Conduct	1.19	If a breach of the Code of Conduct is alleged the complaint should be lodged with the Integrity Commissioner.

TOWNSHIP OF MULMUR

CODE OF CONDUCT COMPLAINT PROTOCOL

February 6, 2013

1. AUTHORITY

Sections 223.3 to 223.8 of the Municipal Act, 2001, as amended, and as adopted by The Council of the Township of Mulmur at its meeting held on December 13, 2011.

- 1.1 From the date of Council's adoption of the Code of Conduct for Council Members ("Code of Conduct"), only complaints relating to behaviour or activity occurring subsequent to the date of adoption will be addressed by this Code of Conduct Complaint Protocol.
- 1.2 After December 13, 2011, all complaints of alleged violations must be addressed in accordance with the timelines outlined in Article 2.4 below or no action will be taken on the complaint.

2. COMPLAINTS OF NON-COMPLIANCE WITH THE CODE OF CONDUCT

- 2.1 Individuals including members of the public, Township employees and Members of Council who identify or witness behaviour of a Member of Council that they believe is in contravention of the Code of Conduct may proceed with an informal or formal complaint as outlined in Option A or B below.
- 2.2 Individuals are encouraged to pursue the Informal Complaint Procedure (Option A) as their first option in stopping and remedying a prohibited behaviour or activity under the Code of Conduct. It is not required, however, that complainants participate in the informal complaint procedure before pursuing the Formal Complaint Procedure (Option B).
- 2.3 A Member of Council or a member of the public may request the Integrity Commissioner to conduct an inquiry to determine whether a Member of Council has contravened the Code of Conduct.
- 2.4 The complainant must submit the alleged violation within 30 days of the matter becoming known to the individual and no more than 6 months after the alleged violation occurred. No action will be taken on a complaint received beyond these deadlines.

3. OPTION A – INFORMAL COMPLAINT PROCEDURE

3.1 Individuals (including Township employees, members of the public, Members of Council or local committees) who identify or witness behaviour or activity by a Member of Council that appears to be in contravention of the Code of Conduct may address the prohibited behaviour or activity themselves as follows:

1. Advise the Member of Council that his or her behaviour or activity contravenes the Code of Conduct;
2. Encourage the Member of Council to stop the prohibited behaviour or activity;
3. Document the incident(s) including dates, times, locations, other persons present, and any other relevant information;
4. If applicable, advise the Member of Council of his or her satisfaction with the response; or conversely, advise the Member of Council of his or her dissatisfaction with the response.
5. Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Option B, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
6. Individuals are encouraged initially to pursue this informal complaint procedure as a means of stopping and remedying a behavior or activity that is prohibited by the Code of Conduct. With the consent of the complainant and the Member of Council, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Section 4. Subject to the agreement of both the complainant and the Member of Council, the Integrity Commissioner may participate in the informal complaint resolution process.

4. OPTION B – FORMAL COMPLAINT PROCEDURE

Requests for Inquiries

4.1 All complaints must be submitted on the Code of Conduct for Council Members – Formal Complaint Form/Affidavit (Appendix A), and shall be dated and signed by the complainant.

- 4.2 The complaint must include an explanation as to why the issue raised may be a contravention of the Code of Conduct and the Affidavit must set out the evidence in support of the complaint. The Affidavit must include the name of the Member of Council alleged to have breached the Code of Conduct, the section of the Code allegedly contravened, the date, time, location and other facts relevant to the alleged contravention, the names and contact information of witnesses and contact information for the complainant.
- 4.3 No Code of Conduct complaint may be filed after August 1 in any year in which a regular municipal election will be held. The time elapsed between August 1 in a regular election year and the inaugural meeting of the newly elected Council shall not be included in the time calculation referred to in section 2.4.
- 4.4 The complainant may abandon the request for an inquiry at any time and seek informal resolution to the complaint.
- 4.5 If a complaint is abandoned, the Integrity Commissioner may, in her or his sole discretion, continue the inquiry if it is in the public interest to do so.

5. Filing of Complaint and Classification by Integrity Commissioner

- 5.1 The complaint shall be filed with the Chief Administrative Officer/Clerk or designate who shall confirm that the information as noted in sections 4.1 and 4.2 is complete. The Chief Administrative Officer/Clerk or designate shall then forward the Formal Complaint Form/Affidavit to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code of Conduct and not covered by other legislation or other Council policies.
- 5.2 If the complaint is not in the prescribed form, the Integrity Commissioner may defer the classification until a Formal Complaint Form/Affidavit is received.
- 5.3 The Integrity Commissioner may request additional information from the complainant.

6. Response of Integrity Commissioner, if No Code of Conduct Violation

- 6.1 If the Integrity Commissioner finds that the complaint is not, on its face, a complaint with respect to non-compliance with the Code of Conduct, or that it is covered by other legislation, complaint procedure, or another Council policy, the Integrity Commissioner shall advise the complainant in writing as follows:
1. Criminal Matter - If the complaint is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate Police Service.

2. Municipal Conflict of Interest Act - If the complaint is an allegation with respect to non-compliance with the *Municipal Conflict of Interest Act, 1990*, the complainant shall be advised to review the matter with the complainant's own legal counsel.
3. Municipal Freedom of Information and Protection of Privacy - If the complaint is more appropriately addressed under the *Municipal Freedom of Information and Protection of Privacy Act, 1990* the complainant shall be advised that the matter must be referred to the Chief Administrative Officer/Clerk or designate for access and privacy review.
4. Other Legislation or Policies - If the matter is covered by other legislation or policies, the complainant will be advised to proceed in accordance with the requirements of the legislation or policy.

7. Integrity Commissioner Inquiries

7.1 Suspension of Inquiry

If the complaint is in relation to a matter which is subject to an outstanding complaint under another process such as a court proceeding, Human Rights complaint or similar process, the Integrity Commissioner may, in her or his sole discretion, suspend any inquiry pending the result of the other process.

7.2 Refusal to Conduct Inquiry

If the Integrity Commissioner is of the opinion that the referral of a matter to her or him is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, the Integrity Commissioner shall not conduct an inquiry, and where this becomes apparent in the course of an inquiry, terminate the inquiry.

7.3 Opportunity for Resolution

If at any time following the receipt of a formal complaint or during the inquiry the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without a formal inquiry, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution.

7.4 Inquiry

If the Integrity Commissioner determines that a formal inquiry is required, the Integrity Commissioner will proceed as follows:

1. Provide a copy of the complaint and any supporting materials to the Member of Council whose conduct is in question with a request that a written response to the allegation be provided within 10 days. The inquiry commences at the time the Integrity Commissioner provides notice to the Member of Council.
2. Give a copy of the response provided by the Member of Council to the complainant with a request for a written reply within 10 days.
3. If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials and may enter any Township work location relevant to the complaint for the purpose of inquiry and potential resolution.
4. The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, delay or retaliation encountered during the inquiry.

8. Report of Findings and Recommendation to Council

- 8.1 Upon completion of an inquiry, the Integrity Commissioner shall report to the complainant and the Member of Council generally no later than 90 days after the receipt of the Complaint Form/Affidavit. If the inquiry process takes more than 90 days, the Integrity Commissioner shall provide an interim report and must advise the parties the date the report will be available.
- 8.2 If the Integrity Commissioner finds that a breach of the Code of Conduct has occurred, the Integrity Commissioner shall report to Council outlining the findings, the terms of any settlement, and recommended action, including a recommendation as to the imposition of a penalty as set out in the *Municipal Act, 2001*, as amended.
 1. a reprimand;
 2. suspension of the remuneration paid to the Member in respect of his or her services as a Member of Council for a period of up to 90 days.
- 8.3 If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or that a contravention occurred although the Member of Council took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall present these findings in the report to Council.
- 8.4 The Chief Administrative Officer/Clerk or designate shall give a copy of the report to the complainant and the Member of Council concerned.
- 8.5 The Chief Administrative Officer/Clerk or designate shall process the report for the next meeting of Council.

9. Duty of Council

- 9.1 Council shall consider and respond to the report within 60 days after the day the report is presented to it.

10. Confidentiality During Inquiry and Public Disclosure of Report

- 10.1 The Integrity Commissioner and every person acting under her or his jurisdiction shall preserve the confidentiality of all information that comes to her or his knowledge in the course of any inquiry except as required by law in a criminal proceeding and as required by this Code of Conduct Complaint Protocol.
- 10.2 At the time of the Integrity Commissioner's report to Council, and as between the parties, the identity of a complainant and the identity of the person who is the subject of the complaint shall not be treated as confidential information.
- 10.3 All reports from the Integrity Commissioner to Council will be made available to the public.

11. Reimbursement of Legal Expenses for Consultation

- 11.1 A Member of Council who is subject of one or more complaints under Option B (Formal Complaint Procedure) is entitled to reimbursement of expenses for consultation with a lawyer of up to a maximum of \$500.00 yearly.

TOWNSHIP OF MULMUR

**Council Code of Conduct – Formal Complaint Form (Appendix A)
Affidavit, Required at Section 4.1, Code of Conduct Complaint Protocol**

AFFIDAVIT OF _____ (full name)

I, _____ (full name), of the (Township, City, etc.) _____
_____ (Municipality of residence) in the Province of Ontario.

MAKE OATH AND SAY (or AFFIRM):

1. I have personal knowledge of the facts as set out in this affidavit, because _____

(insert reasons e.g., I work for... I attended a meeting at which... etc.)

2. I have reasonable and probable grounds to believe that a Member of the Township of Mulmur Council

(specify name) _____

has contravened section (s) _____ of the Council Code of Conduct of the

Township of Mulmur, the particulars of which are as follows:

If you require more space, please use the attached Schedule A and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this affidavit. Please see the attached Schedule A .

1. This affidavit is made for the purpose of requesting that this matter be reviewed by the Township of Mulmur appointed Integrity Commissioner and for no other purpose.

SWORN (or AFFIRMED) before me at the _____)

_____ (Township, City, etc. of))

in the Province of Ontario on _____)

_____ (date) _____)

_____)

Signature of Commissioner
A Commissioner for taking affidavits, etc.

Signature

A copy of this affidavit will be provided to the Member of Council named in the affidavit.

Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

SCHEDULE A

To the affidavit required under subsection 4.1 of the Formal Complaint Procedure of the Code of Conduct Complaint Protocol for Members of Council.

If more than one page is required, please photocopy this blank page and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner.

[illegible]

This Schedule A referred to in the affidavit of

_____ (full name)

Sworn (or Affirmed) before me on this _____ day

of _____, _____.

A Commissioner for taking affidavits, etc.

Appendix B

Council Code of Conduct – Request for Advice Form

Name of Member: _____

Telephone: _____ E-mail: _____

Advice Requested: (Provide as much detail as possible relating to the issue. Attach additional pages if required).

[illegible]

Signature of Requestor

Date Received by Integrity Commissioner

Date _____

Date Reply Issued



PECUNIARY INTEREST

It is the responsibility of the individual Member to determine whether they are affected by the pecuniary interest provisions. Members should review agendas in advance of all meetings to identify matters that could give rise to direct and/or indirect pecuniary interests and seek advice as soon as possible from the Integrity Commissioner.

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

Indirect pecuniary interest:

For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or his or her nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body, that has a pecuniary interest in the matter; or
- (b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

What happens when there is a matter of Pecuniary interest

If a matter comes before Council that a member believes they have a pecuniary interest in, the member shall:

- Declare the pecuniary interest at the start of the meeting.
- Leave the room during discussion and voting on the matter.
- Refrain from attempting in any way whether before, during, or after the meeting to influence the voting on the matter.
- Complete a written statement of pecuniary interest and submit it to the Clerk.

All declaration of pecuniary interest are recorded in the meeting minutes and maintained in a registry at the Township Office.

Purpose:

This policy provides guidance on how the Township of Mulmur addresses a Council Member's pregnancy or parental leave in a manner that respects a Council Member's statutory role as an elected representative.

Scope:

In accordance with Section 270 of the *Municipal Act, S.O. 2001, Chapter 25*, this policy applies to Members of Council.

Definitions:

Pregnancy and/or Parental Leave – an absence of 20 consecutive weeks or less as a result of the Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the *Municipal Act, 2001*.

Procedure:

Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

- A Member of Council is elected to represent the interests of his or her constituents.
- A Member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
- Council reserves the right to appoint a replacement on any Board or Committee as needed for the duration of the pregnancy and/or parental leave.

Notwithstanding, at any point in time during a Member's pregnancy or parental leave, the Member reserves the right to exercise his/her delegated authority on matters within the Township. The Member shall provide written notice to the Clerk of their intent to lift any of the Council-approved, temporary delegations and exercise their statutory role or delegated authority.

Responsibilities:

Members of Council and staff are responsible for adhering to the parameters of this policy.



STRATEGIC PLAN (2020-2024)

This Plan draws from *Mulmur's Thriving Future*, the first Mulmur Strategic Plan of 2013-2018, the *Mulmur Community Economic Development Strategic Plan* of 2016, and the *Imagine Mulmur in 3D* document of 2019.

This Plan identifies four priority paths, each having an array of subsets, and collectively are intended to provide both focus and guidance for Mulmur Council.

To enhance the community impact of these goals, and build on the Mayor's direction for participative leadership, it is recommended that members of Council will assume a championship role for one of the priority paths.

VISION STATEMENT

The Township is committed to sustainable growth while protecting the environment, scenic beauty, natural resources and agriculture and rural and community character of the Township. The Township wishes to be a highly desirable, safe, prosperous, beautiful and natural community to live, work, learn and play.

FOUR STRATEGIC PATHS

*Responsibly
managing the
fiscal resources
of Mulmur and
providing
opportunities
for success*

*Providing local
services to
support the
needs of
Mulmur
residents and
businesses*

*Being Proactive
in Sustainable
Initiatives to
ensure the long
term well being
of Mulmur
(includes
Resources/Finan
cial/People)*

*Communication
with and social
connectivity
within the
Mulmur
community*

Prosperous

Connected

Supportive

Sustainable

Growing a Prosperous Mulmur

Responsibly managing the fiscal resources of Mulmur and providing opportunities for success

- **Retain, enhance and attract businesses**

Action 1 – Help existing small businesses grow through awareness, red tape reduction, education
Action 2 – Actively engage with county, provincial and federal agencies to obtain resources to support local initiatives
Action 3 – Produce “Investing/Locating in Mulmur” promotional materials
Action 4 – Develop Mulmur Business Directory and focus on Mulmur businesses
Action 5 – Develop and Implement a Broadband Strategy so that Businesses have access to high quality internet services.

- **Pursue responsible growth in residential and employment areas**

Action 1 – Promote local employment opportunities and awareness
Action 2 – Update On-Farm Diversification and Home Industry regulations in the Township’s Official Plan
Action 3 – Encourage residential development in Mansfield and other Hamlets
Action 4 – Implement Aging in Place policies in the Township’s Official Plan

- **Identify, research and plan for future fiscal pressures**

Action 1 – Implement recommended service efficiencies from County efficiency study
Action 2 – Explore and identify financial opportunities for investment and income generation
Action 3 – Ensure Asset Management Plans renew infrastructure as projected
Action 4 – Track grant opportunities and increase grant writing capacity

Growing a Connected Mulmur

Communication with and social connectivity within the Mulmur community

- **Inform and engage the community through a variety of communication tools and channels**

Action 1 – Develop and implement a communication strategy for the Township
Action 2 – Identify and articulate Mulmur’s key messages on a regular basis using effective channels
Action 3 – Invest in communication resources, technology and tools
Action 4 – Create “Go Local Package” for distribution to residents and newcomers

- **Support community events to bring residents together**

Action 1 – Provide a variety of events in Mulmur to enhance inclusiveness
Action 2 – Publicize all events in Mulmur through available channels
Action 3 – Pursue new opportunities identified in Recreation Efficiency Study
Action 4 – Build a calendar of community/tourism events and link with high traffic community calendars in the region
Action 5- Encourage the use of local businesses for community events and services

- **Actively seek better cellular and internet connectivity for residents and businesses**

Action 1 – Develop a Broadband Strategy and Seek Partnerships to build better connectivity and infrastructure.

Growing a Supportive Mulmur

Providing local services to support the needs of Mulmur residents and businesses

- **Develop future plans for services and amenities in Mulmur.**

Action 1 – Identify lower tier and upper tier responsibilities and service gaps
Action 2 – Determine key needs for community and medical services within Mulmur
Action 3 – Streamline approvals for services by amending permitted uses where needed and expediting site plan approval process
Action 4 – Encourage Enbridge Gas to support Mansfield extension

- **Facilitate education and training for Mulmur residents and entrepreneurs/businesses**

Action 1 – With input from organizations such as Dufferin Board of Trade, identify and support employment programs and opportunities for Mulmur residents and youth
Action 2 – Recognize Youth Leadership efforts through awards at Primrose Elementary and Centre Dufferin Secondary School.
Action 3 – Conduct sector round tables to support ongoing adaptive management

- **Identify and develop new leaders through civil engagement**

Action 1 – Identify and support succession in administrative team, community committees, boards and ad-hoc groups
Action 2 – Encourage Mulmur residents to become involved in the decision making at Mulmur Township through participation in committees and ad-hoc groups.

- **Celebrate success of residents including students, volunteers, Mulmur team members and business achievements**

Action 1 – Recognize grand openings of new businesses
Action 2 – Recognize individuals and groups leading community change and/or improvements in Mulmur
Action 3 – Recognize leadership at Council meetings and/or Town Hall meetings
Action 4 – Investigate a nomination portal for residents to identify changemakers and outstanding citizenship.
Action 5 – Develop an employee recognition program

Growing a Sustainable Mulmur

Being Proactive in Sustainable Initiatives to ensure the long term well being of Mulmur (includes Resources/Financial/People)

- **Protect rural character**

Action 1 – Update policy and definition for “rural character”
Action 2 – Review changes to the Provincial Policy Statement to determine viewshed protection
Action 3 – Implement rural character through zoning

- **Be proactive in the sustainable use of non-renewable resources**

Action 1 – Adopt and implement recommendations from the Green Energy Plan
Action 2 – Determine protection gaps in revised Nottawasaga Valley Conservation Authority mandate
Action 3 – Monitor provincial decisions and implement single use plastics policy
Action 4– Protect agricultural land and water and forest resources

- **Explore opportunities to improve the protection of water and air quality, waste management and adaptations to climate change and extreme weather events**

Action 1 – Audit municipal activities with a focus on reducing energy consumption and environmental footprint
Action 2 – Partner with the citizens, organizations and other levels of government to promote grants and activities to mitigate contributions to and effects of climate change
Action 3 – Investigate waste management solutions that support enhanced environmental protection.

- **Promote and preserve Mulmur’s natural attractions to residents**

Action 1 – Post Bruce Trail “Loops of Mulmur” Map developed by Community Events Committee on Mulmur website
Action 2 – Support Cycling and Equestrian Activities in Dufferin Forest, on trails and on Mulmur roads
Action 3- Encourage development of the Pine River Fishing Area through the “Friends of Pine River” volunteers



2022 MUNICIPAL BUDGET

TOWNSHIP OF MULMUR

2022 MUNICIPAL BUDGET

Total Expenditures (excluding water)

Operating Expenditures	\$ 4,098,423
Transfer to Reserves	1,003,517
Total Expenditures	<u>\$ 5,101,940</u>

Total Revenues (excluding water)

TAXATION	
General Tax Levy	\$ 4,254,882
Supplementary Taxes	(20,000)
Payment in Lieu of Taxes	<u>74,052</u>
Total Taxation	\$ 4,308,934
Operating Revenues	326,483
Grants	279,779
Transfers from Reserves	186,744
Total Revenues	<u>\$ 5,101,940</u>

TOWNSHIP OF MULMUR

2022 MUNICIPAL BUDGET

Operating Expenditures

General Levy Operations	
General Government	\$ 972,940
Protective Services	1,106,081
Transportation Services	1,819,390
Recreation and Cultural Services	139,252
Health Services	19,060
Planning and Development	41,700
	<u>\$ 4,098,423</u>
 User-pay Operations	
Water	<u>\$ 143,364</u>
 Total Operating Expenditures	 <u>\$ 4,241,787</u>

Operating Revenues

General Levy Operations	
General Government	\$ 165,461
Protective Services	31,920
Transportation Services	49,023
Recreation and Cultural Services	6,029
Planning and Development	74,050
	<u>\$ 326,483</u>
 User-pay Operations	
Water	<u>\$ 204,000</u>
 Total Operating Revenues	 <u>\$ 530,483</u>
 Net Operating Expenditures	 <u>\$ 3,711,304</u>

TOWNSHIP OF MULMUR

2022 OPERATING BUDGET

GENERAL GOVERNMENT

REVENUE

Penalties & Interest Revenue	\$ (105,000)
User Fees and Service Charges	(47,711)
Administration Building Solar Panel Revenue	(12,750)
	<u>\$ (165,461)</u>

EXPENSES

Council	\$ 95,704
Administration Overhead	740,957
Professional and Consulting Fees	36,679
IT Services and Supplies	40,935
Insurance	40,000
Long Term Debt - Admin Bldg	18,665
	<u>\$ 972,940</u>

PROTECTIVE SERVICES

REVENUE

Police Revenues	\$ (14,800)
Protective Inspection & Control Revenue	(17,120)
	<u>\$ (31,920)</u>

EXPENSES

Fire Services	\$ 488,758
Police Service Expenses	548,522
Conservation Authority Levy	45,301
Protective Inspection and Control Expenses	23,500
	<u>\$ 1,106,081</u>

TOWNSHIP OF MULMUR

2022 OPERATING BUDGET

TRANSPORATION SERVICES

REVENUE

Public Works Fees & Service Charges	\$ (4,700)
Aggregate Fees and Revenue	(18,823)
Public Works Solar Panel Revenue	(25,500)
	<u>\$ (49,023)</u>

EXPENSES

Public Works Administration	\$ 453,886
Public Works Operating Expenses	799,234
Public Works Equipment Expenses	138,450
Bridge and Culvert Expenses	20,000
Winter Control Expenses	304,308
Street Lighting Operating Expenses	16,000
Aggregate Expenses 7	41,996
Long Term Debt - Bridges	45,516
	<u>\$ 1,819,390</u>

RECREATION AND CULTURAL SERVICES

REVENUE

Cultural Services Revenue	(2,000)
Parks & Facility User Fees and Charges	(4,029)
	<u>\$ (6,029)</u>

EXPENSES

NDCC Operation Expenses	61,950
Parks & Facilities Administration	3,163
Parks & Facilities Operating Expenses	24,484
Library Levies	44,655
Cultural Services Expense (Canada's 150th)	5,000
	<u>\$ 139,252</u>

TOWNSHIP OF MULMUR

2022 OPERATING BUDGET

HEALTH SERVICES

EXPENSES

Cemetery Operating Expenses	<u>\$ 19,060</u>
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PLANNING AND DEVELOPMENT

REVENUE

Planning Application Fees	<u>\$ (74,050)</u>
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EXPENSES

Planning and Zoning Expenses	\$ 31,700
Economic Development	<u>10,000</u>
	<u>\$ 41,700</u>

TOWNSHIP OF MULMUR

2022 USER-PAY BUDGET

WATER OPERATIONS

REVENUE

Utility User Fees and Service Charges	\$ (200,200)
Water Interest Revenue	<u>(3,800)</u>
	<u>\$ (204,000)</u>

EXPENSES

Water Administration	\$ 9,005
Water Operating Expenses	<u>134,359</u>
	<u>\$ 143,364</u>

TRANSFER TO/(FROM) RESERVE FUNDS	<u>\$ 60,636</u>
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TOWNSHIP OF MULMUR

2022 CAPITAL BUDGET

CAPITAL FUNDING

Capital Grants

Canada Community Revitalization Fund	\$ 67,500
	<u>\$ 67,500</u>

Capital Transfers

Development Charges	\$ 150,000
Bridge Reserves	75,000
Recreation Reserves	22,500
	<u>\$ 247,500</u>

TOTAL CAPITAL FUNDING

\$ 315,000

TOWNSHIP OF MULMUR

2022 CAPITAL BUDGET

CAPITAL EXPENDITURES

TRANSPORTATION SERVICES

Bridges & Culverts	<u>\$ 75,000</u>
Public Works Building	<u>\$ 150,000</u>
Total Transportation Services	<u><u>\$ 225,000</u></u>

RECREATION AND CULTURAL SERVICES

Swingset, Play Structure	<u>\$ 90,000</u>
TOTAL CAPITAL EXPENDITURES	<u><u>\$ 315,000</u></u>

2022 Candidates' Guide - Ontario municipal council and school board elections

Find out how to run as a candidate in Ontario municipal council and school board elections.

This guide provides information to candidates for the 2022 municipal and school board elections. The information also applies to any by-elections that may be held during the 2022-2026 council and school board term.

This guide is not meant to replace provincial legislation. It provides general information about the rules contained in the *Municipal Elections Act, 1996* (<https://www.ontario.ca/laws/statute/96m32>) and other legislation and regulations, such as:

- *Municipal Act, 2001* (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01m25_e.htm)
- *City of Toronto Act, 2006* (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_06c11_e.htm)
- *Education Act* (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_e.htm)

New election rules for 2022

Nominations may be filed electronically if permitted by your municipal clerk. Contact your municipal clerk (<https://www.ontario.ca/page/list-ontario-municipalities>) to find out if nominations can be filed electronically in your municipality, and for information about how to file your nomination.

The deadline for filing your nomination is August 19, 2022 at 2 p.m.

The council and school board term of office will run from November 15, 2022 to November 14, 2026.

Contact us

If you have further questions or would like to give feedback on this Guide, please contact us at mea.info@ontario.ca (<mailto:mea.info@ontario.ca>) .

You can also contact your regional Municipal Services Office (<https://www.ontario.ca/page/find-your-municipal-services-office>) at the Ministry of Municipal Affairs and Housing.

General information

Every four years, voters across Ontario elect municipal councillors and school board trustees.

The Province of Ontario sets out common rules that all candidates and voters must follow. However, municipalities are responsible for conducting elections to their council and for conducting the election of school trustees to Ontario's school boards. This guide contains information about the rules that are the same for all municipal elections, such as who is eligible to run for office, and rules about campaign spending.

Your municipality may have specific rules on issues such as:

- where and when election signs may be displayed
- whether campaign activities may occur on municipal property
- whether those who make contributions to candidates may receive a rebate

Contact your municipal clerk if you have questions about the election in your municipality.

To learn more about the duties of municipal councillors and the role of council, please see the Ontario Municipal Councillor's Guide (<https://www.ontario.ca/document/ontario-municipal-councillors-guide>) .

The municipal clerk

Every municipality has a municipal clerk who is in charge of running the election.

Contact the municipal clerk if you are interested in becoming a candidate. You must file any election forms, such as the nomination form and campaign financial

statements, with your municipal clerk. The clerk is also responsible for providing information about spending limits and filing deadlines to candidates.

If your municipality does not have a website (<https://www.ontario.ca/page/list-ontario-municipalities>) you could visit or contact your municipality's offices for more information.

Public health and safety at the voting place

The municipal clerk is responsible for setting up and running the voting places used in a municipal election. The clerk must follow any provincial or local public health measures that are in effect. They may also put in place additional procedures that they consider necessary for conducting the election. If you have questions about public health and safety at the voting place, you should contact your municipal clerk.

Emergency declaration by the clerk

If the municipal clerk believes that circumstances have arisen that prevent the election from being conducted appropriately, they may declare an emergency. This declaration is specific to the election and separate from an emergency that may be declared by the municipality or the province.

Once the clerk has declared an emergency, they can decide what arrangements to make to allow the election to proceed appropriately. The arrangements that the clerk makes will depend on the nature of the emergency.

If your municipal clerk has declared an emergency in relation to an election or by-election in your municipality, you should contact the clerk for information about the arrangements that they have put in place and how those arrangements may affect voting and campaigning.

Eligibility to run for election

Running for municipal council

To run for a position on council you must be eligible to vote in that municipality. On the day you file your nomination, you must be a Canadian citizen aged 18 or older, and qualify as a resident or non-resident elector. For more information about eligibility to vote, please see the 2022 Voters' Guide

(<https://www.ontario.ca/document/2022-voters-guide-ontario-municipal-council-and-school-board-elections>) .

You must be eligible to hold office on the day you file your nomination. For example, a person who is 17 years old but will turn 18 before nomination day must wait until they have turned 18 to file their nomination.

If your municipality has wards, you can run in any ward – you do not have to live in a particular ward in order to be its councillor. However, if you run in a ward where you do not live, you will not be able to vote for yourself. Having a campaign office or a business in a ward where you would not otherwise be eligible to vote does not make you eligible to vote in that ward.

Municipal employees

You cannot work for a municipality and be on its council at the same time. If you are an employee of a municipality and you want to run for office on that municipality's council, you must take a leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

If you are an employee of a municipality and you want to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you should check with your employer to see if there are any policies in place that could affect you.

If you are an employee of an upper-tier municipality, you can run for office in a lower-tier municipality without taking a leave of absence or resigning unless being elected to the lower tier council means that you would also be a member of the upper-tier council.

Who is not eligible?

The following people are disqualified from being elected to municipal office:

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court

- an MP, an MPP or a senator

- an inmate serving a sentence in a penal or correctional institution

Running for school board trustee

To run for a trustee position on a school board you must be a resident within the jurisdiction of the board and you must be eligible to vote in a school board election. On the day you file your nomination, you must be a Canadian citizen aged 18 or older and you must meet any other qualifications to vote for the school board (for example, being a Roman Catholic, or holding French language rights). For more information about eligibility to vote, please see the 2022 Voters' Guide.

(<https://www.ontario.ca/document/2022-voters-guide-ontario-municipal-council-and-school-board-elections>)

Additional information about French-language rights

(<http://www.edu.gov.on.ca/eng/amenagement/admission.html>) is available from the Ministry of Education.

School board employees

You cannot work for a school board and be a trustee in Ontario at the same time.

If you are an employee of any Ontario school board and you want to run for a trustee position on any school board in the province, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

Municipal officials

If you are a clerk, deputy clerk, treasurer or deputy treasurer of a municipality within the jurisdiction of a school board, you are not permitted to run for office as a trustee of that board unless you take a leave of absence. If you are elected, you must resign from your job.

Who is not eligible?

The following people are disqualified from being elected as a school trustee:

- any person who is not eligible to vote in the school board election

- an employee of a school board or a municipal official who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator

- an inmate serving a sentence in a penal or correctional institution

Note for MPs, MPPs and senators *****

If you are an MP, MPP or senator, you may file your nomination for municipal or school board office without resigning your current seat in parliament, the legislature or the senate. However, you must resign your seat by the close of nominations (2 p.m. on Friday August 19, 2022). If you are a federal or provincial cabinet minister, you must step down from cabinet prior to filing your nomination and must resign your seat by the close of nominations.

If you have not resigned by nomination day, your nomination will be rejected and your name will not appear on the ballot.

Nominations

Filing your nomination

To file your nomination you must give the following to your municipal clerk:

- a completed nomination form (Form 1)
(<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-9499P>)
- the nomination fee
- completed endorsement of nomination forms (Form 2)
(<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=2233&NO=017-2233E>) If you are running for municipal council and your municipality has more than 4,000 electors, you must submit original endorsement signatures from 25 people who are eligible to vote in the municipality. Candidates for school board trustee and candidates for municipal council in municipalities with 4,000 or fewer electors do not have to submit endorsement signatures.

When you fill out the nomination form, write down your name as you want it to appear on the ballot. If you normally go by a different name than your legal first name, you may use that name provided that the clerk agrees.

You do not have to provide all of your names under the box entitled “Given Name(s)” on the form. Only provide the one(s) that you want to appear on the ballot. If your legal name is a single name you do not have to provide any given names.

Clerks can decide to allow nominations to be filed electronically. If your municipality allows electronic filing, contact the clerk for more information about how to file your nomination.

If electronic filing is not allowed in your municipality, you must file the nomination form that you have signed – the form may not be a copy and may not be scanned and submitted electronically. You must file the nomination form in person or have an agent file it on your behalf.

The clerk may require you to show identification or fill in an additional form to prove that you are eligible to be nominated. If an agent is going to file the form on your behalf you should check with the clerk to see if you are required to provide identification or additional paperwork.

Your campaign period begins when the clerk has received your nomination. If you file your nomination electronically at a time when the clerk’s office is not open, you may have to wait to begin your campaign. You should contact the clerk for more information.

The nomination fee

The fee to file a nomination is \$200 to run for head of council and \$100 for all other positions. This fee must be paid to the clerk at the time you submit your nomination form.

Your nomination fee will be refunded if you file your campaign financial statement by the deadline.

Endorsement signatures

If you are running for municipal council in a municipality that has more than 4,000 electors, you must submit 25 original signatures endorsing your nomination.

You must use Form 2

([https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?](https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=2233&NO=017-2233E)

[OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=2233&NO=017-2233E](https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=2233&NO=017-2233E))

to collect the endorsement signatures.

Anyone providing an endorsement signature must also fill in their name and address, including the postal code.

Anyone providing an endorsement signature must be eligible to vote in the municipality on the day that they signed the endorsement. In addition to their endorsement, they will also be required to sign a declaration that they are eligible to vote in the municipality.

A person who is eligible to vote in the municipality may provide endorsements to as many candidates as they would like and may endorse candidates for any office on the municipal council. A person who is running for a ward councillor office may submit signatures from voters who do not live in that ward.

Collection of signatures should be undertaken safely by following guidance related to and in compliance with all applicable laws and emergency orders, as well as any guidance and safety standards established by the province for COVID-19 (<https://covid-19.ontario.ca/public-health-measures>) . These measures are intended to keep Ontarians safe.

If you submit 25 original endorsement signatures and find out later that a person (or persons) was not eligible to vote on the day that they signed the endorsement, you will not lose your nomination. The person who supplied false information (by declaring that they were eligible to endorse your nomination when they were not eligible) could be subject to prosecution.

If the clerk has allowed electronic filing, you must still collect the endorsement signatures in person. You can submit an electronic copy of the forms when you file your nomination. You must keep the forms with the original signatures as part of your campaign records.

School board trustee candidates are not required to submit endorsement signatures.

The Endorsement of Nomination Form (Form 2)

([https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?](https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=2233&NO=017-2233E)

[OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=2233&NO=017-2233E](https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=2233&NO=017-2233E))

is a public document. Endorsements of candidates cannot be revoked if the document has already been filed with the clerk.

Deadline to file your nomination

The nomination period begins on May 1, 2022. As May 1 is a Sunday, you may not be able to file your nomination until May 2, 2022 when the clerk's office is open. The last day to file a nomination is Friday, August 19, 2022 by 2 p.m.

The clerk has until 4 p.m. on Monday, August 22, 2022 to certify or reject your nomination. The clerk must be satisfied that you are eligible to run in order to certify your nomination. If your nomination is not certified, your name will not appear on the ballot.

Where to file

If you are running for council office in a single-tier or lower-tier municipality (city, town, township, village, etc.), you must file your nomination with the clerk of that municipality.

If you are running for an office in an upper-tier municipality (region or county) that does not also sit on a lower-tier council, you must file your nomination with the clerk of the upper-tier municipality. For example, a person running for chair of Durham Region would file their nomination with the clerk of Durham Region rather than the clerk of a lower-tier municipality such as Oshawa or Pickering.

If you are running for a school trustee position that represents more than one municipality, contact your municipal clerk for information about where to file your nomination.

Changing your mind – withdrawal

If you decide to withdraw your nomination, you must notify the clerk in writing by the close of nominations (2 p.m. August 19, 2022).

If you withdraw your nomination, you are still required to file a campaign financial statement covering all the financial transactions you made in your campaign.

If your campaign did not have any financial transactions, you must file a financial statement reporting this. Your nomination fee will be refunded by the clerk if you file your financial statement by the deadline.

Changing your mind – running for a different office

You can only run for one office at a time. If you decide to run for a different office, your first nomination is deemed to be withdrawn when you file your second nomination.

If you decide to run for a different office on the same council or school board, and both offices are elected at large (for example, an office such as the mayor, which everyone in the municipality may vote for), everything (contributions, expenses, etc.) from your first campaign is simply transferred to your second campaign.

Example:

You file your nomination to run for deputy mayor on May 12, 2022. During the summer you decide to run for mayor instead, and file your second nomination form on June 29, 2022.

- Your first nomination for deputy mayor is deemed to be withdrawn.
- The nomination fee you paid on May 12 is transferred to your second nomination (in this case, you would have to pay an additional \$100 to make up the \$200 fee to run for head of council).
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- Your campaign for mayor is deemed to have started on May 12.
- Any campaign contributions or expenses that occurred prior to June 29 are transferred to your mayoral campaign.
- You must file one campaign financial statement covering your campaign finances from May 12 until January 3, 2023.

- Your nomination fee will be refunded if you file your campaign financial statement by the filing deadline.

If you decide to run for a different office on the same council or school board, and one or both of the offices is elected by ward, then you must keep the two campaigns separate.

Example:

You file your nomination to run for mayor on May 12, 2022. During the summer you decide to run for councillor in ward 1 instead and file your second nomination form on June 29, 2022.

Your first nomination for mayor is deemed to be withdrawn, and your campaign for mayor ends. You may not transfer any contributions or expenses from your mayoral campaign to your ward councillor campaign.

- You must pay a separate nomination fee when you file your nomination for ward councillor.
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- You must file a campaign financial statement covering your campaign for mayor (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign for ward councillor (June 29 to January 3) – your second nomination fee will be refunded if you file this financial statement by the filing deadline.

If you decide to run for office on a different council or school board, then you must keep the two campaigns separate. If you decide to run for council in a municipality that has more than 4,000 electors, you will need to submit original endorsement signatures from electors eligible to vote in that municipality. If you are unsure if the municipality has more than 4,000 electors, you should contact the municipal clerk.

Example:

You file your nomination to run for school board trustee on May 12. During the summer you decide to run for councillor instead, and file your second nomination form on June 29, 2022.

- Your first nomination for school board trustee is deemed to be withdrawn.
- You are required to pay a nomination fee when you file your nomination for ward councillor.
- If the municipality where you are running for ward councillor has more than 4000 electors, you must submit 25 endorsement signatures.
- Your campaign for school board trustee ends. You may not transfer any contributions or expenses from your trustee campaign to your ward councillor campaign .
- You must file a campaign financial statement covering your campaign for school board trustee (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign for ward councillor (June 29 to January 3) – your second nomination fee will be refunded if you file this financial statement by the filing deadline.

Acclamations

If there is only one certified candidate running for an office at 4 p.m. on Monday, August 22, that candidate will be declared elected by acclamation. Similarly, in a municipality where multiple candidates are elected at large, if the number of certified candidates is the same as or less than the number of offices, those candidates will be declared elected by acclamation.

If you are elected by acclamation, you must still file a campaign financial statement.

Additional nominations

If there are positions that no candidates have run for or positions that are still vacant after the candidates who did run have been acclaimed, the clerk will call for additional nominations.

Additional nominations for the remaining vacant seats must be filed between 9 a.m. and 2 p.m. on Wednesday, August 24, 2022. The clerk must either certify or reject each

nomination by 4 p.m. on Thursday, August 25, 2022.

Campaigning

Signs

Your municipality may have rules about when you can put up campaign signs and how signs may be displayed on public property.

All of your campaign signs and other advertising must identify that you are responsible for the sign. This is so that people seeing the sign or advertisement can tell that it is from your campaign, rather than from a third party advertiser.

Please see Leftover campaign inventory (<https://www.ontario.ca/document/2022-candidates-guide-ontario-municipal-council-and-school-board-elections/campaign#section-4>) if you plan to reuse signs from the last election.

You are responsible for ensuring that your campaign signs are removed after voting day. Your municipality may require a sign deposit or have penalties for failing to remove your signs. Contact your local clerk for more information.

You are entitled to have your nomination fee refunded if you file your campaign financial statement by the filing deadline. The clerk cannot make removing your signs a condition for receiving your refund.

Getting information out

It is up to you to provide voters with information about you as a candidate and about your campaign. The municipal clerk is not responsible for providing your contact information to voters.

All candidates' debates

The *Municipal Elections Act, 1996* (<https://www.ontario.ca/laws/statute/96m32>) does not require candidate debates to be held, and the municipal clerk is not responsible for organizing meetings or debates. Debates can be organized by community groups, media outlets, candidates or any other interested persons.

Joint campaigns / running on a slate

There is nothing in the *Municipal Elections Act, 1996*

(<https://www.ontario.ca/laws/statute/96m32>) that would prevent like-minded candidates from campaigning on the same platform or identifying themselves as a group or slate. However, each candidate must keep their campaign finances separate and any joint expenses (for example, signs with two candidates' names on them) must be divided between the campaigns.

For information on campaign finance rules please see Campaign Finance

(<https://www.ontario.ca/document/2022-candidates-guide-ontario-municipal-council-and-school-board-elections/campaign>) .

Third party advertising

General information

There are rules for third party advertising in Ontario's municipal council and school board elections.

A third party advertisement is an ad that supports, promotes or opposes a candidate or a "yes" or "no" answer to a question on the ballot.

The meaning of "third party" in this context means a person or entity who is not a candidate. Eligible individuals, corporations and trade unions can register to be third party advertisers. Third party advertising is separate from any candidate's campaign and must be done independently from a candidate.

Third party advertisers who want to spend money on advertisements during the election must register with the municipal clerk and must file a financial statement.

For more information about third party advertising rules, including eligibility, spending limits and enforcement, see the Third Party Advertisers' Guide (<https://www.ontario.ca/document/2022-third-party-advertisers-guide>) .

On voting day

Campaigning on voting day

The *Municipal Elections Act, 1996* (<https://www.ontario.ca/laws/statute/96m32>) does not prohibit campaigning on voting day. While there are restrictions on advertising for federal and provincial elections on voting day, these “blackouts” do not exist for municipal council and school board elections.

The Act prohibits the display of campaign material inside a voting place. The “voting place” could include the entire property of a building that has a voting place inside it, including the parking lot. You are not allowed to have campaign brochures, campaign buttons, signs or any other material inside the voting place.

Remaining in a voting place

As a candidate, you are allowed to stay in a voting place to observe but you are not allowed to interfere with voters, attempt to influence how they vote or ask a voter how they voted. Scrutineers may also stay in the voting place.

You and your scrutineers are entitled to be in the voting place 15 minutes before it opens and to inspect the ballot boxes, the ballots and any other papers or forms relating to the vote. However, you may not delay the opening of the voting place.

You and your scrutineers are entitled to place a seal on the ballot box so that ballots put in the box cannot be removed without breaking your seal.

Note: If you have been acclaimed, you are not allowed to be in the voting place or to appoint scrutineers.

Scrutineers

You may appoint a scrutineer for each ballot box in a voting place. You do not have to appoint that many scrutineers, or any scrutineers at all. If you have appointed one scrutineer for each ballot box, a scrutineer must leave while you are in the voting place.

Scrutineers may observe but they are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted.

You must provide each of your scrutineers with an appointment in writing. Scrutineers may be required to show their appointment document to election officials at the voting place.

Scrutineers may be required to take an oath of secrecy.

There are no general restrictions on who you can appoint as a scrutineer (for example, a scrutineer can be any age and does not have to be a citizen). However, an acclaimed candidate cannot be appointed as a scrutineer for another candidate.

Counting votes

If your municipality is using voting machines or vote counting equipment, the clerk must have the processes and procedures for use of this equipment in place by June 1, 2022. If vote counting equipment is used, the clerk will be able to provide you with information on how the votes will be counted and how many scrutineers may be present.

The vote count begins immediately after the close of voting at on October 24, 2022 at 8 p.m.

If the votes are counted manually, you and your scrutineers are entitled to view the ballots as they are counted, but you cannot touch the ballots. You and your scrutineers may object to a ballot or how it is counted (for example, if it is unclear who the vote is for or if the ballot has extra markings on it). The deputy returning officer is responsible for deciding whether to accept the objection and must keep a list of all the objections raised.

Results

After the votes have been counted, the deputy returning officer will prepare a statement showing the results and seal all the other election documents, including the ballots, inside the ballot box. You and your scrutineers are entitled to put your or their own seal on the ballot box at this time, and are entitled to sign the statement showing the results.

The sealed ballot box and the statement of the results will then be delivered to the municipal clerk, who will compile the results and declare who has been elected.

Note: results announced on voting night are unofficial. It may take the clerk a few days or more to make the official declaration.

After voting day

Recounts

The *Municipal Elections Act, 1996* (<https://www.ontario.ca/laws/statute/96m32>) requires an automatic recount only if the votes are tied.

Your municipal council or school board may have a policy in place that sets out other specific circumstances under which the clerk must conduct an automatic recount. For example, a council may decide that if two candidates are within 10 votes of each other, an automatic recount will be held. The policy must be adopted at least 60 days before voting day.

A municipal council or school board may also order a recount within 30 days after the clerk has officially declared the results of the election. If you feel there should be a recount, you must either persuade council (or the school board) to order one or you may apply to the Superior Court of Justice to request that a judge order a recount. This application may be made by any eligible elector, and must be made within 30 days of the clerk declaring the results of the election.

Recounts must be conducted in the same way that the votes were originally counted, unless the recount is ordered by the court. For example, if the votes were counted by a vote tabulator, they may not be counted by hand during the recount.

If the recount is ordered by the court, the judge may order that the votes be counted in a different manner if the judge believes that the way the votes were counted the first time was an issue.

Tied votes

If two or more candidates get the same number of votes and they cannot all be elected, there is an automatic recount. The recount must be held within 15 days of the clerk declaring the results of the election. If you are one of the candidates in the tie, you are entitled to be present at the recount.

If the recount shows that there is still a tie, then the legislation states that the clerk will choose the winner by lot. This means putting the names of the tied candidates into a hat (or other suitable container) and drawing the name of the winner.

Wrapping up your campaign

After voting day, remove any election signs that have been put up and take down your campaign website, if you have one. If you would like to keep using your website, remove any references to the campaign. Websites that say “Vote for me” which are left up for years after the election can make it look like you are attempting to campaign for the next election early.

Usually, campaigns must end on December 31. However, since December 31, 2022 is a Saturday, the deadline moves to January 3, 2023. Your campaign must end on January 3, 2023 unless you have a deficit and inform the clerk in writing that you are going to extend your campaign. Once your campaign has ended, you should close your campaign bank account and prepare your campaign financial statement.

Financial statements must be filed with the clerk by 2 p.m. on Friday, March 31, 2023.

Term of office

The council and school board term of office will run from November 15, 2022 to November 14, 2026.

Campaign finance

General information

Record keeping

You are responsible for keeping records of the financial activities related to your campaign. The *Municipal Elections Act, 1996* (<https://www.ontario.ca/laws/statute/96m32>) does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

You should also look through the campaign financial statement (Form 4) (<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-9503P>) that you will be required to file to make sure that you are keeping records of all the information that must be included on the statement.

You are required to keep all of your campaign financial records until November 15, 2026 when the next council or school board takes office.

You must keep the following campaign records:

- receipts issued for every contribution including when you accepted the contribution and the date you issued the receipt (remember to issue receipts to yourself for any contributions you make)
- the value of every contribution, whether it is in the form of money or goods or services, and the contributor's name and address
- all expenses, including the receipts obtained for each expense
- any claim for payment of an expense that the campaign disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the terms of any loan received from a bank or other recognized lending institution

Campaign period

You may accept contributions or incur campaign expenses during your campaign period only.

Your campaign period begins on the day the clerk receives your nomination.

In most cases, your campaign will end on January 3, 2023. Exceptions are if you:

- withdrew your nomination, your campaign ends on the date you informed the clerk in writing that you wanted to withdraw
- were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (August 19, 2022)

- know you will not have any more financial activity, you can end your campaign at any time after voting day and before January 3, 2023

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of:

- the day you notify the clerk in writing that you will be ending your campaign and not accepting any more contributions
- June 30, 2023

Bank account

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. You do not have to open a campaign bank account if you do not spend any money and do not receive any contributions of money. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.

You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

All contributions – including contributions you make to yourself – must be deposited into the campaign bank account. All expenses must be paid for from the campaign account.

The nomination fee is considered to be a personal expense, not a campaign expense. You do not need to have a campaign bank account in order to pay the nomination fee.

Contributions and campaign income

Contributions

Campaign contributions are any money, goods or services that are given to you for use in your campaign, including money and goods that you contribute to yourself.

If you are given a special discount on a good or service that you are purchasing for your campaign, the difference between what you were charged and what the market value would be is considered to be a contribution.

Corporations and other businesses are not permitted to make contributions to candidates. If you are being offered a discount, you should make sure that whoever is offering the discount is entitled to make a personal contribution to your campaign.

If a professional who would normally charge for a service gives you that service for free, the market value of the service is considered to be a contribution.

If you sell tickets to a fundraising event, the cost of the ticket is considered to be a contribution. If you sell goods at a fundraising event for more than their market value, the difference between what the person attending the fundraising event paid you and what they would have normally paid for the item is considered to be a contribution.

If you have inventory such as signs left over from a previous campaign and you use them again, the current market value of the signs (what it would cost you to buy those signs today) is considered to be a contribution that you make to your campaign.

If you or your spouse guarantees your campaign loan and the campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor.

Things that are not contributions

If you have volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you. You will have to report the total amount of money that you received from these donations on your financial statement.

The value of free political advertising, provided that such advertising is made available to all candidates and is in accordance with the *Broadcasting Act* (Canada) is not considered to be a contribution.

If you obtain a campaign loan from a bank or a recognized lending institution, the amount of the loan is not considered to be a contribution.

Who can make a contribution

You can accept contributions only from individuals who are residents of Ontario. Corporations and trade unions are not permitted to make contributions to candidates.

If your spouse is not a resident of Ontario, they can still make contributions to your campaign. They may not make contributions to any other candidate.

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).

Who cannot make a contribution

The following individuals and organizations are not permitted to make contributions to municipal council and school board campaigns:

- a corporation
- a trade union
- an individual who is not normally a resident in Ontario
- 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 federal or provincial government, a municipality or a school board

When you can receive contributions

You can only accept contributions after the clerk has received your nomination, and you cannot accept contributions after your campaign period has finished. Any contributions received outside the campaign period must be returned to the contributor. If you cannot return the contribution to the contributor, you must turn it over to the clerk.

Contribution limits – contributions from yourself and your spouse

If you are running for municipal council, there is a limit on the total amount that you and your spouse may collectively contribute to your own campaign. The contribution

limit is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000. If the formula results in a number greater than \$25,000, the limit will still be \$25,000.

The clerk will tell you what your self-funding limit is.

All of the contributions that you and your spouse make to your own campaign count towards this limit, including:

- contributions of money
- the value of goods or services that you or your spouse donate to the campaign
- the value of any inventory from the previous election that you use again in this campaign

This limit does not apply to school board trustee candidates.

Contribution limits – contributions from other people

There is a \$1,200 limit that applies to contributions from other individuals. If a person makes more than one contribution (for example, contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

If you are running for mayor in the City of Toronto, the limit is \$2,500.

The maximum total amount that a contributor can give to candidates in the same jurisdiction (for example, running for the same council or for the same school board) is \$5,000.

You are required to inform every contributor of the contribution limits. An easy way to make sure that this is done is to include the contribution limits on the receipt that you provide for each contribution.

Only a contribution that is \$25 or less can be made in cash. All contributions above \$25 must be made by cheque, money order or by a method that clearly shows where the funds came from (such as certain debit, credit or electronic transfer transactions).

Contribution receipts

You must issue a receipt for every contribution you receive. The receipt should show who made the contribution, the date and the value. If the contribution was in goods or services, you must determine the value of the goods or services and issue a receipt for the full value.

If you receive a contribution from a joint account, the contribution can only come from one person. You must determine who is making the contribution and issue the receipt to that person.

You are required to list the names and addresses of every contributor who gives more than \$100 total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than \$100.

Note: Contribution receipts are not tax receipts. Contributions to municipal council and school board campaigns cannot be credited against provincial or federal income taxes.

Returning ineligible contributions

You are required to return any contribution that was made or accepted in contravention of the *Municipal Elections Act, 1996*

(<https://www.ontario.ca/laws/statute/96m32>) as soon as you learn that it was an ineligible contribution. If you cannot return the contribution, you must turn it over to the clerk.

Contributions should be returned or paid to the clerk if the contribution is:

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)

- from an ineligible source (someone who doesn't live in Ontario, a corporation, etc.)

- greater than the individual \$1,200 limit or the \$5,000 total limit per jurisdiction
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Unused contributions

If your campaign ends with a surplus, you can withdraw the value of contributions that you and your spouse made from the surplus. If you still have a surplus once you have withdrawn your contributions, the remaining surplus must be turned over to the clerk.

You are not permitted to refund eligible contributions made by anyone other than yourself or your spouse.

Contribution rebates

Your municipality may have a contribution rebate program. Contact your clerk for more information.

Contributions to municipal council and school board campaigns are not tax deductible.

Fundraising

Fundraising functions are events or activities held by you or on your behalf for the primary purpose of raising money for your campaign. If you hold an event to promote your campaign and you happen to receive some contributions or ask people to consider contributing to your campaign, this would not qualify as a fundraising event.

Similarly, if you have a sentence in your campaign brochure asking people to make a contribution or giving them information about how to contribute, this would not be a fundraising brochure since its primary purpose is to promote your campaign, not to raise money.

Fundraisers can only be held during your campaign period. You must record the gross income (including ticket revenue and other revenue) and the expenses related to each

event and activity on your campaign financial statement.

If you sell tickets to an event, the ticket price is considered to be a contribution to your campaign and you must issue a receipt to each person who purchases tickets. If the ticket price is higher than \$25, tickets cannot be paid for in cash.

Campaign income

If you raise funds by selling goods or services for more than fair market value, the difference between the fair market value and the amount paid is considered to be a contribution. If the good or service is sold for \$25 or less, the amount paid is considered to be campaign income that is not a contribution.

Campaign expenses

Expenses

Campaign expenses are the costs that you incur (or that a person such as your campaign manager incurs under your direction) during your campaign.

Reminder: the nomination fee is a personal expense rather than a campaign expense. It should not be reported on your campaign financial statement.

Expenses must be paid from your campaign bank account. If you use a credit card to pay for purchases you should make sure that you keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Any taxes such as HST paid on purchases should be included in the amount of the expense.

You can incur expenses only during your campaign period, except for expenses related to the preparation of an auditor's report. If you are required to include an auditor's report with your financial statement, you may incur these expenses after the campaign period has ended. These expenses must also be reported on your financial statement.

Goods and services

Goods or services that are contributed to your campaign are also expenses. They should be treated as if the contributor gave you money and you went out and purchased the goods and services. You must record both the contribution and the expense.

Spending limits

Candidates are subject to two spending limits – a general limit, and a separate limit for expenses relating to parties and expressions of appreciation after voting day.

General spending limit

The general spending limit for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.85 per eligible elector
- for council member or trustee: \$5,000 plus \$0.85 per eligible elector

When you file your nomination, the clerk will give you an estimate of your general spending limit. This estimate will be based on the number of electors in the previous election.

On or before September 25, 2022, the clerk must give you a final general spending limit which is based on the number of electors on the voters' list for the current election.

If the spending limit estimate that you received when you filed your nomination is higher than the final spending limit you receive in September, the estimate becomes your official spending limit.

While most of your expenses will be subject to the general spending limit, the following expenses are not:

- expenses related to holding a fundraising event or activity
- 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

Note: Any materials, events or activities must have fundraising as the primary purpose in order to be exempt from the spending limit. An incidental mention of contributions is not enough to qualify as fundraising.

When the general spending limit applies

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit.

Note: If you incur an expense before voting day, but don't get around to paying for it until after voting day, it would still be subject to the spending limit.

Spending limit for parties and expressions of appreciation

The spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting is calculated as 10% of the amount of your general spending limit.

Expenses related to parties and expressions of appreciation are subject to the specific spending limit regardless of whether they are incurred before or after voting day.

Leftover campaign inventory

If you ran in the last municipal council or school board election and you want to reuse leftover goods such as signs or office supplies you must establish the current market value of the goods – what it would cost you to purchase them today. You must record the current market value as an expense.

If you have inventory left at the end of your campaign it becomes your personal property. If you want to store materials such as signs for use in another election, any costs related to storage are personal costs, not campaign expenses.

Note to accountants: The value of all goods must be recorded as an expense regardless of whether the campaign ends with used or unused goods in inventory. Do

not deduct the value of unused goods from the campaign expenses, as this will result in the campaign having a surplus on paper that the candidate does not actually have.

Surplus and deficit

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the clerk when you file your financial statement. The surplus will be held in trust, and you can use it if you incur expenses related to a compliance audit. If the surplus is not needed for these expenses it becomes the property of the municipality or the school board.

If your campaign expenses are greater than your campaign income, your campaign will be in deficit.

Note: Ending your campaign with a deficit may result in questions being raised about how expenses were paid for, and whether you contributed more than your self-funding limit by paying outstanding expenses with personal funds.

Campaign financial statement

It is your responsibility as a candidate to file a **complete and accurate financial statement on time**.

The filing deadline is 2 p.m. on the last Friday in March following the election (**March 31, 2023**).

If you have a bookkeeper or accountant complete the financial statement for you, you are still responsible for ensuring that it is complete and accurate and filed on time.

Financial statements are not required to have original signatures. You should contact your clerk for information about whether you can file your financial statement electronically if you are not able to file your statement in person.

If you filed a nomination form, you must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

If you did not receive any contributions (including contributions from yourself) or incur any expenses, you are only required to fill out the first page of the financial

statement and sign it.

If you received contributions or incurred any expenses you must complete the relevant parts of the financial statement.

If your campaign contributions (including contributions from yourself) or campaign expenses are greater than \$10,000 you must have your financial statement audited and include the auditor's report when you submit your financial statement to the clerk.

Filing early

You can file your campaign financial statement after you have ended your campaign. If you file your statement early and then discover that there is an error in it, you can submit a corrected statement at any time before the filing deadline on March 31, 2023. Your original statement is deemed to be withdrawn when you file the corrected statement. You cannot withdraw a financial statement without submitting a corrected one.

Applying for an extension

If you think that you will be unable to file your financial statement by the deadline, you may apply **before March 31, 2023** to the Superior Court of Justice for an extension. If the court grants the extension, you will receive the refund of your nomination fee if you file by the deadline given to you by the court.

Grace period for filing

If you have not filed your financial statement by the deadline, you may file your financial statement within 30 days after the deadline if you pay the municipality a \$500 late filing fee. This grace period ends at 2 p.m. on Monday, May 1, 2023. You will not receive a refund of your nomination fee if you file during the 30-day grace period.

If you have not filed your financial statement by the end of the 30-day grace period and you did not apply to the court for an extension prior to the deadline, automatic penalties apply:

- you will forfeit your elected office (if you won the election)

- you will be ineligible to run for office or be appointed to fill a vacancy until after the 2026 election

If you did not file your financial statement by the end of the grace period, you may still file it for the purposes of having your finances on the record. The clerk will accept the financial statement and make it available to the public. The penalties will still apply.

Separate statement for each office

If you filed a nomination and then changed your mind and filed a nomination for a different office, you may be required to file a separate financial statement for each campaign.

Extended campaigns

Your campaign period ends on January 3, 2023. However, if your campaign has a deficit, you can extend your campaign in order to do some additional fundraising. If you want to extend your campaign, you must notify the clerk on or before January 3, 2023 using the Notice of Extension of Campaign Period form (Form 6) (<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-10550P>) .

Your campaign may be extended until June 30, 2023.

If you extend your campaign you must file two financial statements:

- a financial statement reflecting your campaign until January 3, 2023 (due March 31, 2023)
- a supplementary financial statement that includes the information from your initial statement and adds financial information from your extended campaign

The supplementary financial statement must be filed with the clerk by 2 p.m. on Friday, September 29, 2023.

Auditor's report

You must have an auditor review your financial statement and provide a report if any of the following are true:

- your campaign expenses exceed \$10,000

- the contributions you received (including contributions from yourself) exceed a total of \$10,000
- both your expenses and your contributions exceed \$10,000 each

The auditor's report must be prepared by an auditor licensed under the *Public Accounting Act, 2004* (<https://www.ontario.ca/laws/statute/04p08>) . Before you hire someone to prepare the report, ensure that they are properly qualified.

You can incur expenses relating to the auditor's report after January 3, 2023. These expenses do not count toward your spending limit. Include these expenses on the financial statement that you are filing.

Compliance and enforcement

Enforcement of the *Municipal Elections Act, 1996*

(<https://www.ontario.ca/laws/statute/96m32>) is done through the courts. The Ministry of Municipal Affairs and Housing does not have a role in investigating elections or in determining penalties.

Automatic penalties

There are three contraventions of the *Municipal Elections Act, 1996*

(<https://www.ontario.ca/laws/statute/96m32>) where penalties apply automatically:

1. if you fail to file a financial statement by the end of the 30-day grace period or fail to apply to the court before March 31, 2023 for an extension by the filing deadline
2. if your financial statement shows that you exceeded your spending limit
3. if you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or be appointed to fill a vacancy until after the 2026 election.

Compliance audits

Each municipality and school board must appoint a compliance audit committee.

If an eligible elector believes that you have contravened the election finance rules, they may apply for a compliance audit of your campaign finances. The application must be in writing and must set out the reasons why they believe you contravened the rules.

An application for a compliance audit must be submitted to the municipal clerk who conducted the election within 90 days of the deadline to file the campaign financial statement.

The compliance audit committee will consider the application and decide whether to grant or reject the application. You may appeal the committee's decision to the Superior Court of Justice within 15 days after the decision is made.

If the committee grants the application, it will appoint an auditor to conduct a compliance audit of your campaign finances. The auditor is entitled to have access to all of the financial records related to your campaign. The auditor will produce a report, which you are entitled to receive.

The compliance audit committee will meet to consider the auditor's report. If the report concludes that there is an apparent contravention of the *Municipal Elections Act, 1996* (<https://www.ontario.ca/laws/statute/96m32>) the committee will decide whether to commence legal action.

The compliance audit committee does not have any authority to set penalties. Only the court can decide if you contravened the Act and, if so, which penalties should apply.

A person who does not want to or who is not able to apply for a compliance audit may decide to commence legal action on their own. A prosecution related to the 2022 election must be commenced before November 15, 2026.

Penalties

If you are convicted of an offence, you may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to vote or run in the next general election
- up to six months in prison

- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

Completing the financial statement

General information

All candidates must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

Candidates must use Form 4

(<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-9503P>).

All candidates must complete Box A: Name of Candidate and Office and Box B: Declaration.

- **If you did not receive any contributions** (including contributions from yourself) or incur any expenses, check the box indicating this, and complete the Declaration in Box B. No further information is required.
- **If you did receive contributions** (including contributions from yourself) or incur expenses, you must fill in the information in Box C, Box D, Schedule 1 and Schedule 2, as appropriate. You may find it easier to fill out the form if you start with the more detailed sections such as the tables in Schedule 1 before filling in Box C (Statement of Campaign Income and Expenses).

If you received contributions or incurred expenses in excess of \$10,000, you must include an auditor's report with your financial statement.

Your completed financial statement must be submitted to the clerk by **2 p.m. on the last Friday in March (March 31, 2023)**.

Supplementary financial statements must be submitted to the clerk by **2 p.m. on the last Friday in September (September 29, 2023)**.

Tips for completing Form 4

Learn more about how to correctly fill out the campaign financial statement.

Box A: Name of Candidate and Office

Record your general spending limit and your spending limit for parties and other expressions of appreciation.

Note: automatic penalties will apply if the form reports that either of the spending limits have been exceeded.

If you are running for a council position, record your self-funding limit.

Box B: Declaration

By signing the form, you are declaring that the information recorded in the financial statement is true and accurate. If your financial statement was prepared by someone else, you as the candidate are still responsible for its accuracy.

Box C: Statement of Campaign Income and Expenses

Loan

If you obtained a loan for your campaign you must record the name of the bank or recognized lending institution and the amount borrowed.

You are permitted to get a loan only from a bank or other recognized lending institution in Ontario, and it must be paid directly into your campaign bank account. You may not receive a loan from family members or from any corporate accounts that you may have access to.

The loan is not considered to be campaign income, and paying it back is not a campaign expense. However, if you or your spouse guarantee the loan and the campaign does not repay all of it, the remaining balance is considered to be a contribution (since the guarantor is basically providing the campaign the means to repay the loan). This amount counts towards your self-funding limit.

Any interest that the campaign pays on the loan is a campaign expense.

Income

Your campaign income includes all contributions received from yourself, your spouse and other eligible contributors. This includes the value of contributions of goods and services. Income also includes any refunds of deposits, interest earned by your campaign bank account, and revenue from fundraising events or activities that is not deemed a contribution (for example, if you sold refreshments at market value).

Example

You have 100 t-shirts printed to sell at a fundraiser. The cost to the campaign is \$10 per shirt, and you sell them for \$25 each.

The \$25 is not a contribution. You do not have to collect names and contact information, or issue a contribution receipt to anyone who buys a shirt.

The \$1,000 that you spent on the shirts must be recorded as a campaign expense.

The \$2,500 that you raised by selling the shirts must be recorded as revenue from fundraising events not deemed a contribution.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution and must be recorded as revenue from fundraising events not deemed a contribution.

Sign deposit

If your municipality requires a deposit for election signs, this should be recorded as a campaign expense and paid for using campaign funds. If your deposit is refunded, record the amount under Income.

Expenses

Your campaign expenses include the value of any goods or services that have been contributed to your campaign (it is as if the contributor gave money to the campaign, which the campaign then spent on acquiring the goods or services).

The general spending limit applies only to expenses incurred until the end of voting day. Expenses incurred after voting day are not subject to the spending limit.

Note: An expense subject to the general spending limit that was incurred prior to voting day but not paid for until after voting day is still subject to the limit.

Some types of expenses are not subject to the general spending limit even if they are incurred prior to voting day.

Expenses related to parties and expressions of appreciation after voting day are subject to that spending limit regardless of when they are incurred.

Box D: Calculation of Surplus or Deficit

Campaign deficit

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your expenses are greater than your income, your campaign is in deficit.

If you have extended your campaign in order to fundraise, you must still file a financial statement reflecting your campaign finances to January 3, 2023.

Campaign surplus

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your income is greater than your expenses, your campaign has a surplus.

You are entitled to reimburse contributions made by yourself or your spouse out of the surplus. For example, if the surplus was \$500 and you contributed \$400 to your campaign, you may deduct that \$400, leaving your campaign with a surplus of \$100. If the surplus was \$500 and you contributed \$600, you may deduct \$500 of your contribution, leaving your campaign with \$0. You may not deduct more than the value of the surplus.

If, after deducting contributions made by yourself or your spouse, the campaign still has a surplus, these funds must be turned over to the clerk.

Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

The following tables are included in Schedule 1 and need to be filled in, if applicable:

- Table 1: Contributions in goods or services from candidate or spouse
- Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
- Table 3: Monetary contributions from individuals other than candidate or spouse where contributions exceed \$100 per contributor
- Table 4: Contributions in goods or services from individuals other than candidate or spouse where contributions exceed \$100 per contributor

Contributions from yourself and/or your spouse

If you are running for municipal council, you and your spouse are subject to limits on how much you can contribute to your campaign. This limit applies to contributions of money, goods and services, as well as the value of any inventory from a previous campaign that you have used in your current campaign.

Record these amounts on the lines provided in Schedule 1. Do not include them in the tables of contributions (Table 1 or Table 2). The other reason to identify the contributions from you and your spouse is because those contributions can be reimbursed by you and your spouse if the campaign ends with a surplus.

Note: you must report the full amount of the contributions made by you and your spouse, including any amounts that have been reimbursed from a surplus.

Contributions totalling \$100 or less

If the total amount contributed (including the value of goods and services) from a single contributor is \$100 or less, you do not need to provide details on the form. Simply indicate the total value of all such contributions on the line provided at the top of Schedule 1.

If an anonymous contribution is \$100 or less, include it in the total value of contributions not exceeding \$100 per contributor. Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Goods and services from candidate or spouse

If you or your spouse contribute goods and services to your campaign, this must be recorded as a contribution. Record any contributions in Table 1 of Schedule 1.

Inventory from previous campaign

Any inventory from a previous campaign that you are using again is a contribution in goods that you make to your campaign and counts towards your self-funding limit. You must calculate the current market value (for example, if you have 100 signs left over from 2018 and use them again, you must calculate how much it would cost to purchase those same signs in 2022) and record it in Table 2. This inventory must also be recorded as a campaign expense.

Contributions totalling more than \$100

If a contributor makes 1 or more contributions totalling more than \$100 (including the value of goods and services and the cost of tickets to fundraising events), you must record all of these contributions in the tables provided in Schedule 1 (Tables 3 and 4).

If an anonymous contribution is more than \$100, include it in the total value of contributions exceeding \$100 per contributor, and include it in Table 3 (listing "anonymous" as the name of the contributor). Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Note: it is the total amount contributed that matters – if an individual buys a ticket to a fundraising event for \$50, and then later in the campaign contributes \$75, each of these contributions must be recorded in Table 3 because the total exceeds \$100.

Goods and services from individuals other than candidate or spouse

Eligible contributors may donate goods and services to the campaign. These must be recorded as a contribution and as an expense (as if the contributor donated money, which the campaign then spent on the goods and services).

Corporations and trade unions are not permitted to make contributions to candidates. This includes contributions of goods and services.

Example:

Your friend spends \$150 on coffee and baked goods which they donate for a campaign event. You should record a contribution of \$150 in goods or services from your friend and record an expense of \$150.

If you are given a special discount on a good or service that you are purchasing for your campaign, you should record the expense as if you were not given the discount (since the value of the discount is considered to be a contribution of the good or service to your campaign).

Example:

Your order for campaign signs would normally cost \$500, but the vendor lets you have them for \$300 because he wants to help out your campaign. You should record an expense of \$500 for the signs and record a contribution of \$200 in goods or services from the vendor.

Note: As businesses are not permitted to make contributions, the contribution would have to be a personal contribution from the vendor.

Contributions in goods or services from individuals other than the candidate or spouse must be recorded in Table 4 of Schedule 1.

Schedule 2: Fundraising Events and Activities

The cost of holding fundraising events or activities is not subject to the spending limit. However, in order to be considered a fundraising cost, the primary purpose for the expense must be related to fundraising rather than promoting the candidate.

Incidental fundraising that happens to occur during a promotional event is not sufficient to make it a fundraising event. Similarly, a line at the bottom of a campaign brochure asking people to donate does not make the production of the brochure a fundraising expense.

If you have included costs of fundraising events/activities as an expense in Box C, you must provide details of these events and activities in Schedule 2.

Contributions received at a fundraising event may include:

- the price of the ticket

- if goods or services are offered for sale, any amount of money paid that exceeds their market value (for example, if a \$100 item is sold for \$175, the purchaser has made a \$75 contribution to the campaign)
- personal cheques collected from contributors at the event

If contributors have donated goods or services for the fundraising event, these must be recorded as contributions and as expenses.

These contributions must be recorded in Schedule 1, and where the total from a contributor exceeds \$100, be detailed in the appropriate tables. Refer to the section above Schedule 1: Contributions for more information.

The fundraising event may also generate revenue that is not considered to be a contribution:

- donations of \$25 or less
- if goods or services are offered for sale, the market value of those goods and services sold (for example, if a \$100 item is sold for \$175, \$100 is revenue)
- the amount paid for goods or services offered for sale for \$25 or less

Anonymous contributions

You may keep anonymous contributions that do not exceed \$25 each that are received at a fundraiser (such as those collected by passing the hat or having a tip jar). Report the total amount of money received from these donations in Schedule 2 for that fundraiser.

All other anonymous contributions must be turned over to the clerk.

You will then subtract the contribution as paid or payable to the clerk to arrive at the Total for Part II Contributions in Schedule 2.

Auditor's report

If your campaign expenses or the contributions you received total more than \$10,000 you must have an auditor review your financial statement and provide a report.

The auditor's report must be prepared by an auditor licensed under the *Public Accounting Act, 2004* (<https://www.ontario.ca/laws/statute/04p08>) . Before you hire someone to prepare the report, you should ensure that they are properly qualified.

Forms referred to in this guide

You can get copies of forms from your municipal clerk, or you can download them from the Government of Ontario's Central Form Repository (<http://www.forms.ssb.gov.on.ca/>) .

- Nomination Paper (Form 1)
(<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-9499P>)
- Endorsement of Nomination (Form 2)
(<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=2233&NO=017-2233E>)
- Financial Statement – Auditor's Report – Candidate (Form 4)
(<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-9503P>)
- Financial Statement – Subsequent Expenses (Form 5)
(<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-9504P>)
- Notice of Extension of Campaign Period (Form 6)
(<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=017-10550P>)



ADDITIONAL RESOURCES

All additional resources and documents mentioned below can be found on the Township website at <https://mulmur.ca/town-hall/election> . Physical copies will also be available for pickup at the Township Office upon request.

The Ontario Municipal Councillor's Guide:

<https://www.ontario.ca/document/ontario-municipal-councillors-guide>

The Municipal Elections Act:

<https://www.ontario.ca/laws/statute/96m32>

2022 Voters' Guide:

<https://www.ontario.ca/document/2022-voters-guide-ontario-municipal-council-and-school-board-elections>

Campaign Finances:

<https://www.ontario.ca/document/2022-candidates-guide-ontario-municipal-council-and-school-board-elections/campaign>



CANDIDATE FORMS

The following forms are for information only. All finalized and applicable forms will be provided to candidates for signing at the time of filing. Please take note that the deadline to file a nomination for the 2022 Municipal Election is **August 19th at 2 PM.**

Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of			Ward Name or Number (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)					
Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address within municipality					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
If nominated for school board, full address of residence within its jurisdiction					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Email Address			Telephone Number		Telephone Number 2

Declaration of Qualification

I, _____, declare that I am presently legally qualified
(or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
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Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature

Date Certified (yyyy/mm/dd)



WITHDRAWAL OF NOMINATION¹²

Municipal Elections Act, 1996 (s.36)

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of _____.
(Name of Elected Office)

Date

Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT _____
(time)

THIS _____ DAY OF _____, 2022.

Municipal Clerk or designate

1 A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (**August 19, 2022**).

2 Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission.

**CONSENT TO RELEASE PERSONAL INFORMATION***Municipal Freedom of Information and Protection of Privacy Act*

After filing a Nomination Paper, media and public frequently wish to contact a candidate. Personal information on the Nomination Paper is collected and deemed to be a public record by s. 88 of the *Municipal Elections Act* and may be inspected by any person at the Clerk's Office.

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that this information will be used to assist the Clerk in the administration of the 2022 Municipal Elections and that the Clerk will disclose all or part of it to the general public.

Candidate's Name: _____

Signature: _____ Date: _____

Signature of Clerk: _____ Date: _____

ADDITIONAL RELEASE OF INFORMATION

A candidate may also authorize the Clerk's Office to release contact information by telephone or email as provided on their Nomination Paper. Please note that there is no obligation on the part of a candidate to authorize the additional release of this contact information.

I have read the above explanation and hereby authorize the additional release of my contact information, as provided on my nomination form, in response to requests for information made to the Clerk or Clerk's Staff:

☐

Telephone No.

☐

Telephone No. 2

☐

E-mail address

☐

Qualifying Address within Municipality

☐

Mailing Address

☐

I DO NOT authorize the further release of my contact information, except as provided for under the Municipal Elections Act (public viewing at the Clerk's Office).

Candidate's Name: _____

Signature: _____ Date: _____

Signature of Clerk: _____ Date: _____



CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST

Municipal Elections Act, 1996 (s.23(4); 88(10))

I, _____, being a candidate for the office of

_____, hereby acknowledge that I will receive

the following information when it becomes available:

- One printed/emailed copy of the Voters' List in a pdf format (upon written request)
- A confidential login ID and password allowing the viewing of the List of Electors using the Intelivote Systems. A list of electors who have voted during this period will be provided to the candidates or their respective scrutineer by electronic means by Intelivote Systems Inc. This list shall be provided by Intelivote Systems Inc. in "real time" or as closely as possible to real time.

I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the *Municipal Elections Act, 1996* from using the Voters' List for commercial purposes.

Further, I, the undersigned, further agree that I will not disclose nor make public the telephone number nor the internet address for voting which is provided on the Voter Information Letter.

Candidate's Name: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

**NOTICE TO CANDIDATE OF FILING REQUIREMENTS***Municipal Elections Act, 1996 (s.88.25)*

TO:

_____ / _____
(Name of Candidate) (Office)
_____ / _____
(Address) (Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

Name

Signature

TAKE NOTICE EVERY CANDIDATE SHALL FILE by **March 31, 2023**, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the Municipal Elections Act, 1996.88.25

- (1) On or before 2:00 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.
 - (b) in the case of a by-election, as of the 45th day after Voting Day.
- (2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
- (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (4) If the candidate's election campaign period continues during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's

report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.

- (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
- (7) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.
- (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.

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1). Notice to be given in accordance with MEA, s.13.

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and consequences, or limitations associated with.

NOTICE OF 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.
- 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.

**PRELIMINARY CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES***Municipal Elections Act, 1996 (s.88.20(13))*

TO:

_____	_____
(Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

_____	_____
Name	Signature

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 24, 2022, is **\$10,488.60**.¹

_____	_____
Date	Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as September 15 in the 2018 municipal election, including changes made that day.

On or before September 25, 2022, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the September 15, 2018 Voters' List, including changes made on that day, or the 2022 Voters' List as of September 15, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6) (15).



**PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS
OWN CAMPAIGN**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

_____ / _____ (Name of Candidate) (Office)
_____ (Address) _____ (Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

Name

Signature

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 24, 2022, is **\$8,203.20**.¹

Date

Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 25, 2022, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000. Certificate to be given to candidate in accordance with Section 13.



**PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR
PARTIES ETC. - CANDIDATE**

Municipal Elections Act, 1996 (s.88.20(9)(13))

TO:

_____ / _____
(Name of Candidate) (Office)

(Address) (Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:	
_____	_____
Name	Signature

I hereby certify that the maximum amount of expenses for parties, etc. that a candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 24, 2022, is **\$1,488.60**.¹

_____	_____
Date	Municipal Clerk or designate

In accordance with MEA, s., the 88.20(13), the Clerk shall give candidates a preliminary certificate of the maximum amount permitted on or before September 25, 2022.

The formula to be used is the greater of the number of electors for the office on September 15 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 15 in the 2022 municipal election, adjusted for changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6) (15).

**PRELIMINARY CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES***Municipal Elections Act, 1996 (s.88.20(13))*

TO:

_____	_____
(Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

_____	_____
Name	Signature

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of **Deputy-Mayor** in the Municipal Election to be held October 24, 2022, is **\$7,988.60**.¹

_____	_____
Date	Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as September 15 in the 2014 municipal election, including changes made that day.

On or before September 25, 2022, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the September 15, 2018 Voters' List, including changes made on that day, or the 2022 Voters' List as of September 15, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.



**PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS
OWN CAMPAIGN**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

_____ / _____ (Name of Candidate) (Office)
_____ (Address) _____ (Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

Name

Signature

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of **Deputy Mayor** in the Municipal Election to be held October 24, 2022, is **\$5,703.20**.¹

Date

Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 25, 2022, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000. Certificate to be given to candidate in accordance with Section 13.

Municipal Elections Act, 1996 (s.88.20(9)(13))

<hr/>	
(Name of Candidate)	/ (Office)
<hr/>	
(Address)	(Postal Code)

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

Signature

Municipal Clerk or designate

Certificate to be given to candidate in accordance with Section 13.

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**PRELIMINARY CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES***Municipal Elections Act, 1996 (s.88.20(13))*

TO:

_____	_____
(Name of Candidate)	(Office)

(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

Tracey Atkinson, CAO/Clerk/Planner
Township of Mulmur _____

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of **Councillor** in the Municipal Election to be held October 24, 2022, is **\$7,988.60**.¹

_____	_____
Date	Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as September 15 in the 2014 municipal election, including changes made that day.

On or before September 25, 2022, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the September 15, 2018 Voters' List, including changes made on that day, or the 2022 Voters' List as of September 15, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6) (15).



**PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS
OWN CAMPAIGN**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

_____ / _____ (Name of Candidate) (Office)
_____ (Address) _____ (Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

Name

Signature

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of **Councillor** in the Municipal Election to be held October 24, 2022, is **\$5,703.20**.¹

Date

Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 25, 2022, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000. Certificate to be given to candidate in accordance with Section 13.



**PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR
PARTIES ETC. - CANDIDATE**

Municipal Elections Act, 1996 (s.88.20(9)(13))

TO:

_____ / _____ (Name of Candidate) (Office)
_____ (Address) _____ (Postal Code)

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:

Name

Signature

I hereby certify that the maximum amount of expenses for parties, etc. that a candidate is permitted to incur for the office of **Councillor** in the Municipal Election to be held October 24, 2022, is **\$798.86**.¹

Date

Municipal Clerk or designate

In accordance with MEA, s., the 88.20(13), the Clerk shall give candidates a preliminary certificate of the maximum amount permitted on or before September 25, 2022.

The formula to be used is the greater of the number of electors for the office on September 15 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 15 in the 2022 municipal election, adjusted for changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6) (15).



CONTACT INFORMATION

Township of Mulmur Municipal Office

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Tracey Atkinson, Returning Officer

CAO/Clerk/Planner
705-466-3341 x222 | tatkinson@mulmur.ca

Roseann Knechtel, Deputy Returning Officer

Deputy Clerk/Planning Coordinator
705-466-3341 x223 | rknechtel@mulmur.ca