

Candidate's Guide to Municipal Elections

Produced for Council Elections

October 17, 2020



Region of Queens Municipality

Key Dates for Quick Reference

March 17, 2020

- **Residency required to qualify as candidate** in Municipality or School Region

September 8, 2020

(nomination can be filed by appointment with the returning officer in the seven business days prior to nomination day)

- **Nomination Day**

September 9, 2020

- **Last day for candidate to withdraw**

October 8, 2020 or October 10, 2020 (option of council)

- **First Advance Poll**

October 13, 2020

- **Second Advance Poll**

October 17, 2020

- **Election Day**

October 20, 2020

- **Official Addition**

October 24, 2020

- **Last day to file affidavit** (re: removal of posters and return of voters list for return of full or part of deposit)

October 27, 2020

- **Last day to apply for a recount**

December 11, 2020

- **Last day to file campaign contribution disclosure form**
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Candidates Check List for Council

1. Decide which office (mayor or councillor) you wish to be nominated for.
2. Check to establish that you hold the qualifications for such office (age, citizenship, etc.).
3. Ensure that you are not disqualified from holding such an office (occupation, residency, etc.). **The onus is on the person nominated for election to an office to file a *bona fide* nomination paper.** Council candidates must have paid taxes and charges that are liens on their property.
4. Appoint an official agent or file a declaration that you will be acting as your own official agent. The official agent must keep track of any campaign contributions and open a bank account for this purpose.
5. Note the Key Dates provided for quick reference on page five of this guide.
6. Note the name and office location of the returning officer for the election. Edward (Ted) Bulley is the Returning Officer and Shelley Connolly is the Assistant Returning Officer.
7. Obtain the correct nomination paper.
8. Complete the nomination section of the nomination paper and determine the qualifications required for the electors who are eligible to nominate you for election to council.
9. Obtain the required number of signatures of qualified electors as nominators on your nomination paper. A nomination paper must be signed by at least five qualified electors whose names appear on the list of electors.
10. Complete and sign the "Oath and Consent" portion of the nomination paper. If you are away from the municipality you may in writing authorize your agent to do so.
11. Obtain a certificate that your charges that are liens and your taxes are paid. File your nomination paper with the returning officer between 9:00 a.m. and 5:00 p.m. on nomination day, or by appointment during the seven business days preceding nomination day. Once your nomination paper has been accepted by the returning officer, who accepts the nomination by signing the receipt, it is open for inspection by the public. Once accepted, the returning officer will provide you or your official agent with a copy of the amended list of electors entitled to vote for the office for which you are a candidate. Note

that the list of electors is to be used for election purposes only and all of your copies must be returned after the election. The *Municipal Elections Act* does not allow the list to be open for inspection, disposed of or sold for other purposes.

12. You or your official agent may also appoint other agents or scrutineers to represent you at the polls on Election Day. Only one poll agent may represent you at a polling station at any one time. As a candidate, you may not act as this agent.
13. Election Day... **DON'T FORGET TO VOTE!**
14. Remove signs, posters, and other election advertising within seven days of ordinary polling day and return your copies of the voters list including any electronic copies, or confirmation of the destruction or deletion of any electronic copies. Failure to do so is an offence.
15. Campaign contribution disclosure forms must be filed within 60 days of the election. Failure to file or filing late is an offence.

Administration of Municipal Elections

Municipal Polling Districts

Each regional, county, or district municipality and some towns are divided into **polling districts**. A polling district is the geographic area that an elected councillor represents. A polling district can elect one member to council, or more than one, in the case of some towns with a ward system. Some towns are only one polling district, with the council members elected at large.

Returning Officers

The municipal official who is responsible for administering the election in the municipality is the returning officer.

The returning officer for the 2020 municipal election is Edward (Ted) Bulley.

The municipal returning officer is responsible for the administration of the election in all the polling districts in the municipality, and is the person who will be able to give candidates all necessary information about the election.

Region of Queens Municipality does not currently have a bylaw that allows alternate voting methods like via the Internet or telephone. Therefore, all voting takes place at local polling stations. Should that change, the returning officer will make that information available to candidates.

Polling Divisions

Municipal polling districts are divided into polling divisions. A polling division contains up to 1000 electors. A polling station is established for each polling division.

Poll Officials

The returning officer appoints a deputy returning officer and a poll clerk for each polling station in the municipality.

The deputy returning officer is responsible for the management of the polling station on voting days. The poll clerk is responsible for keeping the written records of the voting.

Becoming a Candidate for Council

What Are the Qualifications to Run for Council?

In order to run for council (mayor or councillor) you must:

- be 18 years of age at the time of nomination
- be a Canadian citizen
- be ordinarily resident in the municipality for 6 months preceding nomination day (by March 17th), and continue to so reside

You do not need to reside in the polling district of the municipality in which you wish to seek election, as long as you meet the residency requirement of six months in the municipality.

Disqualifications - Council

A number of situations or occupations disqualify the following from seeking municipal office (s.18 of the *Municipal Elections Act*):

- members of parliament or senators;
- members of the legislative assembly;
- members of a village commission;
- judges;
- a person who accepts or holds office or employment in the service of the municipality, or any utility, board, commission, committee or official thereof, to which any salary, fee, wages, allowance, emolument, profit or other remuneration of any kind is attached, for so long as he holds or is engaged in the office or employment unless the person is on a leave of absence pursuant to subsection 17C(2) of the *Municipal Elections Act*. (This disqualification does not apply to volunteer firefighters with a municipal firefighting organization, school board employees and employees of joint bodies of two or more municipalities to which the municipality appoints at least one representative and to which the municipality provides funding);
- councillors in another municipal unit (during a special election);
- persons who, within five years prior to nomination day, have been convicted of bribery or a corrupt practice contrary to the *Municipal Elections Act* or who have been disqualified from any office pursuant to the provisions of the *Municipal Conflict of Interest Act*.