

2022 Municipal Election Information for Candidates

Township of North Kawartha



Revision Dates: May 2022

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Introduction

This guide is prepared for candidates seeking candidacy in the 2022 Municipal and School Board election and will highlight some of the processes in the upcoming election. For a comprehensive overview, candidates are urged to review the *Municipal Election Act 1996 (MEA)*, as amended, including applicable Regulations (www.e-laws.gov.on.ca) to fully understand all the legislative requirements. It is imperative that candidates satisfy themselves, through their own research or with the assistance of legal counsel, of the various legal and financial requirements related to their candidacy.

Ministry of Municipal Affairs and Housing prepares three guides for candidates, voters and third party advertisers which are all available online:

- [For Candidates](#)
- [For Voters](#)
- [For Third Part Advertisers](#)

All guides are available here: <https://www.ontario.ca/page/get-know-your-municipality>.

Over the course of the next few months, candidates will receive information from the Township Clerk's office. Please ensure that you are checking the Township's website regularly for the most current information www.northkawartha.ca. [Subscribe](#) to general public notices to stay up to date on election information.

[The Association of Municipalities of Ontario](#) (AMO) provides municipal election information for candidates.

- Who can vote in elections
- Who can be a candidate?
- Election Calendar
- Resources
- Lead Where You Live: A Guide for Running on Municipal Council (there is a cost of \$55.00 for this resource)
- We all Win: Diversity on Council

Contact Information:
Township of North Kawartha

Phone: 705-656-4445
Toll Free: 1-800-755-6391
Fax: 705-656-4446

Mailing Address:
P.O. Box 550,
Apsley, ON K0L 1A0
Office Location:
280 Burleigh Street,
Apsley, ON K0L 1A0

Election Staff:

Connie Parent
Clerk / Returning Officer
Direct Line: 705-656-5187
705-656-4445, ext. 234
c.parent@northkawartha.ca

Kelly Picken
Deputy Clerk / Assistant Returning
Officer
Direct Line: 705-656-5189
705-656-4445, ext. 239
k.picken@northkawartha.ca

Summary – 2022 Municipal Election Highlights

- Nominations may be filed by candidates between Monday to Friday, 9:00 a.m. to 4:30 p.m. at the Municipal Office from May 2, 2022 to August 18, 2022 and on August 19, 2022 from 9:00 a.m. until 2:00 p.m. Nominations must be filed in person at the municipal office by appointment.
- Candidates running for municipal council must obtain 25 endorsement signatures from eligible voters in the municipality in which the office is being sought. Signatures must be submitted in conjunction with the candidate's nomination papers. Nominations filed for the School Board do not require the endorsement of 25 persons. (Refer to page 6 of the Ministry of Municipal Affairs Candidate Guide for more information about "Endorsement Signatures")
- Candidates wishing to withdraw their nomination must do so by 2 p.m. on Friday, August 19, 2022.
- **Voting day is Monday, October 24, 2022.**
- For the 2022 election, the Township of North Kawartha will be using internet and telephone voting allowing electors to vote from anywhere within the defined voting period. **For the 2022 elections, voting will be open from 10:00 a.m. October 11, 2022 to October 24, 2022 until 8 p.m.**
- A contributor shall not make contributions exceeding a total of \$1,200 to any one candidate in an election. Additionally, a contributor is limited to a maximum of \$5,000 in total contributions to candidates running for office on the same Council or Board jurisdiction. Contributors who exceed this limit may be liable to penalties under the *Municipal Elections Act, 1996*, as amended.
- Penalties for contravening the *Municipal Elections Act, 1996* as amended, have been increased. An individual who contravenes the contribution rules may face a fine of up to \$25,000 (\$50,000 for corporations and trade unions) and/or up to six months in prison if the offence was committed knowingly.
- Candidates who are convicted of contravening certain provisions of the Act also forfeit any office to which they were elected, and are ineligible to run until after the next regular election has taken place.
- A candidate is entitled to receive a refund of the nomination filing fee if they file their financial statement and auditor's report on or before 2 p.m. on March 31, 2023.

- Expenses incurred by a candidate with a disability that are directly related to the disability, and would not have been incurred but for the election, are not subject to the spending limit. *MEA Sec. 88.19 (3) 9.*
- The candidate's spending limit formula is a base amount, which varies by office. Head of Council = \$7,500 + \$0.85 per elector and all other offices = \$5,000 + \$0.85 per elector. Upon filing, candidates will be provided with a certificate of the applicable interim maximum amount of expenses based on the number of voters appearing on the voters' list. On September 26, 2022 the Clerk will determine a final limit by applying this formula to the number of voters appearing on the voters' list as from the previous regular election as it existed on September 15, 2018. The greater of the two limits shall apply.
- The deadline for filing financial statements is 2 p.m. on Friday, March 31, 2023. If a candidate does not file by this deadline, and has not applied to the courts for an extension, the candidate forfeits any office won in the election, is ineligible to be elected and may not be appointed to any office until after the next regular election.
- A candidate who has a deficit may extend their campaign to June 30, 2023. A candidate who incurs expenses related to a recount, controverted election or compliance audit after their campaign has ended on January 3, 2023 may re-open their campaign. *MEA s. 88.24*
- All surplus funds not required for such expenses become the property of the municipality or board. Surplus funds may not be carried forward for use by the candidate in a subsequent election.
- All candidates must now use Financial Filing Form 4 (link to all forms is below). <https://www.ontario.ca/document/2022-candidates-guide-ontario-municipal-council-and-school-board-elections/forms-referred>
- The *Municipal Elections Act, 1996*, as amended, includes a framework for third party advertising. Individuals, corporations or trade unions are eligible to register as third party advertisers provided that they formally register with the Clerk as a third party advertiser. Third party advertising is an advertisement in any medium that has the purpose of promoting or supporting or opposing a candidate(s). There is no registration fee for third party advertising.

- **Access to Apartment Buildings, Condominiums etc. by Candidates (or their Authorized Representative)** - Candidates can campaign in apartment buildings, condominiums, non-profit housing co-ops or gated communities from 9:00 a.m. until 9:00 p.m. Landlords and condominium corporations may not prohibit tenants or owners from displaying campaign signs in their windows. *MEA* s. 88.1

Key Dates

Nomination Period: May 2, 2022 to August 18, 2022

- ✓ Nominations may be filed by candidates between Monday to Friday, 9:00 a.m. to 4:30 p.m. at the Municipal Office from May 2nd, 2022 to August 18, 2022 and on August 19, 2022 from 9:00 a.m. until 2:00 p.m.

Registration for Third Party Advertisers – May 2, 2022 to October 21, 2022

- ✓ Individuals or entities may file notice of registration as a third party advertiser starting May 2, 2022 to October 21, 2022. Notice is to be filed at the Municipal Office. *MEA* s.88.6 (7)

Nomination Day: August 19, 2022

- ✓ Last day in which nominations may be filed by candidates at the Clerk's Office (between the hours of 9:00 a.m. and 2:00 p.m.).

Withdrawal of Nomination: August 19, 2022

- ✓ Last day to withdraw nominations. The prescribed form must be submitted to the Clerk's Department in writing before 2:00 p.m. on August 19, 2022

Certification of Nomination: August 22, 2022

- ✓ The Clerk will certify nomination papers before 4:00 p.m. and notify, as soon as practicable, any candidate deemed ineligible for office.

Acclamation of Candidates: August 22, 2022

- ✓ After 4:00 p.m., the Clerk will declare all candidates to be duly elected if they are the only qualified individuals seeking candidacy for a respective office.

Voters' List: September 1, 2022

- ✓ The interim voter's list will be made available to all registered candidates who complete a declaration form commencing after this date.

Voter's List Revision Period: September 1, 2022 - October 22, 2022

- ✓ Eligible voters whose names do not appear on the voters' list or are identified incorrectly may file a revision application with the Clerk's office using the prescribed form.

Final Certificate of Maximum Campaign Spending Limits: Nomination Filing – September 26, 2022

- ✓ The Clerk will provide preliminary notice of the maximum campaign spending limits to all certified candidates based on the voters' list as of Nomination Day in 2022 (Head of Council = \$7,500 + \$0.85 per elector and all other offices = \$5,000 + \$0.85 per elector). On September 25, 2022 the Clerk will determine a final limit by applying this formula to the number of voters appearing on the voters' list as of Nomination Day in 2022 (August 19, 2022)

Voting Day: Monday, October 24, 2022 until 8:00 p.m.

Term of new Council Commences: November 15, 2022

Campaign Period: Begins when Nomination is Filed to December 31, 2022

- ✓ The campaign period begins whenever a candidate files a nomination paper and ends on December 31, 2022(unless the candidate withdraws the nomination, the Clerk rejects the nomination, or the candidate files to extend his or her campaign to address a deficit). Candidates shall not receive contributions outside of their campaign period.

End of Campaign Period: January 3, 2023

- ✓ This is the last day a candidate or third party advertiser can raise funds for his or her campaign unless an extension is granted (the campaign period begins when the nomination is filed). The end of a campaign period can also occur on the date in which a candidate withdraws his or her nomination or on the day it is rejected by the Clerk.

Deadline for Filing Financial Statements: March 31, 2023 by 2:00 p.m.

- ✓ Candidates or third party advertisers must file their financial statements and auditor's report for the reporting period ending January 3, 2023 in person at the Clerk's Office no later than 2:00 p.m. on March 31, 2023.
- ✓ Notice of default, if applicable, shall be issued by the Clerk as soon as practicable after the filing deadline. *MEA* s. 88.23(9)
- ✓ 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, you will forfeit your elected office (if you won the election) and you will be ineligible to run for office or be appointed to fill a vacancy until after the 2022 election.

✓

Deadline for Compliance Audit Requests: June 29, 2023

- ✓ Last day for an elector to apply for a compliance audit of a candidate or registered third parties initial financial statement.

Extensions and Supplementary Reporting

Notification to Extend a Campaign Period: January 3, 2023

- ✓ Last day for candidates to provide notification, using the prescribed form ([Form 6](#)), in order to extend their campaign to address a deficit.

Supplementary Reporting Period: January 1 to June 30, 2023

- ✓ If a request to extend the campaign to address a deficit is permitted, the supplementary extension is 6 months beginning on January 3, 2022 to June 30, 2023.

Deadline for Filing Financial Statements for the Supplementary Reporting Period: September 29, 2023

- ✓ Candidates who were granted an extension to their campaign (supplementary reporting period of January 3 to June 30, 2023) must file their financial statements in person at the Clerk's Office no later than 2:00 p.m. on September 29, 2023.

Deadline for Compliance Audit Requests for Supplementary Reporting Period: December 28, 2023

- ✓ Last day for a compliance audit request to come forward with respect to a reporting period that ended on June 30, 2023.

What voting method will be used by the Township?

The Township will offer internet and telephone voting for the 2022 election. Both of these methods allow electors to vote from anywhere within the defined voting period using a telephone (cell phone) or the internet (computer, cell phone, tablet). **For the 2022 elections, the voting period will be from October 11, 2022 (commencing at 10:00 a.m.) to October 24, 2022 until 8:00p.m.** Eligible voters will receive a Voter Information Letter by mail before Election Day. The letter will provide details on how to vote online or by phone. The letter will also include a secret PIN number that electors use to access the voting system. The PIN number, in conjunction with a personal piece of information would be required for voters to vote. By combining these two pieces of information, the integrity of the vote is maintained.

Electronic and telephone voting stations will also be available at the Municipal office during the defined voting period for public use.

What are the Offices for North Kawartha Council?

The Township of North Kawartha has a five (5) member Council consisting of:

Election by General Vote:

Mayor (1)
Deputy Mayor (1)
Councillor at Large

Election by Ward Electors Only:

Councillor (1) Chandos Ward (Ward 1)
Councillor (1) Burleigh Anstruther Ward (Ward 2)

Council will serve a term of four (4) years commencing November 15, 2022 until November 14, 2026. The Mayor and the Deputy Mayor will also serve on the upper tier County of Peterborough Council. Council members may also be appointed to various Boards and Committees.

How do I know if I am eligible to hold an office as a member of Council?

Qualifications for members of Council are set out in Section 256 of the Municipal Act, 2001 and Section 17 of the *Municipal Elections Act, 1996*, as amended.

In order to run for office in a municipality, a person must be:

1. A Canadian citizen;
2. At least 18 years old;
3. A resident of the municipality or owner or tenant of land there, or the spouse of such owner or tenant; and
4. Who is not disqualified by any legislation from holding office.

Examples of those ineligible to seek candidacy include:

- individuals that did not file their financial statements from the 2018 Election employees of the municipality (Council position) *** Exception – leave of absence effective the date of nomination*
- employees of the school board (School Board position) *** Exception – leave of absence effective the date of nomination*
- Judge of any court
- Senator *** Exception – must resign as of Nomination Day, August 19, 2022*
- MP *** Exception – must resign as of Nomination Day, August 19, 2022*
- MPP *** Exception – must resign as of Nomination Day, August 19, 2022*
- A corporation
- A person serving a sentence of imprisonment
- A person acting as executor or trustee

Who Can Vote in a Municipal Election?

A person is entitled to vote if, on voting day, he or she (*MEA s.17 (2)*, as amended),

- a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- b) is a Canadian citizen; and
- c) is at least 18 years old
- d) is not prohibited from voting under subsection (3) or otherwise by law.

Persons prohibited from voting

- a) A person who is serving a sentence of imprisonment in a penal or correctional institution.
- b) A corporation.
- c) A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with Section 44.
- d) A person who was convicted on the corrupt practice described in subsection

90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Eligibility is determined by a person's relationship to property, specifically ownership and/or occupancy. In other words, a person is entitled to one vote in every municipality and school board jurisdiction in which they own or occupy property. This is not the case in a provincial or federal election where, irrespective of the number of properties owned in different municipalities, a person is entitled to only one vote, based on the location of their primary residence.

How many electors are there in the Township of North Kawartha?

The approximate number of electors is as follows **(based on the number of eligible electors as of September 15, 2018)**:

Ward	Township	Eligible Electors
Ward 1	Chandos	2,761
Ward 2	Burleigh Anstruther	3,911
Total	All Wards	6,672

What was the voter turn-out from past elections?

Percentage of Voter Turnout by Wards

Election Year	Ward 1	Ward 2	Total Ward 1 and 2
2018	46.09	45.42	45.70
2014	45.76	46.27	46.05
2010	31.78	35.88	34.19
2006	44.1	32.4	37.2

Contested Offices Showing Number of Candidates per Office

(Note: Offices with 1 Candidate = Acclaimed)

Election Year	Mayor	Deputy Mayor	Councillor at Large	Ward 1 Councillor	Ward 2 Councillor
2018	2	2	2	1	2
2014	2	2	3	1	3
2010	1	1	3	1	2
2006	1	2	2	4	1

Nomination Process

Candidates must complete and sign the Nomination Form 1. Nominations must be **submitted in person** by either the candidate or an agent filing on behalf of a candidate. If the Nomination Form is filed by an agent on behalf of the candidate, the **Nomination Form must be accompanied by a letter that is commissioned by a Commissioner of Oaths** stating that the candidate gives permission to the agent to file the nomination on their behalf. A form letter is available through the Township (Form LC47). The agent must provide a certified copy of the candidate's identification as well as providing their own identification. *It is the responsibility of the candidate to satisfy himself or herself that he or she is qualified to be nominated for an office.*

The nomination of the person for an office on Council must be endorsed **by at least 25 persons** and the **person endorsing the nomination must be eligible to vote in an election for an office within the municipality** if a regular election was held on the day that the person endorses the nomination – see Form 2. **Nominations filed for the School Board do not require the endorsement of 25 persons.**

Identification will be required to be produced by all candidates (including incumbents) and agents filing on behalf of a candidate. Examples of acceptable identification:

An original copy of a document listed below if the document shows the person's name, qualifying address and signature:

- Ontario driver's licence (photo card).
- Ontario health card (photo card).
- Ontario motor vehicle permit (plate portion).
- A mortgage, lease or rental agreement.
- An insurance policy.
- A loan or financial agreement with a financial institution.
 - Note: a passport alone is not considered acceptable identification as the address is added by hand. A passport must be accompanied by one of the above noted documents to verify the qualifying address.

A fee is required at the time the Nomination Form is filed. Filing fees are \$200 for the Head of Council (Mayor) and \$100 for all other offices, including School Board Trustee positions and must be paid by cash, certified cheque (payable to the Township of North Kawartha), money order or interac.

- The deadline for submission of a nomination is Friday, August 19, 2022 at 2:00 p.m.

- The deadline for the withdrawal of a nomination is Friday, August 19, 2022 at 2:00 p.m.
- Nominations are unofficial until formal certification by the Clerk on August 22, 2022

Withdrawal of Nominations

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

Acclamations

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

Examination and Certification of Nominations by Clerk

The Clerk shall examine each nomination that has been filed before 4:00 p.m. on the Monday following Nomination Day – August 19, 2022

Exception for Additional Nominations

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

Examination and Certification of Additional Nominations by Clerk

Any additional nominations filed under the *Municipal Elections Act* Section 33(5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day – August 25, 2022.

Refund of Nomination Deposit

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

Candidates – Helpful Checklist for Nominations

- ✓ Neatly print or type out the on-line Nomination Form 1. **The name that appears on the Nomination Form is the name that will appear on the ballot.** With the agreement of the Clerk some flexibility can be allowed for first names e.g. Tony for Anthony. Last names cannot be amended.
- ✓ Are you a Canadian citizen?
- ✓ Are you at least 18 years old?
- ✓ Verify your qualifying address. Do you own, or are the tenant of land, or the spouse of an owner or tenant of land, in the municipality?
- ✓ Confirm office being nominated for. e.g. Mayor.
- ✓ Confirm that you have the endorsement of 25 persons who are eligible to vote in the election in the municipality in which the office is being sought.
- ✓ Have you read the Ministry of Municipal Affairs and Housing Municipal Candidates Guide or the applicable School Board Guide to ensure that you understand your obligations as a candidate?
- ✓ Can you produce the appropriate identification? If an agent is filing on your behalf, you must provide a certified copy of your identification and ensure that the agent can produce appropriate identification for themselves. Copies of identification, including the agent's will be retained on file.
- ✓ Provide confirmation to the Clerk's Office of the contact information you wish to be made public (e.g. email address? home/business phone?).
- ✓ Can you provide the appropriate filing fee in the form of cash, certified cheque (payable to the Township of North Kawartha), money order or interac.

As a candidate, how much may I spend to run a campaign?

Candidates are advised to refer to the 2022 Candidates Guide for information on Campaign Contributions and Fund Raising and on Campaign Expenses. The provincial guide is available online from the Ministry of Municipal Affairs.

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

The candidate must have filed their nomination form before incurring any costs/revenues. The maximum spending limit for candidates to run their election campaign is based on a base amount plus the number of electors eligible to vote for the particular office for which the candidate is running (based on the number of eligible electors on the voters' list in the previous election as of September 15, 2018).

Below represents the **preliminary spending limit** (as of September 15, 2018):

Preliminary Election Spending Limits (Base amount plus \$0.85 /elector Base Amount Mayor - \$7,500 Base Amount all other offices - \$5,000		Number of Electors	Preliminary Maximum
Mayor Candidate	Both Wards	6,672	\$13,171.20
Deputy Mayor Candidate	Both Wards	6,672	\$10,671.20
Councillor at Large Candidate	Both Wards	6,672	\$10,671.20
Councillor Ward 1 Candidate	Ward 1	2,761	\$,7346.85
Councillor Ward 2 Candidate	Ward 2	3,911	\$8,324.35

The Clerk shall, after determining from the Voters' List the number of electors eligible to vote for each office as of September 15 in the 2022 election calculate the maximum amount of campaign expenses that may be incurred by a candidate and prepare a certificate of this amount. A copy of this secondary **certificate confirming the final maximum spending limit will be provided by September 26, 2022 to candidates.**

Note: The higher of the two calculations (preliminary (noted above) and secondary) shall be the final spending limit for the office.

Post-Election Parties/Expressions of Appreciation (s. 88.20 (9) and O. Reg. 101/97, (5.1)

All candidates have limits on the amount they may spend towards the cost of holding parties and making other expressions of appreciation after Election Day. The maximum

post-election appreciation cost is a maximum of 10% of the spending limit. A preliminary campaign appreciation limit will be provided based on the preliminary calculation (noted above) at the time a candidate files their nomination. Final campaign appreciation limits will be calculated based on the final campaign spending expense limits and provided to candidates by September 26, 2022.

Preliminary Maximum Contributions to a Candidates 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 i.e. if the formula results in a number great than \$25,000, the limit is \$25,000.

The number of electors is determined from the voters' list from the 2018 election, as it existed on September 15, 2018.

What are the regulations governing election signs?

Refer to: Township of North Kawartha Sign By-law 2021-0075

- a) Election Signs for Federal, Provincial, Municipal, or School Board elections shall be subject to the following:
- b) Election signs shall be removed within one (1) week after the completion of voting on voting day;
- c) No election sign shall be greater than 3 sq. m (32 sq. ft.) in area and 2 m (6.6 ft.) metres in height above the surrounding ground;
- d) With the exception of a billboard sign and an election sign on vehicles, no person shall place or permit to be placed on private property an election sign that is illuminated, has flashing lights or rotating parts, obstructs the view of any official traffic sign or signal or simulates any traffic control device (**permission of private property owner(s) is required to place signs on private property**); Election signs are not permitted on a municipal road allowance immediately adjacent to the: Municipal Office, Fire Halls, Public Works Yards, Community Centres, Public Libraries, Municipal Parks;
- e) No election sign shall be located as to interfere with the safe operation of vehicular traffic and pedestrians;
- f) No election sign shall be attached to or upon any utility pole, light pole, utility box, tree, planter bench waste receptacle, newspaper box or mail box;
- g) No election sign shall be located on a vehicle parked on any municipal property that is visible from the outside of the vehicle;
- h) Any sign improperly located may be removed by Township Representatives immediately without notice;
- i) No person shall at any time display the Township of North Kawartha logo, in whole or in part, on any election sign.

County of Peterborough: **Sign By-law No. 2022-0029**

Election proclamations or notices under any legislation pertaining to elections or any voters list under a statute in that behalf, and election signs on private property during any election campaign; all such signs are to be removed within one week after the event. Election signs not exceeding .5574 square metres (6 sq. ft.) are permitted within the road allowance; however, they shall be erected as close to the fence line as practicable and shall not be erected between the edge of the pavement and the centre-line of the ditch. Election signs shall not be erected within 30 metres (100 ft.) of an intersection (inclusive of four-way and three-way ["T"] intersections of public highways with public highways; not inclusive of intersections of public highways with fire routes/private roads/private entrances).

Province of Ontario (MTO)

An election sign must not be placed upon or adjacent to the right-of-way of a Class 1 Freeway or Class 2 Staged Freeway.

Election signs may be erected on the right-of-way or adjacent to a Class 2 undivided Staged Freeway, a Class 3 Special Controlled Access highway, a Class 4 Major highway or Class 5 Minor highway after an official election has been called.

Signs up to 0.7 m² (8 ft²) in size must be placed a minimum of 4m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 ft²) and up to 3.7 m² (40 ft²) must be placed at the outer limit of the highway right-of-way.

Election signs may be placed on the right-of-way of a highway other than a Class 1 Freeway and Class 2 divided Staged Freeway, but must be placed at least 4m (12 ft.) from edge of pavement.

An election sign must not be affixed to a permanent or an official sign or to the guide rail or other highway structure or facility and must not be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.

Portable read-o-graph sign trailers are prohibited on the right-of-way of a highway. Such read-o-graph sign trailers may be utilized providing they are erected on private property and meet the requirements of the Ministry for portable read-o-graph signing.

Permits or Letters of Approval for any election signs erected under this policy are not required.

Candidate committees, or workers shall be allowed three (3) working days after election day in order to remove candidate advertising (election signs) from the Ministry right-of-way and adjacent properties.

Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.) for a period of two weeks. After this time, they will be disposed of.

For more information contact:

MTO – Traffic and Signal Department

Tel: 1-416-235-5595

Use of Corporate Resources

Refer to: The Township of North Kawartha By-Law 2022-0033 for complete policy.

It is important that all candidates receive fair and consistent treatment to ensure the integrity of the electoral process and a fair and unbiased election. There must be equal treatment for all candidates.

- No Township resources are to be used for, or by, any candidate for their campaign activities, including, but not limited to, the use of:
 - The Township 's Corporate identity (logo, tag line),
 - Township Information Technology (IT) resources, including the Township 's website, social media sites, Blackberry's/android devices, lap tops, nor can there be a link to a candidate's site from the Township site. Note: exception applies to current members of Council who have a website/social media that is solely used for Council purposes.
- Current members of Council who are also Candidates must keep a separate website/social media/email accounts etc... related to their candidacy that is not supported/linked to the Township's IT resources,
- Any Township facility or property (that is not specifically booked as a rental with payment), including displaying campaign posters, signs and flyers, represent themselves as a Candidate at a Township function, whether the event is on Township property or not,
- Photographs or videos owned by the Township.
- Official election information will be made available to all candidates through the Township 's website and the Clerk's Office.
- Staff may supply department specific information and services to Candidates in the same manner as would be available to the public.
- Staff may not campaign or actively work in support of a Candidate during their paid hours of work (or their official/volunteer duties with the Township). Staff wanting to work in support of a Candidate during the election must do so outside of paid working hours (and/or their official/volunteer duties with the Township).
- Staff must also clearly separate that support from their role as Township staff/volunteer and must not be identifiable as Township staff/volunteer (e.g. cannot wear Township issued clothing to canvass or to a campaign event).
- Staff may be prohibited from participating in campaign activities where there is a potential for a conflict of interest or the perception that the integrity of the election may be compromised.
- No Township communications, whether for internal or public distribution, are to include any reference to or identification of any Candidate.

What kind of remuneration is paid to a Township Councillor?

Council meetings are generally held on the second and third Tuesday of each month. The remuneration noted below provides compensation for all meetings (Council, Committee, Board) and all special functions and events.

Year 2022

Mayor	\$32,326
Deputy Mayor	\$27,442
Councillor	\$24,038

Members are also compensated for mileage at the mileage rate of \$.061 per km.

Note: Commencing January 1, 2019, Canada Revenue Agency (CRA) will no longer permit 1/3 of a Councillor's remuneration to be tax free.

What are my Financial Responsibilities as a Candidate?

All candidates are urged to review the *Municipal Elections Act, 1996*, as amended, (www.e-laws.gov.on.ca) and the [Municipal Affairs and Housing's Candidates Guide](https://www.ontario.ca/document/2022-candidates-guide-ontario-municipal-council-and-school-board-elections) available on their website (<https://www.ontario.ca/document/2022-candidates-guide-ontario-municipal-council-and-school-board-elections>) or at the Clerk's office to fully understand all the legislative requirements. The onus of responsibility is on candidates to satisfy themselves, through their own determination, or with professional assistance, of the various legal and financial requirements relating to their candidacy. It is important to fully reference Sections 88(1) – 88(32), *MEA*, as well as other relevant sections within the Act. Although this guide provides a summary of the provisions, it does not account for all of the financial responsibilities associated with the candidacy.

All nominated candidates, including those not elected, those who withdrew their nomination and whose nomination was rejected by the Clerk, must disclose and report on or before March 29, 2019 by 2:00 p.m. their contributions and expenses as of December 31, 2018 in accordance with the following:

- All candidates are required to file a detailed financial statement on the prescribed For [Financial Statement, Form 4](#)
- Candidates must have their financial statement audited and submit the auditor's report to the Clerk along with their financial statements if expenses are over \$10,000.

Candidates' financial statements are filed with the Clerk and are public documents, which are to be available at no charge for viewing by the public on the Township website. The Clerk will advise at least 30 days prior to March 29, 2019 filing deadline of all the filing requirements of the Act.

It is the responsibility of the candidate to file a complete and accurate financial statement by the filing date.

Refer to the MMAH Candidate Guide and the MEA for further details.

Accessibility Provisions within the Municipal Election Act

Pursuant to MEA s.123.1 in providing for matters and procedures not otherwise covered by the Act, the Clerk shall have regard to the needs of electors and candidates with disabilities. The clerk shall also prepare an accessibility plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day.

Within 90 days after voting day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public (by January 23, 2023).

Accessibility Resources for Candidates

Candidates must also have regard for the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order to ensure that accessibility has been considered for all electors, including those with disabilities.

Accessibility Ontario has a number of great resources that will assist with planning for an accessible election.

www.ontario.ca/page/accessibility-in-ontario

The Township of North Kawartha has developed Accessibility Standards for Customer Service. For more information on the provision of service to persons with disabilities please visit the Townships website www.NorthKawartha.ca.

[AMCTO Candidate's Guide to Accessible Elections](#)