



## 2022 MUNICIPAL ELECTION

### CANDIDATE INFORMATION PACKAGE

*Grey Highlands election website: [www.votegreyhighlands.ca](http://www.votegreyhighlands.ca)  
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# NOMINATIONS

## Nominations

### NOMINATION PAPERS

A person may be nominated for an office by filing a nomination in the Clerk's Office, in person or by an Agent. The nomination must be endorsed by at least twenty-five (25) persons. Persons may endorse more than one nomination. The person endorsing a 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.

"Nomination Papers" will be available at the Clerk's Office from Monday May 2, 2022 to Thursday, August 18, 2022 during regular office hours (8:30 am to 4:00 pm), and between 9:00 am and 2:00 pm on Friday, August 19, 2022 (Nomination Day) and on [www.VoteGreyHighlands.ca](http://www.VoteGreyHighlands.ca) for the following offices:

- Mayor (1)
- Deputy Mayor (1)
- Councillor (5)

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- School Board Trustee – English Public (1) – Grey Highlands
- School Board Trustee – French Public (1) - Barrie
- School Board Trustee – French Separate (1) - Sarnia
- School Board Trustee – English Separate (1) - Hanover

All nominations must be filed with the Clerk in the following manner:

- in person or through an agent, using the Nomination Form;
- during regular office hours (8:30 am to 4:00 pm) at the Municipal Office from Monday May 2, 2022 to Thursday, August 18, 2022 during regular office hours (8:30 am to 4:00 pm), and between 9:00 am and 2:00 pm on Friday, August 19, 2022 (Nomination Day);
- with the prescribed statement of qualifications, signed by the person being nominated;
- with the prescribed nomination filing fee of \$200 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality;
- with proof of identity and residence as prescribed in O. Reg. 304/13;
- no faxed or other electronically transmitted nomination paper will be accepted.

A Commissioner of Oaths is on site to administer the necessary oaths.

# NOMINATIONS

## ELIGIBILITY

A person who is qualified to be a Voter in Municipality of Grey Highlands 2022 Municipal Election is also eligible to be a Candidate for office – which means the day you submit your Nomination Form, you must be qualified to hold that office. A Candidate for School Board Trustee must reside within the Board area and be a supporter of that Board.

To run for Council, you must be:

- A resident of the Municipality of Grey Highlands, or an owner or tenant of land in the Municipality of Grey Highlands, or the spouse of such an owner or tenant;
- A Canadian citizen;
- At least 18 years old; and
- Not prohibited from voting, by law.

To be considered for declaration as a legally qualified Municipal Candidate, you must file a Nomination Form and a Declaration of Qualifications for the Municipality of Grey Highlands 2022 Municipal Election. The deadline for filing Nomination Forms is Friday, August 19, 2022 at 2:00 p.m.

## CONSENT BY CANDIDATE

After a candidate files a nomination paper, the media and the public frequently wish to contact him/her. The information contained in a nomination paper is deemed to be a public record by s. 88 of the Municipal Elections Act, as amended and may be inspected by any person at the Office of the Clerk at a time when the office is open. However, the media and the public generally do not wish to take the time to go to the office to view the information. They would prefer instead to be able to obtain contact information by telephone or on the internet.

A candidate wishing to establish a campaign profile may find such contact to be of assistance. Therefore, to make this initial contact easier, a candidate may wish to authorize the Clerk/Returning Officer to release a contact information. Please note that there is no obligation on the part of a candidate to authorize the release of this contact information.

## NOMINATION OR CHANGE OF WITHDRAWAL

A person may withdraw his or her nomination by filing a written Withdrawal of Nomination in the Clerk's Office before 2:00 p.m. on Friday August 19, 2022. If you wish to run for a different position, you must re-file your nomination paperwork in the Clerk's Office before 2:00 p.m. on

# NOMINATIONS

August 19, 2022, which will trigger your original nomination to be withdrawn. You do not need to submit different signatures from the ones you submitted with your initial nomination.

# CAMPAIGN FINANCES

## Campaign Finances

Candidates are not permitted to start campaigning for any office until a nomination form has been submitted. No funds can be spent on a campaign until a nomination form has been submitted. New provisions have been introduced aimed at improving compliance with campaign finance rules. The Clerk will be required to publicly identify in a report to the public, the candidates and third parties who have failed to comply with the requirement to file a financial statement and who are prohibited from running or registering as a third party in the next election.

A candidate's nomination fee will only be refunded if a financial statement is filed on time. If a candidate doesn't file a financial statement on time and is willing to pay a \$500 late filing fee, the candidate will be provided an additional 30-day period to file the financial statement. In this instance, the candidate will not be refunded the nomination filing fee.

Candidates who fail to file a financial statement are automatically prohibited from being elected or appointed to any office to which the Municipal Elections Act applies until after the next regular election.

The Clerk will review all financial statements received to identify whether any contributor appears to have exceeded any of the contribution limits. If any contributor has exceeded the contribution limits, the Clerk is required to report this to the Compliance Audit Committee as soon as possible after the filing deadline. Within 30 days of receiving the Clerk's report, the Compliance Audit Committee must meet and decide whether to commence legal proceedings against a contributor.

### SPENDING LIMITS

There are limits on the amount a Candidate may spend during the campaign period. The estimates for each office are included in this package. The limit on campaign expenses is based on a formula related to the number of electors entitled to vote for the office:

- Mayor: \$7,500 + 85 cents per Elector
- Deputy Mayor, Councillor: \$5,000 + 85 cents per Elector
- School Board: \$5,000 + 85 cents per Elector entitled to vote for that office

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 ten percent of the amount of your general spending limit.

## CAMPAIGN FINANCES

Within ten days after the voters' list has been prepared, the Clerk must give you the final general spending limit which is based on the number of electors on the voters' list for the current by-election. This final calculation will be provided to candidates by September 26, 2022.

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

### FINANCIAL OBLIGATIONS

As a candidate:

- You must file a Nomination Form before you collect or spend any funds;
- You should open a separate bank account immediately upon filing your nomination paper. All contributions and expenses should go through this account – if you do not spend any funds, or incur any expenses, you do not need to open a separate bank account;
- Your campaign period runs from the day you file your Nomination Form until January 3, 2023 (some exceptions may apply); and
- You must file a Financial Statement March 31, 2023.

It is the responsibility of the Candidate to ensure that:

- One or more campaign accounts are opened at a financial institution exclusively for the purposes of the election and in the name of the Candidate's election campaign;
- All contributions of money are deposited into the campaign accounts;
- All payments for expenses are made from the campaign accounts (except for filing fee);
- All contributions are valued;
- Receipts are issued for every contribution and obtained for every expense;
- Financial filings are made as required by the Municipal Elections Act;
- Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions of behalf of the Candidate;
- Any contribution of money in contravention of this Act is returned to the contributor as soon as possible after the Candidate becomes aware of the contravention;
- Any such contribution not returned is paid to the Clerk;
- Any anonymous contribution is paid to the Clerk;
- Records are kept of the following:
  - receipts issued for contributions, the value of every contribution, whether a contribution was in the form of money, goods or services, and the contributor's name and address;



## CAMPAIGN FINANCES

- every expense including the receipts obtained for each expense;
- any claim for payment of expenses that the Candidate disputes or refuses to pay;
- the gross income from a fund-raising function and gross amount of money received at a fund-raising function by donations of \$10 or less; and
- any loan and its terms.

The records described above must be retained for the term of office of the members of the Council or local Board and until their successors are elected and the newly elected Council or local Board is organized.

### CONTRIBUTIONS

Contributions can only be made to Candidates who are nominated. It is illegal to contribute to a Candidate who is not nominated.

The following may make contributions:

- an individual who is normally a resident in Ontario;
- a corporation that carries on business in Ontario;
- a trade union that holds bargaining rights for employees in Ontario; and
- the Candidate and his or her spouse.

The following cannot contribute to a Candidate's campaign:

- A federal political party, a federal constituency association or a Candidate at a federal election endorsed by a party;
- A provincial political party, constituency association, registered Candidate or leadership contestant, registered under the Elections Finances Act; and
- The Crown in Right of Canada or Ontario, a municipality or local Board.

Contributions under \$25 may be made in cash. Any contribution over that amount must not be made in cash. No contributor may contribute more than \$1200 to any one Candidate in an election regardless of the number of offices for which the Candidate has been nominated. In addition, a contributor shall not make contributions exceeding a total of \$5,000 to two or more candidates for office on the same council or board.

No person shall make contributions of money that does not belong to the contributor with the exception of loans granted by a lending institution, which are permitted under the Act. The Candidate or his or her spouse may borrow money for the Candidate's campaign from any bank or other recognized lending institution in Ontario. The money must go through the Candidate's campaign account. No person, other than the Candidate or his or her spouse may guarantee the loan.

# CAMPAIGN FINANCES

## CONTRIBUTIONS FROM SELF OR SPOUSE

There is now a limit on how much you and your spouse can contribute to your campaign.

The contribution limit applies to the total amount of contributions made by yourself and/or your spouse to your campaign. This includes any contributions of goods and the replacement value of any inventory from a previous campaign that you are using in your current 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:

- Mayor: \$7,500 plus 20 cents per elector to a maximum of \$25,000;
- Deputy Mayor, Councillor: \$5,000 plus 20 cents per elector to a maximum of \$25,000.

When you file your nomination, the Clerk will give you an estimate of your contribution limit. This estimate will be based on the number of electors in the previous regular election.

## Campaigning

### ELECTION SIGNS

The Municipality of Grey Highlands has a by-law which regulates the placement of notices and signs on Municipally owned streets and public property (walkways, parks, etc.) Violations of the by-law expose both the offender and the Municipality to possible legal actions from a third party.

By-law 2018-030 regulates the posting or erecting of any signs, posters, or notices within the right-of-way. This includes posting same on trees, posts, utility poles, etc., or erecting/placing signs within 10 m of any intersection of public roads. A copy of this by-law is included in the Candidate information package for your reference. Candidates or registered third party advertisers are required to remove their election signs within 7 days immediately following 11:59 pm of Election Day.

Candidates and third-party advertisers are required to identify themselves on campaign advertising and signs so that it is clear who is responsible for each sign and advertisement that appears or is broadcast.

### USE OF LOGOS AND MUNICIPAL RESOURCES

The use of any municipal logo, crest or image by Candidates on signs, brochures, websites or any other election related material is strictly prohibited. The reason for this prohibition is to remove any suggestion that the municipality supports or otherwise endorses any Candidate, campaign material or statements made by Candidates. Candidate may provide a link to the Municipal election page ([www.VoteGreyHighlands.ca](http://www.VoteGreyHighlands.ca)) on their material. Candidates may re-tweet/share a municipal social media post or share a link from the Grey Highlands websites on their own websites including social media. Candidates wishing to share information/pages from Grey Highlands official sites must do so by providing links rather than screen captures.

Current Policy A09-C-04 provides that no candidates shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign related activity, nor can any candidate undertake any campaign related activities on Municipal property during regular working hours (not including privately rented facilities). A full copy of this policy is provided in the Candidate Information Package for reference.

Candidates may not campaign at events hosted by the Municipality. These include but are not limited to public information sessions or open houses. Wearing a campaign T-shirt, hat, button, or other apparel, or handing out information is considered campaigning.

# CAMPAIGNING

## VOTER'S LIST ACCESS

Upon written request, the part of the voter's list containing the names of the electors will be provided on September 1, 2022 as per section 23.4 of the Municipal Elections Act. An interim list with updates will be provided on September 26, 2022 to all those who requested the list in writing.

### Copies for candidates

(4) On the written request of a certified candidate for an office, the clerk shall provide him or her with the part of the voters' list that contains the names of the electors who are entitled to vote for that office.

Depending on the capabilities of the electronic system, candidates may be provided with updates during the voting process at various intervals in order to determine those that have already placed their votes. Dates of the updates will be provided closer to the voting period and/or when candidate access is available.

# THIRD PARTY ADVERTISING

## Third Party Advertising

New rules have been added to regulate third party advertising, including contribution and spending limits. Third party advertising is a message in any medium (billboard, newspaper, radio, pamphlet etc.) that supports or opposes a candidate or series of candidates or a “yes” or “no” answer for a referendum question. Third party advertising must be done independently of candidates, who would not be able to direct a third-party advertiser on where they should focus their efforts, or what the advertisement(s) should say.

### REGISTRATION

Third party advertisers will be required to register with the municipality where they want to advertise. If they want to advertise in more than one municipality they would be required to register in each of those municipalities. Registration would allow a third-party advertiser to promote or oppose any candidate including both council positions and school board positions, as well as promote or oppose a “yes” or “no” answer for a referendum question. Candidates would not be able to register as third-party advertisers. If a candidate wishes to promote or oppose a “yes” or “no” answer for a referendum question, it would be part of the candidate’s campaign.

Third party advertising does not include:

- An advertisement by or under the direction of a candidate;
- Where no expenses are incurred by the person / entity in relation to the advertisement; or
- Advertising or communication when given or transmitted by an individual to employees, by a corporation to its shareholders, directors, members, or employees or by a trade union to its members or employees;
- Speaking to friends and neighbours
- Posting on social media
- Sending an email to a group or mailing list

The following are not permitted to register as a third-party advertiser:

- Municipal election candidates;
- A federal party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party;
- A provincial party, constituency association, registered candidate or leadership candidate under the Election Finances Act; and
- The Crown in right of Canada or Ontario, a municipality or local board.

## THIRD PARTY ADVERTISING

The following are eligible to register as a third-party advertiser beginning on May 2, 2022 until the close of business on Friday October 21, 2022:

- Any person who is a resident of Ontario
- A corporation carrying on business in Ontario
- A trade union that holds bargaining rights for employees in Ontario

Third party advertisers do not need to decide before they register which candidate or candidates they want to support or oppose, and they do not have to tell the clerk what their intentions are.

### FINANCIAL RULES

Most campaign finance rules that apply to candidates apply to third party advertisers. Third-party advertisers will have spending limits and there will be contribution limits for those wishing to contribute to a third-party advertiser and a requirement to submit a financial statement. Every third party is responsible for keeping financial records related to their advertising campaign. The Municipal Elections Act, 1996 does not require that third parties use any specific accounting system. A third party may want to consult with an auditor or an accountant to make sure that they are using a bookkeeping and accounting system that will suit their needs.

Every third party is required to keep all their advertising campaign financial records until November 15, 2026 when the next council or school board takes office.

There is no specific limit on how much a registered third-party (and, if the third-party is an individual, their spouse) can contribute to their own advertising campaign within the approved spending limit. There is a \$1,200 limit that applies to all other contributions.

Third party advertisers must:

- issue a receipt for every contribution they receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, the third party must determine the value of the goods or services and issue a receipt for the full value.
- Keep a list of names and addresses of every contributor who gives more than \$100 total and should keep a list of names and addresses of all contributors.

# THIRD PARTY ADVERTISING

## SPENDING LIMITS

The general spending limit for a third party's advertising campaign is calculated based on the number of electors who are eligible to vote in the municipality where the third party is registered. The formula to calculate the limit is \$5,000 plus \$0.05 per eligible elector, to a maximum of \$25,000.

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

## ADVERTISING

The Municipality of Grey Highlands has a by-law which regulates the placement of election notices and signs on Municipally owned streets and public property (walkways, parks, etc. This by-law includes election signs placed by third party advertisers. Violations of the by-law expose both the offender and the Municipality to possible legal actions from a third party. By-law 2018-030 regulates the posting or erecting of any signs, posters, or notices within the right-of-way. This includes posting same on trees, posts, utility poles, etc., or erecting/placing signs within 10 m of any intersection of public roads. A copy of this by-law is included in the Candidate information package for your reference. Registered third party advertisers are required to remove their election signs within 7 days immediately following 11:59 pm of Election Day.

A third-party advertiser must provide the following information on all of its advertisements, signs and other materials:

- the legal name of the registered third party (if the third party is a corporation or trade union, the name of the corporation or trade union must appear, not the name of the representative who filed the registration)
- the municipality where the third party is registered
- a telephone number, mailing address or email address where the third party can be contacted.

# MUNICIPAL COUNCIL – GENERAL INFORMATION

## Municipal Council – General Information

### COUNCIL RESPONSIBILITIES

The Mayor is responsible to provide leadership and act as a spokesperson for the Municipality of Grey Highlands to the public and to work with other levels of government. Council is made up of seven (7) individuals who act as the primary decision-making body for the Municipality. Council relies on reports and recommendations from its administration and the help of its various Committees to make decisions. The role of Council is to develop policies and adopt by-laws or resolutions based on these recommendations.

### TIME COMMITMENT

As a Councillor, you have representative, policy-making and stewardship roles to play in your municipality. Often these roles will overlap. You will be called on to consider and make decisions on issues that will sometimes be complex and controversial. Most of those decisions will have long-term consequences for your municipality that extend beyond your four-year term of office and should be made in the context of your municipality's directions for the long-term health and welfare of your community.

The time commitment can be significant. In addition to two council meetings per month, this may include sitting on committees, public meetings and events to take part in, as well as considerable time spent talking with and responding to the residents. The amount of time required to prepare for a Council or committee meeting can be several hours per week due to the number of lengthy reports to be read in advance.

The Mayor and Deputy Mayor also sit on Grey County Council which requires additional meetings and research time.

The Grey Highlands Council current time commitment consists of (but is not limited to):

- Council Meetings held the 1st and 3rd Wednesday of each month at 1 pm;
- Committee of the Whole Meetings held the 4<sup>th</sup> Wednesday of each month at 9am or as required;
- Budget Meetings & Workshops as required (generally in the fall);
- Statutory Public Planning Hearings held the 4<sup>th</sup> Monday of each month at 5 pm;
- Attendance at extra Committees that a Councillor can be expected to be appointed to by Council (OACA, PSB, etc.);
- Telephone calls and contact with constituents; and



## MUNICIPAL COUNCIL – GENERAL INFORMATION

- Reading agendas and research time (draft agendas generally provided to Council 1 week in advance of the Council meeting).

### INAUGURAL COUNCIL MEETING AND FIRST REGULAR MEETING

The Inaugural Council Meeting shall be held on the first Monday in December commencing at 7 pm at a location to be determined by the Clerk and Mayor-Elect. At the Inaugural meeting, each member present shall make his/her declaration of office and sign the Council Code of Conduct. For 2022, the Inaugural Meeting shall be held on December 5<sup>th</sup>, 2022 at 7 pm.

The first regular meeting of the Council-elect shall be held in accordance with the regular schedule of meetings after the inaugural meeting is held. For 2022, the first regular meeting of the new term of Council shall be held on December 7<sup>th</sup>, 2022 at 1 pm.

# FORMS

## Forms

The following forms are provided (or linked) within this package for your reference.

### MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING FORMS

#### [MMAH Form 1 - Nomination Form – Candidates](#)

Please return this form to the Municipal Office during office hours from May 2, 2022 through 2 pm on August 19, 2022.

#### [MMAH Form 2 - Endorsement of Nomination](#)

Please return this form with 25 signatures with your nomination form.

#### [MMAH Form 4 - Campaign Financial Statement](#)

All registered candidates must complete as appropriate at the close of the campaign period.

#### [MMAH Form 5 - Financial Statement – Subsequent Expense](#)

All registered Candidates or third party advertisers must complete as appropriate if costs were incurred after the supplementary filing period has passed.

#### [MMAH Form 6 – Notice of Extension of Campaign Period](#)

To be filed prior to December 31, 2022 if any candidate or third party advertiser is requesting an extension of the campaign period to cover a deficit.

#### [MMAH Form 7 - Notice of Registration – Third Party Advertisers](#)

Please return this form to the Municipal Office to register as a Third-Party Advertiser.

#### [MMAH FORM 8 - Financial Statement – Third Party](#)

All registered Third Party Advertisers must complete as appropriate at the close of the campaign period.

### GREY HIGHLANDS FORMS

#### [GH-EL01 – Declaration of Qualifications – Council](#)

Please complete this form in front of a commissioner of oaths and provide with your nomination form.

# FORMS

## [GH-EL02 – Declaration of Qualifications – School Board Trustee](#)

Please complete this form in front of a commissioner of oaths and provide with your nomination form.

## [GH-EL12\(A\) – Scrutineer Appointment](#)

## [GH-EL12\(B\) – Oral Oath of Secrecy](#)

Please complete form A for any scrutineer appointed by you. Scrutineer must show this form and ID to election officials and take an oath of secrecy (B)

## [GH-EL14 – Candidates Declaration – Proper Use of Voters List](#)

Please return this form to the Municipal Office as soon as possible after filing your nomination.

## [GH-EL19 – Withdrawal of Nomination](#)

This form must be supplied in person at the Municipal Office during regular business hours by any candidate wishing to withdraw.

## [GH-EL35 – Notice of Offence/Corrupt Practices](#)

Provided for information.

## [GH-EL37\(AI Est\) – Estimate of Maximum Campaign Expenses, Contributions & Party Expenses](#)

This estimate is provided based upon the number of electors from the 2018 election. A final Certificate of Expense will be provided to registered Candidates on or before September 26, 2022.

## [GH-EL51\(AE\) – Estimate of Maximum Amount of Campaign Expenses – Registered Third Party](#)

This estimate is provided based upon the number of electors from the 2018 election. A final Certificate of Expense will be provided to registered Third Party Advertisers on or before September 26, 2022.

## [GH-EL51\(BE\) – Estimate of Maximum Amount of Expenses for Parties – Registered Third Party](#)

This estimate is provided based upon the numbers included in GH-EL51(AE). A final Certificate of Expense will be provided to registered Third Party Advertisers on or before September 26, 2022.

## [GH-EL52 – Consent to release Personal Information](#)

Please complete and return along with nomination form.

## ADDITIONAL RESOURCES

### Additional Resources

[GH-AR1 - ELECTION SIGN BY-LAW](#)

[GH-AR2 - USE OF CORPORATE RESOURCES POLICY A-09-C-04](#)

[GH-AR3 - MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING – CANDIDATE GUIDE](#)

[GH-AR4 - MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING – THIRD PARTY ADVERTISERS GUIDE](#)

## CONTACT INFORMATION

### Contact Information

Municipality of Grey Highlands  
206 Toronto Street South  
Unit 1, Box 409  
Markdale ON N0C 1H0

**Tel** 519-986-1216

**Toll Free** 1-888-342-4059

**Fax** 519-986-3643

[www.VoteGreyHighlands.ca](http://www.VoteGreyHighlands.ca)

[Elections@GreyHighlands.ca](mailto:Elections@GreyHighlands.ca)

