



MERRICKVILLE-WOLFORD
Jewel of the Rideau

2018 Municipal Election

Nomination Package



Dear Potential Candidate:

Thank you for your interest in becoming a candidate for Municipal Council in 2018. As I am sure you are aware, the Village of Merrickville-Wolford is a vibrant community dedicated to promoting healthy living, building a progressive, growing economy, protecting heritage, rural and natural environments, and ensuring efficient, effective services and civic engagement.

This guide has been prepared for the purpose of supplying information that will be of assistance to persons intending to run for elected office in the 2018 Municipal Elections. As this election year progresses, additional information will be available regarding the specifics of the election process, which will be provided to candidates as soon as it becomes available, or at the appropriate time in the process. It is important that you are aware of your responsibilities as a candidate. While the following may serve to outline some key points, it is important that candidates ensure they become familiar with all relevant provincial legislation. Please do not hesitate to contact me with any questions you may have about the election process.

Yours truly,

Christina Conklin
Deputy Clerk/Returning Officer
613-269-4791 ext. 257
deputyclerk@merrickville-wolford.ca

Changes to Election Rules in 2018

Many changes were made to the *Municipal Elections Act*, including, but not limited to, the changes outlined below:

- Nominations may be filed beginning May 1, 2018. Nominations may be filed until 2:00 pm on Nomination Day, Friday, July 27, 2018.
- Candidates must open a bank account **before** incurring any expenses or accepting any contributions of money (including a contribution from themselves or their spouse). A candidate who doesn't spend **any** money or accept any contributions doesn't have to open a campaign bank account. The campaign bank account must be used exclusively for campaign purposes, but the previous requirement that the account be opened "in the name of the campaign" has been removed.
- There is now a limit for contributions that a candidate for municipal council and their spouse can make to the candidate's own campaign.
- The limit for campaign contributions to one candidate is now \$1,200, increased from \$750. Corporations and trade unions are not permitted to make contributions to candidates.
- Expenses related to an auditor's report accompanying the financial statement can be incurred after the campaign period has ended on December 31, 2018. These expenses should be included in the financial statement.
- Municipal Clerks are now required to review contributions that are reported by candidates and third-party advertisers to see if any contributors have given more than is permitted.
- The Council and School Board term of office will run from December 1, 2018 to November 14, 2022. Starting in 2022, the term of office will begin on November 15, 2022.

Council Composition for the Village of Merrickville-Wolford

At this election, members will be elected for the period commencing December 1, 2018 and ending November 14, 2022 for the following offices:

a) MAYOR

One position to be elected by all electors in the municipality.

b) COUNCILLORS

Two Councillors to be elected for the Merrickville Ward

Two Councillors to be elected for the Wolford Ward

It is important to note that you are **not** required to run in the ward where you reside or own property.

Municipal Election 2018 – Important Dates

May 1, 2018	Nomination period commences
July 27, 2018	Nomination Day - Nominations accepted until 2:00 p.m.
July 30, 2018	Nominations to be certified or rejected by the Clerk
September 4, 2018	Voters' List available to candidates
October 15, 2018	Advance Voting commences (10:00 a.m.) (Internet and Telephone Voting only)
October 22, 2018	Voting Day, with paper ballots (10:00 a.m. to 8:00 p.m.)
December 1, 2018	Term of Office commences
December 31, 2018	End of Campaign Period

Nominations

Nominations, accompanied by the filing fee of \$200.00 for Head of Council or \$100.00 for Councillors, can be filed with the Deputy Clerk or designate(s) during regular office hours, beginning May 1, 2018 and ending on July 27, 2018 at 2:00 p.m. Please note that the fees must be in the form of cash, debit, certified cheque or money order.

Nominations will be certified by 4:00 p.m. on the Monday following Nomination Day (July 30, 2018).

Please note that you may not raise any monies for a campaign nor undertake any expenditure of funds for a campaign unless you have first submitted your nomination form to the Deputy Clerk or designate(s) and paid the required nomination filing fee.

Nominations must be submitted in person by the candidate or by his/her authorized agent at the Municipal Office, 317 Brock Street West, Merrickville, Ontario. Faxed or emailed nominations are not permitted.

The withdrawal of nominations must be made to the Deputy Clerk in writing by close of nominations on July 27, 2018 at 2:00 p.m. If you withdraw your nomination, you are still required to file a campaign financial statement report. Your nomination fee will be refunded by the Deputy Clerk if you file your financial statement by the deadline.

Once a person has filed the Nomination Paper – Form 1, together with payment, a Candidate's Package will be provided.

Eligibility & Duties of Candidate

It is the responsibility of the candidate to ensure eligibility to hold office. If you are an employee of the municipality or local board that is your current employer as outlined in the s. 30 of the *Municipal Elections Act*, you are disqualified from seeking election to Council or Local Boards except during a leave of absence. If you are an employee of a municipality and wish to run for office in a different municipality, you do not have to take a leave of absence or resign. Further, judges, Senators, Members of Parliament, Members of Provincial Parliament, Crown employees or incarcerated

persons are not eligible to seek municipal election. Persons who have been convicted of corrupt practices described in s. 89, 90 (3), 91(1) of the *Municipal Elections Act* or s. 423(1), 424(1) or 424(3) of the *Municipal Act* are also disqualified. Finally, the *Municipal Conflict of Interest Act* provides that a member can be disqualified from holding municipal office for a period of up to 7 years if convicted under this Act.

Candidates who did not file their financial statements for the 2014 Election in accordance with the s. 88.23 (2) *Municipal Elections Act*, will not be eligible to run for office until the 2022 election. Candidates who do not file their financial statements for the 2018 municipal election in accordance with the *Municipal Elections Act* will forfeit their elected office (if they won the election) and will not be eligible to run for office until **after** the next election.

The duties of a candidate with regards to financial reporting are outlined in s. 88.22 of the *Municipal Elections Act*. A candidate shall ensure that an account is opened at a financial institution, exclusively for the purpose of the election campaign. Candidates must also ensure that receipts are issued for every contribution (whether a contribution is in the form of money, goods or services) and that records of the value of every contribution and name and address of each contributor are kept. Any contribution made or received in contravention of this Act must be returned to the contributor as soon as possible. On or before 2 p.m. on the filing date, all candidates shall file with the Deputy Clerk a financial statement.

Election 2018 - The Process

The conduct of municipal elections is governed by the *Municipal Elections Act, 1996*.

Candidates currently holding office are reminded that use of corporate resources (Village cell phones, Village e-mail addresses, etc.) for campaign purposes is prohibited.

Voters will be offered a choice of voting methods for the 2018 election – internet, telephone and traditional paper balloting.

Information Updates

Typically, during the course of the election process, additional information becomes available. As this occurs, candidates will be advised promptly and will be provided with the necessary information. Candidates and potential candidates are encouraged to visit the Village's website often: www.merrickville-wolford.ca.

Campaign Material

Candidates are advised that election campaigning or the distributing of election campaign material in municipal buildings or on municipal property is not permitted.