



2022 Municipal Election Candidates' Guide

The contents of this guide are intended only to advise of certain provisions relating to relevant legislation. Prospective candidates must satisfy themselves through their own determination that they have complied with all legal requirements.

Date: April 28, 2022

Election 2022

It is our pleasure to provide this Candidates' Guide as a reference for those interested in seeking office in the Trent Lakes 2022 Municipal and School Board Election to serve their community for the 2022-2026 term of office.

The guide is intended to highlight key processes in the upcoming election and provide information to assist candidates with their campaigns. A brief summary of the roles, duties and responsibilities when in office has been included for those candidates seeking election to Trent Lakes Council.

For a comprehensive overview, candidates are urged to review the [Municipal Elections Act, 1996](#), including associated regulations to fully understand all legislative requirements. **Prospective candidates must satisfy themselves through their own determination that they have complied with all legal requirements related to their candidacy including eligibility and campaign finances.**

We hope you find the information presented in this guide useful. We strongly encourage you to visit the [Municipality of Trent Lakes Elections page](#) on an ongoing basis for current information on the 2022 Municipal and School Board Election. Clerk's staff will be pleased to assist you with any questions you may have related to the Municipal Election. All election related questions should be directed to election@trentlakes.ca or 705-738-3800 ext. 245.

Election Staff:

Jessie Clark
Clerk/Returning
Officer

Ann Rooth
Deputy Clerk/Deputy
Returning Officer

Bianca Dragicevic
Legislative Coordinator/
Executive Assistant to the
CAO/Deputy Returning
Officer

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COVID-19

COVID-19 remains an ongoing concern and its full impact on public health and civic participation in the 2022 Municipal Election cannot be forecast. All aspects of the 2022 Municipal Election must acknowledge and accommodate the challenges and complexities of COVID-19 as it evolves. Risks associated with the pandemic will be assessed on an ongoing basis to ensure procedures can be safely implemented throughout the election. Significant contingency planning will be required to cover a range of possible pandemic scenarios that may exist through to October 2022. Should procedures require revision as the COVID-19 situation evolves, every effort will be made to ensure timely and effective communication to candidates and/or the public, as applicable.

General Information

Contact Information

Municipality of Trent Lakes

Mailing Address (Municipal Office):

760 Peterborough County Road 36
Trent Lakes ON K0M 1A0

Phone: 705-738-3800**Toll Free:** 1-800-374-4009**Fax:** 705-738-3801**Website:** www.trentlakes.ca

Election Staff

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All election related questions should be directed to election@trentlakes.ca or 705-738-3800 ext. 245.

Quick Links to Election Resources

Ministry of Municipal Affairs and Housing Guides and Provincial Forms:

- [2022 Candidates' Guide](#)
- [2022 Third Party Advertisers' Guide](#)
- [2022 Voters' Guide](#)
- [Provincial Forms Repository](#)

Legislation (please also refer to associated Regulations):

- [Municipal Elections Act](#)
- [Municipal Act](#)
- [Education Act](#)

Other Resources:

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

Offices for Trent Lakes Council

The Municipality of Trent Lakes has a five (5) member Council consisting of:

Position	Election By	Approximate Number of Electors
Mayor (1)	General Vote	11,362
Deputy Mayor (1)	General Vote	11,362
Councillor at Large (1)	General Vote	11,362
Councillor (1) Harvey Ward (Ward 01)	Ward Electors Only	7,200
Councillor (1) Galway-Cavendish Ward (Ward 02)	Ward Electors Only	4,162

Council will serve a term of four (4) years commencing November 15, 2022 through to November 14, 2026. The Mayor and Deputy Mayor will also serve on the upper tier

County of Peterborough Council and another Council member may be appointed as an alternate. Council members will also be appointed to various Boards and Committees.

Offices for School Board Trustee

Candidates for School Board offices are encouraged to contact the office of the Director of Education of the appropriate School Board to obtain information on the duties and responsibilities of a trustee.

Nominations for School Board positions may be made by filing complete nomination papers with the Municipal Clerk responsible for the Election (as noted below).

Position	School Board	Municipal Clerk Responsible	Location for Filing Nominations
English Public Trustee (1)	Kawartha Pine Ridge District School Board http://www.kprschoools.ca	Township of Selwyn	Selwyn Municipal Office 1310 Centre Line, Selwyn, ON
English Separate Trustee (1)	Peterborough, Northumberland and Clarington Catholic District School Board http://www.pvnccdsb.on.ca/	Township of Selwyn	Selwyn Municipal Office 1310 Centre Line, Selwyn, ON
French Public Trustee (1)	Conseil scolaire Viamonde https://csviamonde.ca/	City of Oshawa	City Clerk Services City of Oshawa 5 th Floor, Rundle Tower, City Hall 50 Centre Street S. Oshawa, ON
French Separate Trustee (1)	Conseil scolaire catholique MonAvenir https://www.cscmonavenir.ca/	City of Oshawa	City Clerk Services City of Oshawa 5 th Floor, Rundle Tower, City Hall 50 Centre Street S. Oshawa, ON

Note: For the purpose of school boards, if the distance between the residence of a person seeking nomination and the office of the school board election clerk with whom

nominations must be filed is greater than 100 kilometers, the designated Clerk may delegate responsibility to receive nominations; however the designated Clerk must certify the nominations.

School Board Trustees will serve a term of four (4) years commencing November 15, 2022 through to November 14, 2026.

Key Dates

2022

May 2 – August 19	Nomination Period
May 2 – October 21	Registration for Third Party Advertisers
August 19	Nomination Day (between 9:00 a.m. and 2:00 p.m.)
August 22	Certification of Nominations
August 22	Acclamation of Candidates
September 1	Voters' List Available
September 1 – October 24	Voters' List Revision Period
September 26	Final Expense Limits Issued
October 11– October 24	Voting Period
October 24	Voting Day (between 10:00 a.m. and 8:00 p.m.)
November 15	Term of Office Commences
November 21	Inaugural Meeting of Council (7:00 p.m.)

2023

January 3	Campaign Period Ends
March 31	Deadline for Filing Financial Statements

Nominations

As school board jurisdictions cross municipal boundaries, nominations for School Board positions may be made by filing complete nomination papers with the Municipal Clerk responsible for the Election as noted below:

English Public Trustee – Township of Selwyn
English Separate Trustee – Township of Selwyn
French Public Trustee – City of Oshawa
French Separate Trustee – City of Oshawa

Nominations for municipal offices may be filed by candidates Monday to Friday, 8:30 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. It is preferred that interested candidates book an appointment to file their nomination by contacting the Clerk at election@trentlakes.ca.

Candidates must use the prescribed [Nomination Paper - Form 1](#), which must be signed in front of a Deputy Returning Officer. A candidate must provide [acceptable identification](#) and submit the nomination fee. Faxed and e-mailed nomination papers are not acceptable; an original signature is required. A copy of Form 1 is included as an appendix to this guide.

If the [Nomination Paper - Form 1](#) is filed by an agent on behalf of the candidate, the Form 1 must already be signed by the candidate. The Municipality will require an Intention to Use an Agent for Filing Election Nomination Papers - Form LC47 to be commissioned and submitted with the Form 1. The agent must provide a certified copy of the candidate's identification, as well as providing their own identification.

Candidates running for municipal council must obtain 25 endorsement signatures from eligible electors in the municipality. Signatures must be submitted on the prescribed [Endorsement of Nomination - Form 2](#) in conjunction with the candidate's Nomination Paper. Nominations filed for the School Board do not require the endorsement of 25 persons. A copy of Form 2 is included as an appendix to this guide.

The nomination filing fee is \$200 for Mayor and \$100 for all other offices. The fee must be paid by cash, interac, certified cheque or money order (payable to the Municipality of Trent Lakes). The nomination fee will be refunded if a candidate files their campaign financial statement by the deadline of 2:00 p.m. on March 31, 2023.

A candidate does not have to provide all of their given names on the Nomination Paper. They may provide the name they want to appear on the ballot, subject to the agreement

of the Clerk. For example, John Smith's legal name is Henry John Smith. They could fill out the Nomination Paper as John Smith.

Nomination documents are public records and are available for inspection by the public at the Municipal Office upon request.

A candidate can change their mind and run for a different office by submitting a second Nomination Paper prior to 2:00 p.m. on August 19, 2022. You can only run for one office at a time and your first nomination is deemed to be withdrawn when you file your second nomination. A Nomination Paper is not transferable. If the nomination fee is the same for the new office, no extra payment is required. If the nomination fee is different for the new office, the candidate either must pay the difference or they will receive a refund of the difference. Depending on the office that the candidate decides to run for, the candidate may need to keep the campaigns separate, including filing of a [Financial Statement – Auditor's Report Candidate - Form 4](#) for each campaign, as required under the Act.

Candidates wishing to withdraw their nomination must do so by 2:00 p.m. on August 19, 2022.

The Clerk has until 4:00 p.m. on 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 a nomination is not certified, that candidate's name will not appear on the ballot.

Qualifications

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

- A resident of the municipality or owner or tenant of land there, or the spouse of such owner or tenant;
- A Canadian citizen;
- At least 18 years old; and
- Not disqualified by any legislation from holding office.

It is the responsibility of the candidate to satisfy themselves that they are qualified to be nominated for an office.

A candidate can run in any Ward and does not have to live in a particular Ward in order to be its councillor.

A successful candidate who is elected as a Member of Council must maintain their qualifications throughout the entire term of office or their seat will become vacant.

Ineligibility for Nomination

A person is not eligible to become a candidate under any of the following circumstances:

- Individuals that did not file their financial statements from the 2018 election
- Employees of the municipality (Council position)*
- Employees of the school board (School Board position)*
- Judge of any court
- Senator**
- MP**
- MPP**
- A corporation
- A person serving a sentence of imprisonment
- A person acting as executor or trustee

*Exception – leave of absence effective the date of nomination

**Exception – must resign as of Nomination Day (August 19, 2022)

Acclamations

If there is only one candidate running for a position as of 4:00 p.m. on August 22, 2022, that candidate (if their nomination is certified by the Clerk) will be declared elected by acclamation. If a candidate is acclaimed they must still file a financial statement.

Additional Nominations

If there are positions that no candidates have filed nominations for, the Clerk will call for additional nominations. This additional nomination period runs from 9:00 a.m. to 2:00 p.m. on August 24, 2022. The Clerk has until 4:00 p.m. on August 25, 2022 to certify or reject the additional nominations.

Campaigning

Campaign Period

A candidate's campaign period commences on the day they file their nomination with the Clerk and ends on January 3, 2023. **A candidate must file a Nomination Paper before any campaign activity is commenced; this includes raising campaign funds or incurring campaign expenses.**

COVID-19

Campaigning often involves in person activities such as rallies, fundraising functions, door-to-door canvassing and elector engagement. Due to the public health risks presented by COVID-19, these activities may need adjustment to ensure all campaign activities align with public health restrictions and guidelines. As the full impact of COVID-19 heading into the 2022 election cannot be forecast, candidates should be prepared to shift to acknowledge and accommodate the reality of COVID-19 as it evolves for the safety of both candidates and electors.

Accessibility

Candidates should have regard for the needs of electors with disabilities. Consideration should be given to accessibility in regard to campaign offices, campaign materials, and canvassing to ensure that they are accessible to all electors, including those with disabilities.

AMCTO has released a Candidate's Guide to Accessible Elections to assist candidates with accessible election considerations. A copy is included as an appendix to this guide.

Voters' List

The Voters' List is a list of eligible electors in the Municipality of Trent lakes and contains the names, addresses and school support of each person.

Candidates should encourage electors to visit www.trentlakes.ca/voter well in advance of the election to ensure they are on the Voters' List and confirm or update their eligible electoral information.

The Municipal Elections Act states that the Voters' List cannot be posted in a public place and can only be used for election purposes.

Upon execution of a Declaration of Proper Use of the Voters' List – Form EL14, the Clerk shall give every candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. For example, if a candidate is running in Harvey Ward, they only receive the part of the Voters' List pertaining to Harvey Ward, not the entire Voters' List.

The Voters' List will be available to candidates, as entitled, by September 1, 2022 and can be obtained in paper or electronically through a candidate module.

All elector information obtained by the Candidate during the 2022 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the

Clerk for destruction with other election material or by deleting it completely from Candidate computer hardware.

Applications for revisions to the Voters' List will be accepted by the Clerk commencing September 1, 2022 and ending at 8:00 p.m. on Voting Day (October 24, 2022).

Signs

Candidates must comply with all governing documents relating to Election Signs including:

- [Municipality of Trent Lakes Election Sign By-law B2022-045](#)
- [County of Peterborough Election Sign By-law No. 2022-29](#)
- Ministry of Transportation Signage Regulations

Copies of the Municipality of Trent Lakes Election Sign By-law and the County or Peterborough Election Sign By-law and [Election Signs Brochure](#) are included as appendices to this guide.

Use of Corporate Resources

The Municipality's [Policy 5.28 - Use of Corporate Resources for Election Purposes](#) [Policy](#) is included as an appendix to this guide. Candidates should familiarize themselves with the policy as it establishes requirements and restrictions relating to the use of municipal resources and municipal contributions to election campaigns.

All-Candidate Meetings

All-candidate meetings or debates can be organized by community groups, candidates or other interested persons.

The Clerk does not get involved with all-candidate meetings or debates, however, we do receive inquiries about the location, time and organizers of these events. If you advise the Clerk of an all-candidate meeting, the Municipality may share the information with electors.

Third Party Advertisers

The Municipal Elections Act includes a framework for third party advertising. A third party advertisement is an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate(s) or a question on a ballot.

Third party advertisers are required to formally register with the Clerk and must file a financial statement. **Third party advertisers may register Monday to Friday, 8:30 a.m. to 4:30 p.m. at the Municipal Office from May 2, 2022 to October 21, 2022 by filing a completed [Notice of Registration – Third Party – Form 7](#).** It is preferred that third party advertisers book an appointment to register by contacting the Clerk at election@trentlakes.ca.

Only a registered third party advertiser, whose Notice of Registration has been certified by the Clerk, may spend money on third party advertisements.

Only the following are eligible to register as a third party advertiser:

- An individual who is normally a resident of Ontario
- A corporation that carries on business in Ontario
- A trade union that holds bargaining rights for employees in Ontario

Persons that are not eligible to file a notice of registration include:

- A candidate whose nomination has been filed under Section 33
- A Federal or Provincial political party, constituency association, registered candidate or leadership contestant
- The Crown in right of Canada or Ontario, a municipality or local board

Groups or businesses that are not corporations cannot register as third party advertisers.

Third party advertisements shall **not** be under the direction of a candidate whose nomination has been filed.

Activities that do not involve spending money, such as speaking to friends or other persons, or posting an opinion on social media are not considered to be third party advertising.

A registered third party advertiser may withdraw their registration by filing a written withdrawal with the Clerk by no later than October 21, 2022 at 4:30 p.m.

If a registered third party advertiser files a nomination to run for office, their third party advertiser registration is deemed to be withdrawn and their advertising campaign automatically closes.

Additional information is available in the [Ministry of Municipal Affairs and Housing 2022 Third Party Advertisers' Guide](#) and the [Municipality's 2022 Third Party Advertisers' Information Package](#).

Campaigning on Voting Day

The Municipal Elections Act prohibits the display of campaign material in a voting place. The Municipal Office at 760 Peterborough County Road 36 is established as a voting place for the 2022 Municipal Election and eligible electors will have the opportunity to vote by paper ballot at the Trent Lakes Municipal Office **on Voting Day only, October 24, 2022 between 10:00 a.m. and 8:00 p.m.**

No campaign materials will be permitted on municipal property including the parking lots located at 760 Peterborough County Road 36 at any time during the Voting Period, including the Voting Day.

A candidate **or** their scrutineer may stay in the voting place on Voting Day to observe but are not allowed to interfere with voters, attempt to influence a vote or ask how a person is voting.

Scrutineers must be appointed in writing and will be required to take an oath of secrecy.

If a candidate has been acclaimed, they are not permitted to appoint a scrutineer or be in the voting place.

Voting

Voting Period

The Voting Period opens October 11, 2022 at 10:00 a.m. and closes October 24, 2022 at 8:00 p.m.

Voting Method

In the 2022 Municipal Election, eligible electors in the Municipality of Trent Lakes may vote electronically, either by a touch tone telephone or internet, anytime during the Voting Period. A Help Centre will be established at the Trent Lakes Municipal Office with telephone and internet access for electors that do not have access to such connections or require additional assistance. Alternatively, eligible electors may vote by paper ballot at the Trent Lakes Municipal Office **on Voting Day only**, October 24, 2022 from 10:00 a.m. to 8:00 p.m. There will be no other voting places or dates for electors to vote by paper ballot.

Eligible electors will receive a personalized Voter Information Letter by mail before Voting Day. The Voter Information Letter will provide details on how to vote. The Voter Information Letter will also include a secret PIN (personal identification number) that electors may use to access the voting system for telephone or internet voting. The PIN

number, in conjunction with their date of birth, will be required for electors to access the voting system. By combining these two pieces of information, the integrity of the vote is maintained.

Help Centre

A Help Centre will be established to assist electors with the voting process or other general election inquiries during the Voting Period. For the 2022 Municipal Election, a **Help Centre will be established in the Municipal Council Chambers** located at 760 Peterborough County Road 36, Trent Lakes during regular business hours from October 11, 2022 (commencing at 10:00 a.m.) to October 21, 2022; from 9:00 a.m. to 1:00 p.m. on Saturday, October 22, 2022; and from 10:00 a.m. to 8:00 p.m. on October 24, 2022.

Voting Place (on Voting Day only)

The Municipal Office at 760 Peterborough County Road 36 is established as a voting place for the 2022 Municipal Election.

Eligible electors will have the opportunity to vote by paper ballot at the Trent Lakes Municipal Office **on Voting Day only, October 24, 2022, between 10:00 a.m. and 8:00 p.m.** There will be no other voting places or dates for eligible electors to vote by paper ballot.

Eligible Electors

A person is entitled to vote if, on Voting Day, they are:

- A resident of the municipality or owner or tenant of land there, or the spouse of such owner or tenant;
- A Canadian citizen;
- At least 18 years old; and
- Not prohibited from voting by any legislation.

Trailer owners in campgrounds are tenants of the campground and may be eligible to vote in the Municipal Election. You are an eligible elector as a person who owns a trailer in a campground if you are either:

- Entitled to use the land on Voting Day; or
- Entitled to use the land for a period of six weeks or more during the calendar year in which the election is held

Proxy Voting

As alternate voting methods including internet and telephone voting are being used, proxy voting will **not** be utilized.

Election Results

The Unofficial Results shall be available by the Clerk as soon as possible after 8:00 p.m. on October 24, 2022, Voting Day, at the Municipal Office. The Clerk shall post the same on the municipality's website.

As soon as possible after Voting Day, the Clerk shall declare the Official Results. These results are posted at the Municipal Office and on the municipal website.

When a Recount Can Happen

A recount shall be conducted in the same manner as the original count unless otherwise ordered by the court.

A recount is required when:

- There is a tie vote where the election of a candidate to an office cannot be declared (Automatic)
- By resolution of Council (for Council offices)
- By resolution of local board (for offices on a local board)
- By order of the Superior Court of Justice
- Pursuant to the Municipal Election Recount Policy, the number of votes separating a candidate who was not declared elected and a candidate who was declared elected is less than the greater of:
 - a) 10 votes; or
 - b) 0.25 per cent of the total number of votes cast for that office (rounded up to the nearest whole number)

and upon receipt of a written request from the second-place candidate(s) for a close vote recount.

Campaign Finances

Campaign Period

Candidates are only allowed to accept contributions or incur campaign expenses during their campaign period.

A candidate's campaign period commences on the day they file their nomination with the Clerk.

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 withdrew
- If you were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (August 19, 2022)

If a candidate has a deficit in their campaign, they may extend the campaign period beyond January 3, 2023 to obtain additional contributions in order to eliminate the deficit. The candidate must notify the Clerk by filing a [Notice of Extension of Campaign Period - Form 6](#) on or before January 3, 2023.

Please refer to the [Ministry of Municipal Affairs and Housing 2022 Candidates' Guide](#) and the [Municipal Elections Act](#) for detailed information with respect to extending a campaign in order to eliminate a deficit and supplementary financial statement information.

Records

Candidates are responsible for keeping all campaign records and filing their financial statement using the prescribed [Financial Statement – Auditor's Report Candidate - Form 4](#). It is suggested that candidates refer to Form 4 early to know what will be required.

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

Please refer to the [Municipal Elections Act](#) for specific record-keeping requirements.

Financial Responsibilities

All candidates are urged to review the [Municipal Elections Act](#) and the [Ministry of Municipal Affairs and Housing 2022 Candidates' Guide](#) to fully understand all their 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. 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 2:00 p.m. on March 31, 2023 their contributions and expenses as of January 3, 2023 in accordance with the following:

- All candidates are required to file a detailed financial statement on the prescribed [Financial Statement – Auditor’s Report Candidate - Form 4](#)
- Candidates must have their financial statement audited and submit the auditor’s report to the Clerk along with their financial statements if their expenses are over \$10,000.00

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 Municipal website. The Clerk will advise at least 30 days prior to the March 31, 2023 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.

Bank Account

Once you have filed your Nomination Paper, you are required to open a bank account exclusively for your campaign if you are accepting any contributions or incurring any expenses. You are not permitted to use your personal bank account for campaign finances.

All contributions (including contributions from yourself or your spouse) must be deposited into this bank account and all expenses are to be paid from this account.

Receipts

Candidates must issue a receipt for every contribution received. The receipt must show who made the contribution, the value and the date received. If a candidate is provided with a good or service, a receipt must be issued for the value of that good/service.

You are required to inform every contributor of the contribution limits. This can be done by including the limits on the receipt that you provide for each contributor.

If a contribution is made from a joint bank account, the individual who signed the cheque is the individual to be named on the receipt.

Contribution receipts are not tax receipts.

Contributions

Campaign contributions are any money, goods or services that are given to a candidate for their campaign (including money and goods that a candidate or their spouse contributes to their own campaign) which include:

- The amount charged for admission to a fundraising function
- The difference between the amount paid and the market value of a good or service sold at a fundraising function
- The difference between the amount paid and the market value of a good or service purchased/received for the campaign.
 - Example: Your order for campaign signs would normally cost \$500.00, but the vendor agrees to sell them to you for \$300.00. You must record a contribution of \$200.00 in goods or services from the vendor. As businesses are not permitted to make contributions, the contribution would have to be a personal contribution from the vendor
- Any unpaid but guaranteed balance of a campaign loan, obtained by the candidate and his or her spouse
- Election signs from previous municipal elections that are reused. The current market value of the sign (what it would cost you to buy those signs today) is considered a contribution that you make to your campaign

It is a requirement to list the names and addresses of every contributor who gives more than \$100.00 to your campaign in your financial statement. A record should be kept of the names and addresses of every contributor, regardless of the value, because the same contributor may make multiple contributions that end up totaling more than \$100.00.

The following are deemed not to be contributions:

- The value of services provided by voluntary unpaid labour
- The value of services provided voluntarily by employees of an entity as long as they do not receive extra compensation from their employer
- An amount of \$25.00 or less that is donated at a fundraising function (this is income)
- The value of free political advertising provided it is in accordance with the [Broadcasting Act](#) and is made available to all candidates
- A campaign loan from a bank or a recognized lending institution is not considered to be a contribution

Who Can Make a Contribution

Only the following may make contributions:

- An individual who is normally a resident in Ontario
- Yourself and your spouse

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 in Ontario).

The following shall **not** contribute to a campaign:

- A federal political party registered under the [Canada Elections Act](#) or any federal constituency association or registered candidate in a federal election
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the [Election Finances Act](#)
- A trade union that holds bargaining rights for employees in Ontario
- A corporation that carries on business in Ontario
- The Crown in right of Canada or Ontario, a municipality or local board

Timing of Contributions

Contributions can be solicited by, or accepted on behalf of a candidate once their nomination has been filed with the Clerk. Contributions may only be accepted during a candidate's campaign period (in the event of a campaign that was not extended, this occurs from the time the nomination is filed up until January 3, 2023). Any contributions received outside the campaign period that cannot be returned to the contributor, including any anonymous contributions, must be turned over to the Clerk. Candidates must make reasonable efforts to satisfy themselves that a contributor is entitled to make contributions.

Contributions to a Candidate's Own Campaign

A candidate for an office on municipal council and their spouse may collectively make contributions to the candidate's own election campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that the candidate is running for. The number of electors for the preliminary calculation is determined from the Voters' List from the 2018 election, as it existed on September 15, 2018. A certificate of maximum expenses, including final calculation for maximum contribution to a candidate's own campaign, will be provided on or before September 26, 2022.

Contribution to Own Campaign (Base amount plus \$0.20/elector to a maximum of \$25,000.00)		Base Amount	Number of Electors	Preliminary Maximum
Mayor Candidate	All Wards	\$7,500.00	11,301	\$9,760.20
Deputy Mayor Candidate	All Wards	\$5,000.00	11,301	\$7,260.20
Councillor at Large Candidate	All Wards	\$5,000.00	11,301	\$7,260.20
Galway- Cavendish Ward Councillor	Galway- Cavendish Ward	\$5,000.00	4,132	\$5,826.40
Harvey Ward Councillor	Harvey Ward	\$5,000.00	7,169	\$6,433.80

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. You are not permitted to refund eligible contributions made by anyone other than yourself or your spouse. The surplus will be held in trust, and you can use it if you incur expenses related to a recount, an application for a controverted election or a compliance audit. If the surplus is not needed for these expenses, it becomes the property of the municipality or the school board.

There are no limits on how much a school trustee candidate and their spouse can contribute to their campaign. Contributions that the candidate and their spouse make to their campaign do not count toward the \$5,000.00 limit.

If the school board trustee candidate's campaign ends with a surplus, they can withdraw the value of contributions that they and their spouse made from the surplus. If there is still a surplus once they have withdrawn their contributions, the surplus remaining must be turned over to the Clerk.

School board trustee candidates are not permitted to refund contributions made by anyone other than themselves or their spouse.

Contribution Limits from Other Individuals

Contributions from other people to your campaign are subject to a \$1,200.00 limit. If a person makes more than one contribution, the total value of all the contributions cannot exceed \$1,200.00.

The maximum total amount that a contributor can give to candidates running for the same council or school board is \$5,000.00.

You are required to inform every contributor of the contribution limits. This can be done by including the limits on the receipt that you provide for each contributor.

Only a contribution that is \$25.00 or less may be made in cash. All contributions above \$25.00 must be made by cheque, money order or by a method that clearly shows where the funds come from (such as certain debit, credit or electronic transfer transactions).

Returning Ineligible Contributions

Where the candidate learns a contribution has been made or accepted in contravention to any provision of the Act, the candidate must immediately return the contribution. If this is not possible, any such contribution should be paid to the Clerk. A contribution must be returned or paid to the Clerk if it was issued/received:

- Outside a candidate's campaign period
- From an anonymous source (except cash donations less than \$25.00 received as part of the fundraising event)
- From an ineligible source (e.g. individuals not residents of Ontario)
- In excess of the \$1,200.00 per contributor limit or the \$5,000.00 total limit
- A cash contribution in excess of \$25.00
- From funds not belonging to the contributor

Fundraising

Fundraising activities are to only be held for a candidate and must occur within their campaign period.

A fundraising function is an event or activity:

- Held by a candidate or under a candidate's direction for the purpose of raising funds for their election campaign, or
- Held by a registered third party or under its direction for the purpose of raising funds in relation to third party advertisements

Candidates must record the gross income (including ticket revenue and other revenue) and the expenses related to each event and activity on their campaign financial statement. The price of admission to a fundraising function and/or any amount paid for a good or service (offered for sale in excess of fair market value) is to be considered and treated as a campaign contribution. As such, if the ticket price is higher than \$25.00, tickets cannot be paid for in cash.

If a candidate holds an event to promote their campaign and they happen to receive contributions or ask people to consider contributing to their campaign, this would not qualify as a fundraising event. Similarly, if a candidate has a sentence in their 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 their campaign, not to raise money.

Campaign Income

Your campaign income includes all contributions received from yourself, your spouse and other eligible contributors. This includes the value of contributions of good and services. Income also includes, but is not limited to, 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).

Please refer to the [Ministry of Municipal Affairs and Housing 2022 Candidates' Guide](#) and Section 88.15 of the [Municipal Elections Act](#) for detailed information with respect campaign income and what does and does not constitute a campaign contribution.

Expenses

Any costs incurred for goods or services by or under the direction of a person wholly or partly for use in their election campaign are considered expenses.

The nomination fee is a personal expense. It is not considered to be a campaign expense and should not be reported on the campaign financial statement. It is the only expense that does not have to be paid from your campaign bank account.

All campaign expenses must be paid from your campaign bank account. Any taxes such as HST paid on purchases should be included in the amount of the expense. If you use a credit card to pay for purchases, you should ensure that you keep clear records showing that the expense on the credit card was reimbursed from your campaign account.

Candidates can only incur expenses during the campaign period, except for expenses related to the preparation of an auditor's report. If a candidate is required to include an auditor's report with their financial statement, they may incur these expenses after the campaign period has ended, and report them on their financial statement.

Goods and services that are contributed to a campaign are also expenses. They should be treated as if the contributor gave the candidate money and the candidate went out and purchased the goods and services. Candidates must record both the contribution and the expense. Most expenses are subject to a maximum campaign spending limit.

The following expenses are not subject to the spending limit:

- Expenses related to holding a fundraising event or activity
- Expenses related 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

Spending Limits

The candidate must have filed their Nomination Paper before spending any money on their campaign. 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.

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

Preliminary Election Spending Limits (Base amount plus \$0.85/elector)		Base Amount	Number of Electors	Preliminary Maximum
Mayor Candidate	All Wards	\$7,500.00	11,301	\$17,105.85
Deputy Mayor Candidate	All Wards	\$5,000.00	11,301	\$14,605.85
Councillor at Large Candidate	All Wards	\$5,000.00	11,301	\$14,605.85
Galway-Cavendish Ward Councillor	Galway-Cavendish Ward	\$5,000.00	4,132	\$8,512.20
Harvey Ward Councillor	Harvey Ward	\$5,000.00	7,169	\$11,093.65

Candidates for school board trustee positions should contact the Municipal Clerk responsible for the election of that position for preliminary spending limit amounts.

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 final – shall be the final spending limit for the office.

This spending limit covers expenses incurred between the beginning of the campaign (filing of nomination) and Voting Day.

Post-Election Parties or Expressions of Appreciation

Candidates are subject to 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 (10%) of the amount of the candidate's final campaign spending limit and it will be calculated and provided to candidates by **September 26, 2022**.

Campaign Inventory

Campaign expenses include the value of any goods held in inventory by a candidate from a previous campaign for use in the 2022 Municipal Election campaign period. The inventory of reusable campaign materials remaining on hand at the end of a campaign becomes the property of the candidate and must be valued and reported as closing inventory on their financial statement. If you have inventory left at the end of your campaign, it becomes your personal property and any costs related to storage are personal costs, not campaign expenses.

Financial Statements and Disclosure

It is the responsibility of the candidate to file a complete and accurate [Financial Statement – Auditor's Report Candidate - Form 4](#) with the Clerk by the deadline applicable to their respective campaign. All nominated candidates for the 2022 Municipal Election (including those who have withdrawn or were not elected) must disclose their contributions and expenses, using the prescribed Form 4, **no later than 2:00 p.m. on March 31, 2023**.

If campaign contributions (including contributions from the candidate) or campaign expenses are greater than \$10,000.00, the candidate must have their financial statement audited and include the auditor's report when submitting the financial statement to the Clerk. The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act](#).

If a candidate is unable to file their financial statement by the deadline, they may apply to the Superior Court of Justice for an extension before the filing deadline. If an extension is granted by the Court, it is the candidate's obligation to provide the Clerk with notice of that extension.

If the financial statement is not filed by any deadline, the candidate may file their financial statement within thirty (30) days after the deadline, if they pay the municipality a \$500.00 late filing fee.

Candidates will not receive a refund of their nomination fee if they file during the 30 day grace period.

If the financial statement is not filed by the end of the 30 day grace period, and the candidate did not apply to the court for an extension prior to the deadline, the candidate will forfeit their elected office and they will be ineligible to run for office or be appointed to fill a vacancy until after the 2026 election.

Candidates' financial statements are deemed to be public documents and will be posted to the Municipality's website in their entirety. You may wish to consider advising contributors that their personal information will be public and displayed on the Municipality's website after the election.

Notice of Penalties

Before Voting Day, the Clerk will provide a notice to each person nominated for an office providing the penalties related to election campaign finances and the refund of the nomination filing fee.

Compliance and Enforcement

Automatic Penalties

Automatic penalties apply for the following contraventions of the [Municipal Elections Act](#):

- 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

- If your financial statement shows that you exceeded your 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 be appointed to fill a vacancy until after the 2026 election.

Compliance Audit

A Compliance Audit Committee will be appointed by the Municipality before October 1, 2022 and a Terms of Reference will be established. The term of the Committee will be equal to the term of Council.

If an eligible elector believes there has been a contravention of the election finance rules, they may apply in writing for a compliance audit of a candidate's campaign finances within 90 days of the deadline to file the campaign financial statement. The Compliance Audit Committee will review compliance audit applications and either grant or reject the request. If a request is granted, the Committee will appoint an auditor to complete a financial investigation. Once the auditor's report has been reviewed, the Committee will decide if legal proceedings shall be commenced.

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.

Penalties

If a person is convicted of an offence, they may be subject to the following penalties:

- A fine of up to \$25,000.00
- Ineligibility to vote or run in the next general election
- Up to six months in prison
- Forfeiture of the elected office

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

Council

Start of Term of Office

The term of office for the new Council begins on November 15, 2022 and will run until November 14, 2026.

The Inaugural Council Meeting will be held on November 21, 2022 at 7:00 p.m.

There will be mandatory training session(s) for the newly appointed Council and date(s) will be provided when available.

Time Commitment

The demands on your time will be heavy. You will be elected for a four year term of office and during that time you will be required to attend:

- Regular Council meetings which include a Public meeting under the Planning Act
- Special meetings of Council
- Council Committee meetings
- Meetings of other boards and agencies to which you are appointed as Council's representative
- Conferences, conventions, seminars and workshops for training and discussion
- Social and other events promoting the Municipality

Regular Meetings of Council are typically held on the first and third Tuesday of each month, commencing at 1:00 p.m. In July and August, there is only one Regular Meeting of Council each month.

You will also need to spend time reading material and talking with residents, the Chief Administrative Officer and other staff. This will all be part of the necessary preparation for your meetings so that you can make informed decisions.

The Mayor and Deputy Mayor will also serve on the upper tier County of Peterborough Council and will have additional responsibilities associated with that service. Another Council member may also be appointed as an alternate.

Technology

The Municipality utilizes technology in its day-to-day activities including, but not limited to, email and website communications, electronic agendas and minutes, and online webinar platforms. You will be using technology in your role as an elected official.

Remuneration

Elected officials receive honoraria and remuneration for the time and energy they devote to their community.

Remuneration is established by the [Remuneration of Council By-law B2022-027](#).

Effective November 15, 2022, annual base remuneration amounts are:

Mayor	\$34,568.30
Deputy Mayor	\$29,459.82
Councillor	\$27,277.64

Reimbursement for mileage and expenses are paid to Council for Municipal activities. For further information, please review the [Council Conferences and Expense Claims Policy](#) and [Mileage Rates for Compensation of Employees and Members of Council By-law B2022-028](#).

Roles and Responsibilities of Elected Officials

Council is the Municipality's decision-making body. As a member of Council you will have the opportunity to influence the future of your community. All decisions must be made at meetings, held in public, at which a quorum is present. The proceedings of Council and Committee meetings are governed by the [Municipality's Procedure By-law B2020-118](#) unless otherwise legislated.

As an individual member of Council, you will not have the power to commit the Municipality to any expenditure or to direct the activities of the municipal employees. Any promises you make as part of your election campaign that involves municipal expenditures or the activities of the employees can only be carried out through the majority of Council.

The Canadian Constitution delegates responsibility for municipalities to the provinces. Through a variety of legislation, the province of Ontario has delegated some of its authority to municipal Councils. The legislation that you will use most often is the [Municipal Act](#).

Elected officials must also follow the [Council Code of Conduct](#) established by [By-law B2019-037](#), the [Municipal Conflict of Interest Act](#), and other policies and legislation.

The Role of Council (Section 224 of the [Municipal Act](#)) is:

- 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
- f) To carry out the duties of council under this or any other Act

Local legislation is in the form of by-laws that remain in effect until they are amended or repealed. You will not be starting with a blank slate and it is important to become familiar with what exists, how it was created (by by-law, resolution or policy) and why it exists.

Accountability and transparency are key principles to good governance and the Municipality has an [Accountability and Transparency Policy](#) to acknowledge and support the delivery of municipal services in alignment with these principles.

The Difference between Mayor and Councillor

The Mayor is an equal member of Council and does not have the authority to decide matters or speak on behalf of Council unless authorized by resolution of Council. The Mayor has additional responsibilities, which include but are not limited to:

- Chairing Council Meetings
- Representing the Municipality as a figurehead at a greater number of events and meetings than other Council members
- Acting as signing authority on behalf of the Municipality
- Acting as an ex-officio member of all Municipal Boards and Committees, other than those to which the Mayor has been appointed as a member.

The Role of the Head of Council (Section 225 of the [Municipal Act](#)) is:

- a) To act as chief executive officer of the municipality
- b) To preside over council meetings so that its business can be carried out efficiently and effectively
- c) To provide leadership to the council

- c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1)
- d) To represent the municipality at official functions
- e) To carry out the duties of the head of council under this or any other Act

Administration of a Municipality

Municipalities have competent and dedicated administrators. You will need the support, advice and assistance of the Chief Administrative Officer, and all members of staff, if you are to be an effective member of Council. Their training, experience, and understanding of how and why things have developed as they have will be an important resource for you.

The Municipality has a [Council-Staff Relations Policy](#) to provide guidance on how the Municipality ensures a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the Municipality.

The Difference between Council and Administration

Governance (Council) Determine the “What”	Management (Administration) Determines the “How”
The creation of a setting in which Administration can manage effectively	The making of operating decisions by Administration
Strategic Plan Development	Strategic Plan Execution
Approve Policies	Develop and implement Policies (Development of Procedures)
Approve By-laws	Enforce By-laws
Approve Budget <ul style="list-style-type: none"> • Total revenue and expenditures • Department budgets 	Manage Budget <ul style="list-style-type: none"> • General ledger accounts • Financial reporting
Set Direction	Provide Information and Recommendations

Appendices

1. [Ministry of Municipal Affairs and Housing 2022 Candidates' Guide](#)
2. [Nomination Paper - Form 1](#)
3. [Endorsement of Nomination - Form 2](#)
4. [Financial Statement – Auditor's Report Candidate - Form 4](#)
5. [Municipality of Trent Lakes Election Sign By-law B2022-045](#)
6. [County of Peterborough Election Sign By-law No. 2022-29](#)
7. [County of Peterborough Election Signs Brochure](#)
8. [Policy 5.28 – Use of Corporate Resources for Election Purposes](#)
9. [AMCTO Candidate's Guide to Accessible Elections](#)