

# Candidate Guide

## 2018 Municipal Election



City of Belleville

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## **ADDITIONAL RESOURCES**

### **Municipal Elections Act**

<https://www.ontario.ca/laws/statute/96m32>

### **AMCTO's Candidates Guide to Accessible Elections**

<https://www.amans.ca/other-resouces/110-amcto-clerks-guide-to-conducting-accessible-elections/file.html>

### **2018 Candidate's Guide – Ministry of Municipal Affairs**

<http://www.mah.gov.on.ca/Page18735.aspx>

### **Ontario Central Forms Repository**

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/QuickResults?Openform&ENV=WWE&MIN=&BRN=&PRG=&TIT=municipal+election&NO=&SRT=T&NEW=&STR=1&MAX=10>

## Part A

### INTRODUCTION

#### Opening Comments

This guide is intended to provide information specific to the City of Belleville in order to supplement the 2018 Candidates Guide provided by the Ministry of Municipal Affairs and Housing, available at:  
<http://www.mah.gov.on.ca/Page219.aspx>.

Candidates alone, or with the assistance of their own legal counsel, are responsible for ensuring they follow all applicable legislation related to running a political campaign, and campaign finances. Candidates should refer directly to the Municipal Elections Act, 1996 for specific details. The legislation is available at:

Service Ontario Book Store  
777 Bay St.  
Toronto, ON  
M5G 2C8  
1-800-668-9938

OR Online anytime at: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)

Please ensure that you check the City of Belleville's website at <http://www.belleville.ca> for the most current information, notifications and bulletins. Updates may also be provided by the Clerk's Office through the mail or e-mail correspondence, so it is important that candidates notify the Clerk of any changes in contact information.

If there are any discrepancies between the information contained in this guide and the Municipal Elections Act, the Municipal Elections Act will prevail.

If you have any questions, please contact the City Clerk's Office during normal business hours:

Matt MacDonald, City Clerk  
Telephone: 613-967-3256  
Email: [mtmacdonald@city.belleville.on.ca](mailto:mtmacdonald@city.belleville.on.ca)

**Note:** 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.

## **Key Dates**

### **Nomination Period**

May 1, 2018 – July 26, 2018

Candidates can file a nomination paper with the Clerk's Office during normal business hours until Nomination Day

### **Nomination Day**

July 27, 2018

Last day to file nomination paper (prior to 2:00 p.m.)

Last day for Withdrawal of Nomination (prior to 2:00 p.m.)

### **Nominations Certified**

July 30, 2018

Clerk certifies nomination papers by 4:00 p.m.

### **Campaign Period**

May 1, 2018 to Dec 31, 2018

Campaign Period starts when nomination paper filed and ends December 31, 2018

### **Voters' List**

Sept 4, 2018

Preliminary Voters' List available for candidates

Revision period begins

Sept 15, 2018

Changes to Voters' List available for candidates - revisions continue

### **Campaign Finances**

Sept 25, 2018

Final Certificate of Maximum Campaign Expenses available for candidates

### **Internet Voting**

Oct 9, 2018 @ 10 a.m.  
to Oct 19, 2018 @ 8 p.m.

Registration to vote on-line will end at 6:00 p.m. and online voting closes at 8:00 p.m. on October 19, 2018

### **Advance Voting**

Oct 13, 2018

Voting commences at 10:00 a.m. and closes at 6:00 p.m.

### **Voting Day**

Oct 22, 2018

Voting commences at 10:00 a.m. and closes at 8:00 p.m.

### **Campaign Period (Extension)**

Dec 31, 2018

Regular Campaign Period ends  
Notification of Extension of Campaign due  
to Clerk (where permitted)

**Term of Office**

Dec 1, 2018

Term of office is four years, beginning on  
December 1, 2018, and ending November  
30, 2022

## **Elected Offices - City of Belleville Municipal Council**

Members will be elected for the period commencing December 1, 2018, and ending November 30, 2022, for the following offices:

### **Mayor**

- **One (1)** to be elected by general vote of the electors of the City of Belleville

### **City Councillors**

- **Six (6)** to be elected by the electors of Ward 1
- **Two (2)** to be elected by the electors of Ward 2

**Please see Appendix XII – Ward Boundaries/Polling Locations Map**



## Part B

### NOMINATION QUALIFICATIONS

#### Who is Qualified?

**It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated.**

At the time of filing nomination papers, the candidate must be a qualified elector in accordance with Section 17 of the *Municipal Elections Act, 1996*, as amended. Therefore, the candidate must:

- Be a resident of the City of Belleville, or the owner or tenant of land in the City of Belleville or the spouse of the owner or tenant of land in the City of Belleville;
- Be a Canadian citizen;
- Be at least 18 years of age; and
- Not be disqualified by law or any Act from holding such office.

**Note:** Candidates who are a member of the Legislative Assembly of Ontario, or the Senate, or House of Commons of Canada may file their nomination papers for an office in the election, but their nomination papers will be rejected by the Clerk if they remain a member as of 2:00 p.m. on Nomination Day (July 27, 2018).

If an employee of the City of Belleville or local board wishes to file nomination papers, the employee must take an unpaid leave of absence as of the day the employee is nominated and ending on voting day.

#### Who is Disqualified?

The following persons are disqualified from seeking election to Council:

- Except during a leave of absence, an employee of the City of Belleville or a local board;
- A judge of any court;
- Except if they cease being a member as of 2:00 p.m. on Nomination Day:
  - A member of the Ontario Legislature
  - A member of the House of Commons
  - A member of the Senate;
- A Crown employee within the meaning of the Public Service Act who is a Deputy Minister or who is in a position or classification designated in the regulations made under that Act for the purposes of Section 11, thereof;

- A person who is serving a sentence of imprisonment in a penal or correctional Institution, including a sentence being served in the evening or on weekends;
- A corporation;
- A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with Section 44 of the *Municipal Elections Act, 1996*;
- A person who was convicted of the corrupt practice described in Subsection 90(3) of the *Municipal Elections Act, 1996* if voting day in the current election is less than four years after voting day in the election in respect of which he or she was convicted;
- A candidate convicted of a corrupt practice as described in Subsection 91(1), if voting day in the current election is less than six years after voting day in the election in respect of which he or she was convicted;
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information.

## PART C

### NOMINATION PROCESS

#### General

A person can only be a candidate for one office – Mayor, Councillor or School Trustee. If a person files a nomination for one office and then files a nomination for another office, the first nomination is considered withdrawn at the time that the second nomination is filed.

#### Filing Nomination Papers

If you are contemplating becoming a candidate, you may file your nomination papers, in the prescribed form, in the City Clerk's Office any time during normal working hours (8:30 a.m. – 4:30 p.m.) starting on Tuesday, **May 1, 2018**, through to **2:00 p.m. on Nomination Day, Friday, July 27, 2018**.

The prescribed nomination fee of \$200 for the Office of Mayor and \$100 for all other offices, in the form of **cash, certified cheque, money order or debit**, must accompany the Nomination Paper (Form 1) and the Endorsement of Nomination (Form 2) along with Government issued photo identification and the completed Declaration of Qualifications and Freedom of Information (FOI) Release form.

- The nomination of a person for an office on Council must be endorsed by at least 25 persons using the prescribed form (Form 2). Anyone providing an endorsement must be eligible to vote in the City of Belleville on the day that they signed the endorsement. In addition to their endorsement, they will also be required to sign a declaration that they are eligible to vote in the City of Belleville.
- Nomination papers may be filed in person or by an agent. **Nomination forms filed by facsimile transmissions, mailed-in, or transmitted in any other manner will not be accepted.** The Clerk's Office for the City of Belleville is located at on the 1<sup>st</sup> floor at 169 Front Street, Belleville.
- Until you file your Nomination Paper (Form 1), Endorsement of Nomination (Form 2) and filing fee, your campaign organization cannot raise money or incur expenses. Also, you cannot spend any of your own money, or that of your spouse, on your campaign before you file your nomination papers and filing fee.
- Each person to be nominated for election to an office shall be nominated by a separate nomination.

**Exception:** If the number of nominations filed for an office and certified under Section 35 of the Act is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day.

## **Withdrawal of Nomination**

If you decide that you want to withdraw from the election, you must notify the Clerk in writing by **2:00 p.m. on Nomination Day, July 27, 2018**. If withdrawing, you are entitled to a refund of the nomination filing fee after you submit a financial disclosure covering the financial transactions made up to the point at which you withdrew.

## **Change of Office**

If after filing nomination papers for an office you decide to seek election for another office on the same municipal council or local board, you must file a second nomination for the new office. The first nomination is deemed to have been withdrawn at the time the second nomination is filed. Under such circumstances, the nomination-filing fee is transferred to the new office. However, the two campaigns are separate campaigns; contributions and expenses cannot be transferred to the new office and two separate financial disclosures must be filed, one for each office.

## **Refund of Nomination Filing Fee**

The nomination filing fee is refundable if the financial statements are filed on time.

## **Certification by Clerk**

The Clerk shall examine each nomination that has been filed in accordance with the following timetable:

- All nominations filed on or before 2 p.m. Nomination Day shall be examined no later than 4:00 pm on the Monday following Nomination Day. (July 30, 2018)
- All additional nominations filed under subsection 33 (5) of the Municipal Elections Act shall be examined before 4:00 pm on the Thursday following Nomination Day (August 2, 2018).

If satisfied that a person is qualified to be nominated and that the nomination complies with the Municipal Elections Act, the Clerk shall certify the nomination by signing the nomination paper.

If not satisfied that a person is qualified to be nominated or that the nomination complies with the Municipal Elections Act, the Clerk shall reject the nomination.

When the Clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.

The Clerk's decision to certify or reject a nomination is final.

**Note: It is the responsibility of the candidate to ensure they meet all the qualifications and file proper nomination papers. Each candidate should contact the City Clerk (Matt MacDonald 613-967-3256) to ensure that their nomination forms are in order. Since the City Clerk can potentially examine nomination papers after the nomination period ends, a candidate may find that, if their papers have been rejected, they are too late to file additional information or provide proof to the Clerk of their qualifications.**

## PART D

### CAMPAIGN AND GENERAL INFORMATION

#### Duties of the Candidate

A candidate shall ensure that:

- No contributions of money are accepted or expenses incurred unless one or more campaign accounts are first opened at a financial institution, exclusively for the purposes of the election campaign;
- All contributions of money are deposited into the campaign accounts;
- All funds in the campaign account are used exclusively for the purposes of the election campaign;
- All payments for expenses are made from the campaign accounts;
- Contributions of goods or services are valued;
- Receipts are issued for every contribution and obtained for every expense;
- Records are kept of:
  - the receipts issued for every contribution,
  - the value of every contribution,
- whether a contribution is in the form of money, goods or services, and
- the contributor's name and address;
- Records are kept of every expense including the receipts obtained for each expense;
- Records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- Records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$10 or less;
- Records are kept of any loan and its terms under section 88.17
- Records are retained by the candidate 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;
- Financial filings are made in accordance with sections 88.25 and 88.32;
- Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;
- A contribution of money made or received in contravention of the Municipal Elections Act, 1996, or by-law passed under the Act, is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- A contribution not returned to the contributor is paid to the clerk with whom the candidate's nomination was filed;
- An anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
- Each contributor is informed that in accordance with section 88.9, a contributor shall not make contributions exceeding:
  - a total of \$1200 to any one candidate in an election, and
    - a contributor shall not make contributions exceeding a total of \$5000 to two or more candidates for offices on the same council or local board

## **Campaign Period**

**Starts:** The campaign period commences at the time a candidate submits their Nomination Paper (Form 1), Endorsement of Nomination (Form 2) and the required filing fee.

**Ends:** a) December 31, 2018; or

b) If a candidate withdraws his/her nomination or the Clerk rejects the nomination, the campaign period ends on the day of the withdrawal or the day of the rejection, as the case may be.

**Extended Campaign Period:** A candidate may extend the campaign period to eliminate a deficit. If so, the Candidate must notify the Clerk using Form 6 on or before **December 31, 2018**.

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of

- The day you notify the Clerk in writing that you will be ending your campaign and not be accepting anymore contributions
- June 30, 2019

## **Election Contributions and Expenses**

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in the municipal elections. As well, the Act requires the candidate to report the contributions received and expenses incurred during the campaign period. Campaign contributions can only be accepted during the campaign period; that is between the date that the candidate submitted their nomination papers and **December 31, 2018**.

The following limitations apply to contributions:

- A contributor shall not make contributions exceeding a total \$1,200 to any one candidate.
- A cash contribution cannot exceed \$25.
- A contributor is limited to a maximum of \$5,000 in total contributions to two or more candidates for office on the same council or local board.
- There is a limit on the total amount that a candidate or their spouse may collectively contribute to their own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is :

- For the head of council is \$7,500 + .20 per eligible elector
- For council member or trustee: \$5,000 + .20 per eligible elector

**For detailed information respecting contributions and allowable expenses, in addition to referring to the Elections Act, please refer to the “Candidate’s Guide”, prepared by the Ministry of Municipal Affairs and Housing.**

### **Campaign Spending Limits**

A candidate will receive an initial spending limit estimate when filing their nomination, and will receive a final spending limit after the close of nominations. Whichever of these two amounts is higher becomes the candidate’s official spending limit.

The Municipal Elections Act provides for the following:

- A candidate running for Mayor can spend \$7,500 plus \$0.85 per elector entitled to vote for the office.
- A candidate running for Councillor or school board trustee can spend \$5,000 plus \$0.85 per elector entitled to vote for the office.

The Clerk shall issue a Certificate of Maximum Campaign Spending Limits to candidates on Monday, September 25, 2018.

### **Financial Reporting Requirements**

All nominated candidates, including those not elected, those who withdrew their nomination, or those whose nomination was rejected by the Clerk, must disclose and report their contributions and expenses as of December 31, 2018. Financial statements (Form 4) must be filed by 2:00 p.m. on Friday, March 29, 2019 in accordance with the following:

- All Candidates are required to file a detailed financial statement (Form 4);
- Candidates whose campaign contributions and total expenses are greater than \$10,000 must have their financial statement audited and submit the auditor’s report to the clerk along with their financial statement.



## **Extended Campaigns & Supplementary Financial Statement Filing Requirements**

A candidate must notify the Clerk on or before December 31, 2018 that their campaign has a deficit and he/she wishes to extend their campaign period. In addition to meeting the above financial reporting requirements, the candidate must submit a supplementary financial statement and auditor's report including all the information in the candidate's initial filing, updated to reflect changes to the candidate's election campaign finances during the supplementary reporting period. If a campaign has been extended, a supplementary filing statement must be filed by 2:00 p.m. on Friday, September 27, 2019.

## **Campaign Surplus**

At the time of filing the financial statement, a candidate who has a surplus must pay the surplus less any refunds owing to them, to the Clerk.

Prior to paying over any surplus monies to the Clerk, a candidate is entitled to refund any contributions made to the campaign by the candidate or the spouse of the candidate. The amount that may be refunded is the lesser of the amount of the relevant contributions or the amount of the surplus.

## **Scrutineers (Candidates' Agents)**

Each candidate may appoint any number of persons as are necessary to act as scrutineers to represent them at voting locations and to be present during the counting of the votes.

Scrutineers must be appointed in writing and shall show proof of their appointment to an election official. Before being admitted to the opening of return envelopes, attendance at the Voting Place, or the tabulation of ballots, a person appointed as scrutineer shall produce and show his/her appointment (the "Scrutineer Form EL12") to the designated election official for the Voting Place or election official at City Hall and take the oral Oath of Secrecy before being permitted to remain in the Voting Place.

Only one scrutineer per candidate per ballot box may be present within the voting place at any time. If a candidate or another of his/her scrutineers enters the voting place, one scrutineer must leave.

## **Candidates and Scrutineers have the Following Rights:**

As per Section 47(5) of the Municipal Elections Act, 1996, candidates and scrutineers have the following rights:

- To be present when ballot boxes and materials related to the advance voting and regular voting day and statement of the results are being delivered to the City Clerk;
- To enter the voting place 15 minutes before it opens and to inspect the ballot boxes and the ballots, and all other election documents but not so as to delay the opening of the voting place;
- The candidate or his/her scrutineer has the right to place their own seal on the ballot box immediately before the opening of the voting place so that ballots can be deposited in the box but cannot be withdrawn without breaking the seal. The seal **MUST NOT** contain any writing that could be considered “election campaigning”, therefore, the name of the candidate **IS NOT** permitted on the seal;
- To examine each ballot as the votes are being counted by the deputy returning officer (but not to touch the ballot);
- To object to a ballot or to the count of votes in a ballot under subsection 54(3);
- To place his or her own seal on the ballot box after the close of voting on an advance vote and/or on voting day so ballots cannot be withdrawn or deposited without breaking the seal;
- To sign the statement of the results of an election.

HOWEVER, if a candidate or scrutineer should include their seal on a ballot box, please note that Section 55(5) of the Municipal Elections Act, 1996, states:

*“Despite subsection 88(6.1) ,the Clerk may, if he or she considers it necessary in order to interpret the statement of results, examine any of the documents and materials in a ballot box in the presence of the relevant Deputy Returning Officer.”*

In other words, if the Deputy Returning Officer Statement of Election Results is NOT complete or contains an error, the ballot box will be opened in the presence of the Clerk and the Deputy Returning Officer in order to resolve the discrepancy. It is NOT a requirement that candidates and/or scrutineers be notified or present when this takes place.

### **Rights of Scrutineers and Automated Vote Counting Equipment and Alternative Voting Methods**

It should be noted that the City of Belleville utilizes automated vote counting equipment and Internet voting. The use of these methods alters the procedures followed in an election, which may impact the opportunity to scrutinize the election process.

**Note:** Candidates should consult with the municipal Clerk regarding the opportunities for scrutinizing the election available to the candidates or scrutineers if they have questions.

## **Scrutineers and Candidates are Prohibited From:**

- Attempting, directly or indirectly, to interfere with how an elector votes, and attempting to campaign or persuade an elector to vote for a particular candidate;
- Displaying a candidate's election campaign material in a voting place;
- Compromise the secrecy of the voting;
- Interfere or attempt to interfere with an elector who is marking a ballot;
- Obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted;
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.

**Any person who is creating a disturbance at a Voting Place or Counting Centre will be removed by the Deputy Returning Officer or Election Official.**

## **Election Signs**

- a) Election signs shall be permitted in any Zone following declaration of a Provincial or Federal election, or the day following the final day for filing nominations in a Municipal election, and shall be removed within one (1) week following the date of the election.
- b) Election signs shall be permitted on a lot provided:
- i) the sign is affixed to the ground and is not nailed or fastened in any way to a tree, or any other similar plant or structure;
  - ii) the sign area of each sign does not exceed 32 square feet (2.97 square metres); and
  - iii) where the sign has a sign area in excess of 12 square feet (1.11 square metres), the sign is located in accordance with the provisions of Section 3.3 (3) of this By-Law.
- c) Election signs may be permitted on the un-travelled portion of streets provided:
- i) such signs do not interfere with the safe movement of pedestrians and vehicles on such streets, or cause disruption to the maintaining or use of the street by the Municipality or any utility or other similar authority;
  - ii) the sign is affixed to the ground and is not nailed or fastened in any way to a utility pole, traffic control sign or device, tree, or any other similar plant or structure;
  - iii) the sign area of each sign does not exceed 12 square feet (1.11 square metres) with a maximum sign height of 3 feet (.91 metres);
  - iv) the owner of the lot immediately abutting the location of the sign on the street does not object to the election sign being located on the street next to his/her property;

- (v) Signs must be a minimum of 195 feet (60m) from the middle of any intersection;
- (vi) Signs shall not be permitted in any centre median;
- (vii) Signs shall not be permitted between the sidewalk and the curb;
- (viii) Signs shall be setback a minimum of 15 feet (4.57m) from the edge of a driveway and any curb line or edge of the travelled portion of a street;
- (ix) Signs shall be setback a minimum of 1 foot (0.3m) from a sidewalk;
- (x) Signs advertising the same candidate shall be a minimum of 33 feet (10m) apart; and
- (xi) where located on a street that is not under the jurisdiction of the Corporation of the City of Belleville, that authorization has been obtained from the necessary authorities.

### **Prohibition of Canvassing in Voting Locations**

The City Clerk is the lessee of the premises used as voting locations. As the lessee of such premises, electioneering of any nature in or on the premises used as a voting location on Election Day is not permitted. The voting place is deemed to include the entire building and the property on which it is located and includes any place in the immediate vicinity of the voting place designated by the City Clerk.

Section 48 of the Municipal Elections Act, 1996, states:

“No person shall display a candidate’s election campaign material or literature in a voting place”

**And**

“Voting place includes any place in the immediate vicinity of the voting place designated by the Clerk”

Election Officials are instructed to remove any material or literature of any nature from the voting location.

In view of the substantial number of school buildings used for voting purposes the attention of candidates is also drawn to the policies of the school boards and provisions of the Education Act which provide as follows:

- No agent or representative may canvass in the schools, nor exhibit advertising material in the schools or on the school property, without the approval, in writing, of the Director of Education;
- All visitors to schools must report to the office;
- It is the duty of a principal of a school, in addition to his duties as a teacher, to maintain a visitors’ book in the school when so determined by the Board.

Thus, it should be noted from the foregoing that in connection with municipal elections, only persons attending a school building for the purpose of casting

their ballot, duly qualified election officials, candidates or their authorized agents may be present on school premises.

### **Access to Rented Premises by Candidates or their Authorized Representatives**

Section 22 of the Tenant Protection Act provides that:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.”

### **Advance Vote & Internet Voting**

Information regarding advance voting and internet voting is provided in the appendix.

### **Voting Day**

Election Day (Voting Day) is Monday, October 22, 2018 with voting locations open from 10:00 a.m. to 8:00 p.m. The counting of votes will take place after closing of the vote.

### **Proxy Voting**

A person who is not able to attend the voting location or advance vote to vote may appoint another person as a voting proxy to vote on their behalf. The person acting as a proxy must also be an eligible elector in the City of Belleville. No person shall appoint more than one voting proxy and no person can act as a proxy for more than one person unless the relationship between the proxy and the persons for whom they are voting are their spouse, same-sex-partner, a sibling, parent, child, or grandparent, or grandchild.

Proxies can only be appointed after the time for the withdrawal of nominations has expired for all offices for which the election is being conducted. The earliest day for appointment of a proxy will be after 4:00 p.m. on July 30, 2018 (unless additional nominations are required). Applicants to act as proxies must attend the City Clerk's Office located at 169 Front St. Belleville, and present a prescribed appointment form signed by the elector. The City Clerk will complete an appointing certificate and this document must be presented at the voting location. The person acting as a proxy must attend the voting location designated for the elector for whom they are voting.

## **List of Electors**

The 2018 Preliminary List of Electors for the City of Belleville is prepared by the Municipal Property Assessment Corporation (MPAC) and contains the name, address and school support of each person who meets the qualifications of an elector. The list will be available to candidates no later than September 4, 2018.

**Note:** It would be appreciated if candidates could encourage eligible voters who are not on the voters' list to register in order to vote. If an eligible voter is not on the voters' list, she/he may, beginning on Tuesday, September 4, 2018:

- Fill out an application and file it with the clerk by mail or in person;  
or
- On voting day, fill out an application at the place of voting.

## **Revision of Preliminary List of Electors**

Applications for amendments to the voters list will be accepted by the Clerk's Office located at 169 Front St. Belleville commencing September 4, 2018, and ending at 4:30 p.m. on Voting Day (October 22, 2018). Revisions will also be accepted at the advance vote location and by Election Staff at each voting location from 10:00 a.m. through to close.

A copy of the Voters' List may be viewed at Belleville City Hall, 169 Front Street, during normal office hours, beginning September 4, 2018 between the hours of 9:00 a.m. and 4:00 p.m.

## **Voters' List**

In accordance with Section 23(4) of the Municipal Elections Act, every candidate is entitled to receive one free copy of the portion of the voters' list containing the names of electors who are entitled to vote for the office for which the candidate is nominated. The candidate must submit a completed Voters' List Request Form (Appendix VI), and the City Clerk's Office will then provide the requested list when it becomes available.

Additional copies of the list will be available to candidates at the normal photocopying cost, upon request.

## **Voting Locations**

Candidates will be provided with an up-to-date copy of a list of voting locations (see appendix). In the event that any voting place is subsequently changed due to circumstances beyond our control, a notice of such change will be mailed to the candidates concerned.

## **PART E**

### **IF YOU ARE ELECTED**

#### **Duties and Responsibilities**

##### Council

City Council is comprised of a Mayor and eight (8) Councillors. The Mayor is elected at large, while City Councillors are elected by voters in one of the two (2) respective wards.

The Mayor and all Councillors serve a four-year term.

All nine (9) members of council are responsible for the management and administration of the City's resources. As well as attending regular council and committee meetings, members also share in attendance at a large number of board and committee meetings. Meeting times are variable and may be during regular office hours or in the evening depending on the committee or board. Regular council meetings are held on the 2nd and 4th Monday of each month, starting at 4:00pm.

#### **Remuneration**

Council remuneration is as follows:

The remuneration payable to the Mayor shall be as per By-law 2010-134.

The remuneration payable to a Councillor shall be as per By-law 2010-134.