



Candidate Information Guide



A Growing Tradition

The *2020 Candidate Information Guide* (Guide) has been prepared by the Town of Bradford West Gwillimbury as a supplement to the *Ministry of Municipal Affairs and Housing 2018 Candidate's guide for Ontario municipal council and school board elections* published by the Province of Ontario. This Guide provides a brief overview of the roles and responsibilities of a municipal elected official, as well as information pertinent to candidates running for office in BWG.

The contents of this Guide are intended only as a guide and may not reference all applicable statutory references. Prospective candidates are responsible to satisfy all and any statutory requirements. For a list of additional resources and contacts, please see page 11 of this Guide.

Town elections staff will be happy to assist you in answering any questions you may have concerning the Ward 2 By-election 2020.

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1 Introduction

The 2020 Ward 2 By-election will be conducted in the same manner as the 2018 Municipal Election. The following were the changes made for the 2018 Municipal Election that will continue for the by-election:

- There will be NO PAPER BALLOTS. Voting will take place by telephone or internet only. Voter who require additional assistance may go to a Voter Help Centre to vote and receive help.
- Voting will take place at any time during the voting period from November 27, 2020 at 10:00 am to December 7, 2020 at 8:00 pm
- Proxy voting will not be permitted since eligible voters can place their vote using the internet from anywhere in the world, or using touch-tone telephone.
- Significant changes made to the rules regarding a candidate's campaign contributions and expenses. It is the responsibility of the candidate to be familiar with and adhere to all applicable provisions of the *Municipal Elections Act, 1996*.
- Anyone wishing to run for the Council seat must now submit the signatures of 25 eligible voters supporting the nomination.
- The *Municipal Elections Act, 1996* now includes a framework for third party advertisers which came into effect on April 1, 2018. A third party advertiser must register with the Clerk if they wish to advertise in the 2020 Ward 2 By-election. Registrations may be filed from September 16, 2020 to October 23, 2020 during regular office hours.

2 Quick Links

The following links are provided in the electronic version of this Guide:

Town of Bradford West Gwillimbury – links to forms, notices and resources for municipal elections: www.townofbwg.com/election

Ministry of Municipal Affairs – links to prescribed forms and guides: www.ontario.ca/municipalelections

3 General Information

Role of Council

In accordance with Section 224 of the *Municipal Act, 2001*, the role of Council is to represent the public and to consider the well-being and interests of the municipality; develop and evaluate the policies and programs of the municipality; determine which services the municipality provides; ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of council; ensure the accountability and transparency of the operations of the municipality, including the activities of senior management; maintain the financial integrity of the municipality; and carry out the duties of council under the *Municipal Act, 2001* or any other Act.

Members of Council also fulfill a variety of responsibilities from a ward, constituent, municipal and corporate perspective. The Mayor and Members of Council are required to attend Council Meetings, which are currently held every first and third Tuesday of the month. Meetings of Council are held in the Zima Room at the BWG Library and Cultural Centre, located at 425 Holland Street West or through electronic means. All information pertaining to Council meetings can be found in the Town's [CivicWeb Council Portal](#).

Each Member of Council will serve as a Council appointee to various Boards and Committees at the local and regional level. Examples of committees can be found below. The meeting dates and times of the Committees can also be found on the Town's CivicWeb Council Portal.

Responding to constituents' needs and participating in ward specific initiatives and projects is an ongoing role of each Council Member. Members of Council are also involved in corporate initiatives and receive a variety of invitations to community meetings and events. Members of Council are required to attend many social and Council-related functions during the evenings and on weekends. Candidates should be aware of the significant time commitments for a Member of Town Council.

Council Committee, Boards and Agencies

The BWG Council has a number of standing committees consisting of councillors only, or advisory committees made up of a mix of councillors and those appointed from the public. These committees carry out much of the work of Council and advise Council of their recommendations. Examples of Council agencies, committees and boards include:

- Accessibility Advisory Committee
- Healthy Communities Advisory Committee
- Downtown Revitalization Committee
- Economic Development Advisory Committee
- Heritage Committee
- Holland Marsh Drainage System Joint Municipal Service Board
- Library Board
- Police Services Board (Mayor)

- Traffic Committee

Office to be Elected

During the Ward 2 By-election 2020, eligible voters will elect a candidate to the following office:

- **Councillor – WARD 2**

Councillors have a representative, a policy-making, and a stewardship role in the municipality, in addition to those responsibilities outlined in Section 224 of the *Municipal Act, 2001*. Councillors will be called on to consider and make decisions on issues that will be complex and controversial. These decisions will have long-term consequences for the municipality that extend beyond the term of office, and should be made in the context of the municipality's directions for the long-term health and welfare of the community.

Council Composition

- **Mayor - one (1) is to be elected AT LARGE by all electors in BWG**

Pursuant to Section 225 of the *Municipal Act, 2001*, the Mayor is the head of council, and acts as the Chief Executive Officer of the municipality; presides over Council meetings; provides leadership to Council; represents the Town at official functions; and carries out the duties of the head of council under the *Municipal Act, 2001*, or any other Act.

The Mayor provides leadership, vision and presence. The Mayor is the goodwill ambassador for the Town. The Mayor also attends many ceremonial functions such as flag raisings, presentations, ribbon cuttings, and other social functions.

The Mayor is an ex-officio member of all Town committees established by Council. The Mayor is also required to serve as a member of Simcoe County Council and the Police Services Board. Candidates are encouraged to review the *County of Simcoe Information Sheet – Candidates for Mayor and Deputy Mayor* for more information regarding the role of Simcoe County Council.

- **Deputy Mayor - one (1) to be elected AT LARGE by all electors in BWG**

The Deputy Mayor assists the Mayor with administrative functions and ceremonial obligations for the Town and acts as the second ambassador for the Town.

The Deputy Mayor is also required to serve as a member of Simcoe County Council. Please review the *County of Simcoe Information Sheet – Candidates for Mayor and Deputy Mayor* for more information regarding the role of Simcoe County Council.

The Deputy Mayor is the Chair to the meetings of the Committee of the Whole. The Deputy Mayor may act for the Mayor, in the absence of the Mayor.

- **Councillors (7) – elected by ward**

Council Compensation

Council annual remuneration, as of January 1, 2020, is as follows:

- Mayor \$44, 609.19 plus expenses
- Deputy Mayor \$29, 749.81 plus expenses
- Councillor \$23,767.18 plus expenses

4 Nominations

The Clerk will post an early Notice of Nomination for Office [Form EL201] and a second Notice of Nomination for Office [EL205] between September 16, 2020 and October 22, 2020. All notices will be posted in the Town page of the newspaper, on the election page of the Town's website and in the Administration Office at 100 Dissette Street.

Nomination packages will be available to the public at the Administration Office, and candidates may file their nomination by appointment from September 16, 2020 to October 22, 2020 during regular office hours, and between 9:00 am and 2:00 p.m. on Friday, October 23, 2020 (Nomination Day). The complete nomination package will also be available on the Town's website www.townofbwg.com/election

The following information is based on procedures from the *Ward 2 By-election Procedures 2020*.

Nominations for an office on Town Council must be submitted on the prescribed Nomination Paper [PR Form 1], along with the prescribed Endorsement of Nomination [PR Form 2], and the Declaration of Qualifications Form – Council [EL18(A)].

Nominations must be accompanied by the Consent to Release Personal Information [Form EL102], and are to be filed with the Clerk at the Administration Office in the following manner:

- in person or through an authorized agent;
- by appointment during regular office hours of the Administration Office from September 16, 2020 to October 22, 2020 and from 9:00 am to 2:00 pm on Friday, October 23, 2020 (Nomination Day);
- with the prescribed nomination filing fee of \$100.00 for the Office of Councillor – Ward 2. The filing fee shall be paid by cash, debit or credit card, certified cheque or money order payable to the Town of Bradford West Gwillimbury;

- with proof of identity and residence as prescribed in O. Reg. 304/13;
- no faxed or other electronically transmitted nomination papers will be accepted as original signatures are required;
- the Clerk will administer the necessary oaths.

If the candidate wishes to file by an agent, an Authorization for Agent to File Nomination [Form EL104] must be completed.

The nomination package will be reviewed unofficially with the candidate or agent to determine if any information has been omitted, and to ensure that the nominee is a qualified elector for the Town of Bradford West Gwillimbury and is qualified to file a nomination for that office.

The Clerk will administer the Consent of Nominee and Declaration of Qualification on the Nomination Paper [PR Form 1] and the Declaration of Qualification – Council [Form EL18(A)] oaths to the candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or agent. The Clerk will then sign the Nomination Paper.

The declarations must be commissioned and candidates may be asked for photo ID to commission.

The candidate shall be asked to complete the Consent to Release Personal Information [Form EL102] to release personal information to the public and media. This form also indicates what format (print, electronic, etc.) the Candidate wishes to receive election notices and information.

The Clerk shall prepare and post on the Town's web site and in the Administration Office an Unofficial List of Candidates [Form EL07(A)] which is to be updated as each nomination paper is filed. The list will be clearly marked "UNOFFICIAL".

Documents and materials filed with or prepared by the Clerk are public records and may be inspected by any person at the Clerk's office at a time when the office is open.

5 Campaigning

Campaigning, including campaign advertising, is not permitted until after the candidate has filed a nomination with the Clerk. Campaigning ends on the day the nomination is withdrawn or rejected by the Clerk or on January 21, 2021.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate, and are subject to regulations established by the *BWG Ward 2 By-election Procedures 2020* and the Town's Sign By-law 2011-23, as amended. Examples

include lawn signs, brochures, posters and print, radio and electronic advertisements. Candidates are encouraged to review the *Sign By-law 2011-23*, as amended.

Information contained in all campaign material is the responsibility of the candidate and any questions or concerns should be directed to the candidate.

COVID-19

All public health instructions and guidelines related to COVID health and safety, including physical distancing and masks must be followed.

Prohibition of Campaigning at Voter Help Centres

Section 48 (1) and (2) of the *Municipal Elections Act, 1996*, states that no person shall attempt to, directly or indirectly, influence how an elector votes and prohibits the display of election campaign material or literature in a voting place.

The Clerk has designated locations within the Town as Voter Help Centres at which electors may attend to place their vote via the internet. Campaigning of any nature in or on the premises used as Voter Help Centres during the Voting Period is not permitted. A complete list of locations established as Voter Help Centres is available in the *BWG Ward 2 By-election Procedures 2020*. Election Officials are instructed to immediately remove any campaign related materials from Voter Help Centres. Candidates or the scrutineers must not engage electors in conversations at Voter Help Centres.

Campaigning at Apartment Buildings, Condominiums, etc.

Landlords, condominium corporations or their agents are no longer able to prohibit residential lessees, condominium owners or tenants from displaying signs in relation to an election on the premises to which the lease applies or the condominium unit. However, when such a building is being used as a Mobile Voter Help Centre, campaigning during the voting hours is not permitted.

Use of Municipal Resources for Election Purposes

The Council adopted the *Use of Municipal Resources for Election Purposes Policy* at their regular council meeting on April 17, 2018. This policy establishes rules and procedures which prohibit the use of municipal resources during the election campaign period. As campaign contributions may take the form of money, goods or services, any use of municipal resources for election related purposes, by members of Council, candidates, registered third parties or Town staff is not permitted. Candidates should review the *Use of Municipal Resources for Election Purposes Policy* for more information.

6 Third Party Advertising

A framework under the *Municipal Elections Act, 1996* that came into effect as of April 1, 2018 allows for third party advertising.

A third party advertising is an advertisement in any medium that supports, promotes or opposes a candidate or a “yes” or “no” answer to a question on the ballot. Any individual who is a resident of Ontario, a corporation carrying on business in Ontario or a trade union that holds bargaining rights for employees in Ontario is eligible to register as a third party advertiser. Those eligible to register as a third party advertiser must file their registration with the Clerk in accordance with the *BWG Ward 2 By-election Procedures 2020* and are required to file a financial statement.

Groups or businesses that are not corporations cannot register as third party advertisers. **Candidates cannot register as third party advertisers.** Third party advertising is a separate campaign from a candidate’s campaign and must be done independently from a candidate. **A candidate may not direct a third party advertiser.**

Activities that do not involve spending money, such as posting an opinion on social media are not considered to be third party advertising. Advertising about an issue rather than a candidate or a “yes” or “no” answer to a question on the ballot is not considered to be third party advertising.

For more information about third party advertising rules, please see the *MMAH 2018 Guide for Third Party Advertisers* or the *Municipal Elections Act, 1996*.

7 Voting

Internet and telephone voting will commence on November 27, 2020 at 10:00 am and continue through to December 7, 2020 at 8:00 pm.

During the voting period, eligible electors will be able to access a designated internet address and cast their vote. Alternatively, eligible electors may call a designated telephone number to cast their vote by using a cellular or land line, touch-tone telephone but not a rotary dial telephone. Voter Help Centres will provide access to a computer with internet access.

Please review the complete manual of *BWG Ward 2 By-election Procedures 2020* established by the Clerk for further details.

Scrutineers

A candidate may appoint scrutineers to represent them during the election process including attending at the Voter Help Centres. The appointment shall be made using the Appointment of Scrutineer by Candidate [Form EL116(A)]. When entering the Voter Help Centres, scrutineers must sign in and will be asked to provide identification and

their signed Appointment of Scrutineer by Candidate form. The scrutineer will be issued an identification badge which must be returned to the Election Official upon signing out. All scrutineers must take an Oral Oath of Secrecy [Form EL116(B)]. In addition, there will be COVID-19 related protocols in place.

Only the candidate or their appointed scrutineer may be in attendance at a Voter Help Centre at one time.

Scrutineers are prohibited from:

- causing a disturbance in the Voter Help Centres;
- attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate;
- display a candidate's election campaign material in a Voter Help Centre;
- compromising the secrecy of the voting;
- interfering or attempting to interfere with an elector who is marking a ballot;
- obtaining or attempting to obtain, in a Voter Help Centre, any information about how an elector intends to vote or has voted;
- communicating any information obtained at a Voter Help Centre about how an elector intends to vote or has voted;
- attempting to use a cell phone or electronic recording device within the Voter Help Centre; and
- attempting to interfere with an Election Official in the discharge of his/her duties.

Candidates or their scrutineers will also be provided an opportunity to participate during the logic and accuracy testing of the telephone and internet voting system, as well as at the opening and closing of the voting system. Only the candidate or their scrutineer may be permitted at one time during these times.

Candidates or scrutineers wishing to observe the closing of the voting system and the final results must be present at the Administrative Office prior to 8:00 pm to sign in. No one will be admitted after 8:00 pm. Those in attendance must not have any cell phone or communication device with them and must remain at the Administration Office until all the results have been received and posted.

8 Campaign Expenses

At the time of filing, the Clerk will provide the candidate with the following information:

- Estimate of Maximum Campaign Expenses [Form 37(A)] providing the applicable maximum campaign expenses, as of the filing date, that a candidate is permitted to incur in the Ward 2 By-election 2020;
- Estimate of Maximum Amount of Contributions to Candidate's Own Campaign [Form EL38(A)] providing an estimate of the maximum campaign expenses that a

candidate for an office on a Council and his or her spouse is permitted to contribute;

- Estimate of Maximum Amount of Expenses for Parties [Form EL39(A)] providing an estimate of the maximum campaign expenses for holding parties and making other expressions of appreciation after the close of voting.

On November 5, 2020, all candidates who filed nominations will receive a certificate of the above applicable maximum amounts based on the number of electors as of October 26, 2020 [Forms EL37(B), 38(B) and 39(B)].

Detailed information regarding campaign finances can be found in the *MMAH 2018 Candidates' Guide for Ontario municipal and school board elections* and the *Municipal Elections Act, 1996*.

Candidates are required to open a separate bank account for campaign expenses. All contributions – including contributions candidates make themselves – must be deposited into the campaign bank account. All expenses must be paid for from the campaign account (with the exception of the nomination fee).

9 Forms for Municipal Candidates

For a list of forms and additional resources for candidates, please see the Town's election website (www.townofbwg.com/election) or contact the Clerk at 905-775-5366 x8683 (VOTE). Town election staff will be happy to assist you in answering any questions you may have concerning the Ward 2 By-election 2020.

10 Contact Us

Visit the Town's election website and chat live with Elections staff during office hours.

Town of Bradford West Gwillimbury
Administration Office
100 Dissette Street, Unit 7 & 8
Bradford, ON L3Z 2A7

General Elections Questions

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vote@townofbwg.com

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Clerk/Returning Officer

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Deputy Clerk/Assistant Returning Officer

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