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# TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6 • Telephone: 613-687-5536 / Fax: 613-687-5973  
www.petawawa.ca

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April 27, 2018

## 2018 Municipal Election CANDIDATES' – INTRODUCTORY LETTER

Dear Potential Candidate:

On behalf of the Town of Petawawa residents and ratepayers, I thank you for your interest in running for municipal office. With the ever-changing landscape of municipal government, the role of the elected official is critical and may seem daunting at times. I assure you it is a challenge; one which if elected you will find enlightening and rewarding. The *Town of Petawawa Election Policies and Procedures Including Telephone/Internet/Traditional Voting and Candidate Information Package for the 2018 Municipal Election* has been prepared for the purpose of supplying information which may be of assistance to you as you contemplate running for elected office.

The *Municipal Act, 2001* dictates the role of Council (the collective whole) [Section 224], the Head of Council [Section 225], the Municipal Administration [Section 227], the Chief Administrative Officer [Section 229], and the Clerk [Section 228]. The *Municipal Elections Act, 1996* dictates the role of the Returning Officer [Sections 11, 12 & 13]. These *Acts* can be accessed online at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). The interdependence of elected officials, appointed officials, and the general public is intricate, complex and will vary somewhat depending upon the make-up of each individual municipality. The sections of the *Acts* noted above offer a reminder of the legal distinction between the roles.

On April 3, 2017, the Council of the Corporation of the Town of Petawawa adopted By-law 1116/17 authorizing the use of an alternative voting method for the 2018 Municipal Election, that being the Telephone/Internet Voting method. Residents not wishing to vote electronically will be able to cast a paper ballot on Advance Voting Day and on Voting Day. Council chose to implement Telephone/Internet Voting as a method to encourage greater voter participation and to make voting easier, more convenient, and accessible for Petawawa voters.

The *2018 Candidates' guide for Ontario municipal and school board elections*, prepared by the Ministry of Municipal Affairs, offers information on the nomination and election process and can be accessed on the Town's website or [www.mah.gov.on.ca](http://www.mah.gov.on.ca); as well, the *Candidate's Guide to Accessible Elections*, prepared by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), offers information regarding equal opportunity to all electors and can be accessed on the Town's website.

In addition, a number of on-line and printed resources are available to you. Municipal World ([www.municipalworld.com](http://www.municipalworld.com)), the Association of Municipalities of Ontario ([www.amo.on.ca](http://www.amo.on.ca)), the Government of Ontario ([www.ontario.ca](http://www.ontario.ca)), and Ontario Statutes and Regulations ([www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)) are four (4) valuable references. I encourage you to research these sources for a greater understanding of the role of a municipal councillor, the jurisdiction of municipal government, the relationships between the levels of government and current municipal issues. The Town of Petawawa's own website ([www.petawawa.ca](http://www.petawawa.ca)) will provide a wealth of information about our own community. Fellow candidates, current and past elected officials in this and other municipalities may also offer some insight and guidance.

Filing your Nomination paper is the first step toward a seat at the Council table. You are not permitted to campaign or raise funds for your campaign prior to filing your nomination papers with the Clerk. The Clerk will be accepting Nomination papers, by appointment, from candidates for the following positions:

<b>Position</b>	<b>Number to be Elected</b>	<b>Method of Election</b>
Mayor	One (1)	General Vote
Councillor	Six (6)	General Vote
Trustee, Renfrew County District School Board	One (1)	General Vote
Trustee, Renfrew County Catholic District School Board	One (1) to be elected for the combined area of the Town of Petawawa, Town of Deep River, Town of Laurentian Hills, and the Township of Head, Clara and Maria	General Vote
Conseiller (ère), Conseil des écoles publiques de l'Est de l'Ontario	1 élu pour le secteur 1 qui comprend les comtés de Lanark et de Renfrew et le canton de South Algonquin	General Vote
Conseiller (ère), Conseil des écoles catholiques du Centre-Est	1 élu pour le secteur 3 qui comprend le comté de Renfrew et le canton de South Algonquin	General Vote

Attached you will find the Nomination Form [Form 1], the Endorsement of Nomination [Form 2] [Form 2 does not apply to nominations for school board trustees], and the Consent to Release Personal Information [Form EL52]. All three (3) documents are required at the time of filing for the positions of Mayor or Councillor. Only Form 1 and Form EL52 are required at the time of

filing for School Board Trustee. In addition, you will be required to provide photo identification and the prescribed filing fee, \$200.00 for Head of Council or \$100.00 for all other positions payable by cash, certified cheque or money order made payable to *The Town of Petawawa*, or by electronic method (debit card). The documents may be signed by you in front of the Returning Officer at the time of filing, or you may choose to have the Declaration signed elsewhere in front of a Commissioner of Oaths and filed by someone you have appointed in writing to be your agent. The agent will be responsible for providing proof of agency, all three (3) documents listed above [or Form 1 and Form EL52 for School Board Trustee], the fee and the candidate's identification (original, photocopy not accepted).

The attached list of important dates for the 2018 Municipal Election provides helpful information about the election process. Please note the deadline for filing nomination papers is **Friday, July 27, 2018 at 2:00 p.m.**, as well as the deadline to withdraw.

On being presented with nomination forms, the Returning Officer will receive those that are deemed to be complete as to form and content, or will return all incomplete forms immediately to the candidate or agent. An unofficial list of nominations received will be made available to the public shortly thereafter; however, certification of nominations and the posting of the certified list of candidates will not take place until 4:00 p.m. on Monday, July 30, 2018.

The campaigning period begins after you have filed your nomination papers with the Returning Officer. Campaign expenses shall not exceed the maximum established by the *Municipal Elections Act* and is calculated as follows:

- Head of Council: \$7,500.00 plus \$0.85 per elector (13,375 electors in 2014)
- Councillor: \$5,000.00 plus \$0.85 per elector (13,375 electors in 2014)

Upon filing, the Clerk shall give the candidate, or the agent filing the nomination for the candidate, a Preliminary Certificate of Maximum Expense Limit, using the above calculation. These amounts shall be confirmed by the Returning Officer, on Tuesday, September 25, 2018, using the 2018 voters' list as of September 15, 2018, and a Certificate of Maximum Campaign Spending Limits will be provided to each candidate.

A detailed record of all revenues and expenditures must be kept by the candidate throughout the campaign period. Please note: a campaign bank account is required of candidates if you accept any contributions of money or incur any expenses (your nomination filing fee is not considered an expense). To aid in your understanding of the financial reporting requirements, we have enclosed a blank Financial Statement (Form 4). Detailed records, including receipts are to be kept by the candidate regardless of your success in the election. The Form 4 is a record of your campaign expenses experienced from the date of filing your nomination papers until the close of the campaign period, being December 31, 2018. Your financial statement must be filed with the Clerk's office by **2:00 p.m. on March 29, 2019**. Failure to file your financial statement by this date will result in the candidate forfeiting any office to which he or she was elected; and until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the *Municipal Elections Act* applies [Section 88.23 (2)].

Like campaign expenditures and revenues, advertising shall not commence until after the filing of nomination forms. When arrangements are made for sign placement, please ensure your campaign workers keep a list of locations so they can quickly remove signs after the election. Removal of signage after the election is the responsibility of the candidate (signage shall be removed within seven (7) days after the election – Monday, October 29, 2018). Please refer to By-law 794/12, *a by-law prohibiting or regulating signs and any other advertising devices within the Town of Petawawa*, for further information (an excerpt of this by-law as well as election sign guidelines from the County of Renfrew and the Ministry of Transportation can be found in the *Town of Petawawa Election Policies and Procedures*).

Throughout the election process you will hear and see reference to the position of Returning Officer. The *Municipal Elections Act* directs the Clerk of the municipality to assume the position of Returning Officer for the municipal election. The titles are often used interchangeably; however, the roles and responsibilities are very different.

This package is provided to you for information purposes. Any necessary changes will be provided to registered candidates, posted to the Town's website, referred to as "revised" and dated accordingly. As well, reference should always be made to the relevant legislation and regulations.

Yours truly,



Daniel J. Scissons, BA, AMCT  
Chief Administrative Officer/Clerk  
Returning Officer

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Att.

- *Town of Petawawa Election Policies and Procedures Including Telephone/Internet/Traditional Voting and Candidate Information Package for the 2018 Municipal Election*
- *Form 1 – Nomination Paper*
- *Form 2 – Endorsement of Nomination*
- *Form EL52 – Consent to Release Personal Information*
- *Form 4 – Financial Statement*
- *2018 Municipal Election – Dates to Remember*