



# Township of Black River-Matheson

2024 Municipal By-Election

## Nomination Package

Approved by  
Clerk/Returning Officer  
Township of Black River-Matheson  
This 9<sup>th</sup> day of May, 2024

*Cassandra Cull*



# INTRODUCTION

Holding office as an elected official in a municipal government can be rewarding as well as very challenging. It requires a real commitment of time over a period of four (4) years.

The *Municipal Elections Act* sets out in detail the requirements to be met by candidates for office. This document is only a summarized version of the nomination requirements for your convenience. It is in no way to be construed as legal advice and/or a replacement for the legislation itself. This document is only a guide to certain portions of the legislation that have general relevance and does not recite all parts of the legislation.

Before you file your nomination papers, we strongly urge you to obtain your own updated copy of the *Municipal Elections Act* which can be downloaded from the Ministry's website at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) or purchased from the Ontario Government Bookstore. Additionally, a copy is located at the Township Office that you can review on site.

Once your nomination paper is filed with the Clerk you will be given a Candidates Package that will provide information and forms that you will need during the Campaign period and thereafter.

Any questions should be directed to:

Cassandra Child AOMC, Dipl.M.A. Clerk/Returning Officer  
Township of Black River-Matheson,  
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# GENERAL INFORMATION

<b>NOMINATION PERIOD</b>	JUNE 1, 2024 TO JUNE 28, 2024
<b>NOMINATION DAY</b>	JUNE 28, 2024 (9:00 a.m. to 2:00 p.m.)
<b>ELECTION DAY</b>	AUGUST 12, 2024 (10:00 a.m. to 8:00 p.m.)
<b>ADVANCE VOTING DAY</b>	AUGUST 1, 2024 TO AUGUST 11, 2024

## Offices for which persons may be nominated for

### Black River-Matheson 2024 By-Elections

<b>Mayor</b>	<b>One to be elected at large by the electors of the Township of Black River-Matheson</b>
<b>Councillor Ward 1</b>	<b>One to be elected by ward vote by the electors of ward 1 of the Township of Black River-Matheson</b>
<b>Councillor Ward 2</b>	<b>One to be elected by ward vote by the electors of ward 2 of the Township of Black River-Matheson</b>
<b>Councillor Ward 3</b>	<b>One to be elected by ward vote by the electors of ward 3 of the Township of Black River-Matheson</b>
<b>Councillor Ward 4</b>	<b>One to be elected by ward vote by the electors of ward 4 of the Township of Black River-Matheson</b>
<b>Councillor Ward 5</b>	<b>One to be elected by ward vote by the electors of ward 5 of the Township of Black River-Matheson</b>
<b>Councillor Ward 6</b>	<b>One to be elected by ward vote by the electors of ward 6 of the Township of Black River-Matheson</b>



## **Who can be a candidate? (Section 17 of the Municipal Elections Act, 1996)**

### *Municipal Council*

- A person who is qualified to be a voter in the Township of Black River-Matheson for the 2024 Municipal By-Election is also eligible to be a candidate for office. That means, on the day that you submit your Nomination Form, you must be qualified to hold that office. Candidates for the offices of Mayor or Councillor must meet the same criteria as eligible voters or electors. You must be:
  - A resident of the Township of Black River- Matheson, or an owner or tenant of land in the Township of Black River- Matheson, or the spouse or same sex partner of such an owner or tenant;
  - A Canadian citizen;
  - At least 18 years old;
  - Not prohibited from voting by law



## What are the roles and responsibilities of these offices? (Section 224 & Section 225)

The **Mayor** is responsible to provide leadership and act as a spokesperson to the public. He or she is also responsible to advocate the needs of the Township with other levels of government. For a more detailed role of the Head of Council refer to *section 225 of the Municipal Act, 2001*.

**Council** is made up of one (1) Mayor and six (6) Councillors. The Township of Black River-Matheson has a ward system with six (6) wards one councillor to be elected per ward.

The role of Council is defined by Section 224 of the *Municipal Act*.

- (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; and
- (f) to carry out the duties of council under this or any other Act. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99.

## What is the time commitment if I am elected?

The time commitment varies from individual to individual and can depend upon the elected individual's employment circumstances. A Mayor/Councillor can expect to devote time for a minimum of two meetings per month along with various duties as appointed by Council. This would include in getting prepared for the meeting(s), (reading reports, materials etc.) and becoming knowledgeable about municipal procedure/by-laws and policy governance.



## **How do I file my Nomination Papers?**

On any day preceding Nomination Day, a nomination paper (form 1 attached) may be filed at the Office of the Clerk between 8:30 a.m. and 4:30 p.m., Monday to Friday.

On Nomination Day (June 28, 2024), a nomination paper may be filed between 9:00 a.m. and 2:00 p.m. Persons who propose to be candidates in the By-Election must submit their nomination paper to the Office of the Clerk prior to accepting or soliciting funds for their campaign.

Either the candidate or his/her agent must file the nomination paper in person. Faxed/email nominations **WILL NOT** be accepted as an original signature is required on all election documents filed with the Clerk.

All registered candidates are required to pay a filing fee of either \$200.00 for Mayor or \$100.00 for Councillor. The fee shall be paid by cash, debit card, credit card (Visa/Mastercard) certified cheque or money order payable to the municipality. Proof of identification will be required (ie. Driver's licence, health card, passport, etc.).

The election campaign period for candidates begins the day the nomination paper is filed and ends on September 26, 2024. A candidate cannot accept campaign contributions before he/she has filed a nomination paper.

## **Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)**

Once the nomination form is filed with the Clerk, the candidate may sign the consent to release personal information authorizing the Clerk to release personal information to the public and media.

## **Unofficial List of Candidates**

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an "Unofficial List of Candidates" which is to be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial". The Clerk must obtain authorization from the candidate to post their personal information, such as their addresses. The list is indicated as "unofficial" until the nominations have been certified.



## **Nomination Day – June 28, 2024** *(section 65 (4) of the Municipal Elections Act, 1996)*

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as during the nomination period.

## **Certification of Nomination Papers** *(section 35 (1) of the Municipal Elections Act, 1996)*

On or before Tuesday, July 2, 2024, at 4:00 p.m. the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall certify the nomination.

## **Rejection of Nomination Paper** *(section 35 (3) of the Municipal Elections Act, 1996)*

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” shall be sent, by Registered Mail, as soon as possible, to the person who sought to be nominated; and all candidates for the office.

## **Withdrawal of Nominations** *(section 36 of the Municipal Elections Act, 1996)*

Candidates may withdraw their Nomination by filing in person a written withdrawal on “Withdrawal of Nomination” with the Clerk before 2:00 pm on Nomination Day, Friday, June 28, 2024, if the person was nominated on or before Nomination Day. Any withdrawals sent by email, mail or fax are not permitted as it must be filed in the Clerk’s Office.

The withdrawal shall be noted on the “Unofficial List of Candidates.”



## **Duties and Powers of the Clerk** (*section 11 & 12 of the Municipal Elections Act, 1996*)

The Clerk is responsible for conducting the election, including responsibility for:

- (a) preparing for the election;
- (b) preparing for and conducting a recount in the election;
- (c) maintaining peace and order in connection with the election; and
- (d) in a regular election, preparing and submitting the accessibility report.

The Clerk may provide for any matter or procedure that:

- (a) is not otherwise provided for in an Act or regulation; and
- (b) in the Clerk's opinion, is necessary or desirable for conducting the election.

## **Procedures and Forms**

*Section 42 (4) 2 of the Municipal Elections Act* states that the procedures and forms, established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

## **Unforeseen Cases**

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk.

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