



Candidate's Guide

2022 Municipal Election



Town of / Ville de Penetanguishene

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Important Dates

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| Monday May 2, 2022 | Nomination Period Begins |
| Friday August 19, 2022 | Nomination Day Nominations accepted from 9:00a.m. to 2:00p.m. Deadline to withdraw nomination prior to 2:00p.m. Acclamations after 4:00p.m. |
| Monday August 25, 2022 | Certification of Nomination Forms Clerk to certify or reject nominations forms before 4:00p.m. List of Candidates to be posted |
| Monday August 29, 2022 | Election and campaign signs can be erected As per municipal by-law 2014-01 |
| Thursday September 15, 2022 | Revision period for voter's list September 15 to 25, 2022 |
| Tuesday October 11, 2022 | Online and telephone voting begins Continues to October 24, 2022 |
| Monday October 24, 2022 | Voting Day 10:00a.m. to 8:00p.m. |



Elected Offices

This guide has been prepared for the purpose of supplying information, which will be of assistance to persons intending to stand for elected office.

It is most important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. **Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified and not disqualified by law to seek elected office.**

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. Candidates for the position of representative on the French language section of a School Board should contact the Clerk of the municipality responsible for the election of persons to that office.

At this election, members will be elected for the period commencing November 15, 2022, and ending November 14, 2026, for the following offices:

MAYOR – One (1) to be elected (at large)

DEPUTY MAYOR – One (1) to be elected (at large)

COUNCILLOR – Five (5) to be elected (at large)

SCHOOL TRUSTEES

- English Language Public School District #17
 - Also known as the Simcoe Muskoka District School Board
 - One (1) to be elected
- French Language Public School District #58
 - Also known as Conseil scolaire Viamonde
 - One (1) to be elected
- English Language Separate School District #44
 - Also known as the Simcoe Muskoka Catholic District School Board
 - One (1) to be elected
- French Language Separate School District #64
 - Also known as Conseil scolaire catholique mon avenir
 - One (1) to be elected
- Protestant Separate School Board of the Town of Penetanguishene
 - Seven (7) to be elected



Council and Committee Meetings

Council/Committee of the Whole meets on the 2nd Wednesday of each month commencing at 7:00 p.m. Special Council sessions are called as required on Wednesdays commencing at 6:00 p.m. or 7:00 p.m.

A copy of the 2022 Meeting Calendar is included in the candidate's package. Any revisions to the schedule will be posted on the Town of Penetanguishene's website.

The details pertaining to the composition, roles and meeting dates can be obtained in the "Procedure Manual for Council/Committee" which is also included in the candidate's package or on-line at www.penetanguishene.ca under the Digital Library.

Nomination Process

Step 1 – Complete the Prescribed Forms

1. Form 1 – Nomination Paper
 - Do not sign the form unless in the presence of the Clerk or Designate
2. Form EL18(A) – Declaration of Qualifications
 - Do not sign the form unless in the presence of the Clerk or Designate
 - Ensure any required documents are attached
3. Access to Candidate Contact Information Form

Step 2 – Filing for Nomination

Attend the Townhall, 10 Robert Street West, Penetanguishene during the operating hours of 8:30 a.m. to 4:30 p.m., Monday to Friday (excluding statutory holidays) during the nomination period of Monday May 2, 2022 to Thursday August 17, 2022 and Friday August 18, 2022 from 9:00 a.m. to 2:00 p.m. with the following documents:

- o Form 1 – Nomination Paper
- o Form EL18(A) – Declaration of Qualifications and any required documentation required
- o Access to Candidate Contact Information Form
- o Photo ID with signature
- o Prescribed filing fee of \$100 (\$200.00 for candidates filing for the office of the Mayor) in the form of cash, debit, money order or certified cheque payable to the Town of Penetanguishene.

*Forms are not accepted by fax or email.

Step 3 – Acknowledgement of Filing for Nomination

Upon verification of the required documentation noted above, the Clerk or Designate will acknowledge** receipt of the Nomination documents.



Certification of Nomination by Clerk

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

- All nominations filed on or before nomination day shall be examined before 4:00 p.m. on the Monday following Nomination Day (August 25, 2022)
- If satisfied that a person is qualified to be nominated and that the nomination complies with the Act (Municipal Elections Act, 1996), 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 Act (Municipal Elections Act, 1996), 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.

Compliance Audit Committee

The Compliance Audit Committee is comprised of appointed members of the community. For the 2022 Municipal Election, the Town of Penetanguishene will be participating in the Joint Compliance Audit Committee with the County of Simcoe.

An elector may apply to the Clerk of the municipality or the secretary of a local Board for a compliance audit of the campaign of any candidate within ninety [90] days of the filing of the financial reports of the candidate.

The Clerk of the municipality or the Secretary of a local Board shall place the matter before the Compliance Audit Committee and a decision must be made whether to grant the audit within thirty [30] days.

Election Signs

The location, size and type of election signs permitted during the election period are regulated by municipal by-law 2014-01. A copy of said By-law is included in the Candidates Package or on-line at www.penetanguishene.ca.



Canvassing in/at Voting Places

The Clerk is the lessee of the premises used as a voting place. As the lessee of such premises, the Clerk does not permit electioneering of any nature in or on the premises used as a voting place on Voting Day. The premise is deemed to include the entire building and the property on which it is located. In the case of electronic voting, a municipally designated Help Centre is deemed to be a voting place.

Section 48(2) of the Municipal Elections Act, 1996 provides as follows:

"No person shall display a candidate's election campaign material or literature in a voting place"

Section 48(3) of the Municipal Elections Act, 1996 provides as follows:

"For the purpose of this section, 'voting place' includes any place in the immediate vicinity of the voting place designated by the Clerk."

Deputy Returning Officers are instructed to remove forthwith from any voting place any material or literature of any nature, which may be deposited therein.

Accessibility

The Clerk will be diligent in conducting an election that will have regard to the needs of electors and candidates with disabilities. Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Enumeration

The Preliminary List of Electors for the Town of Penetanguishene is prepared by the Municipal Property Assessment Corporation and contains the names and addresses and School support of each person who is listed in the Corporation's data and who meets the qualifications of an elector. The list is sent to every municipality in Ontario on or before July 31st of an election year.

Voting Method

In the 2022 Municipal Election, Penetanguishene voters will cast their ballot using the Internet or Telephone. These methods provide flexibility, which allows for a longer voting period than traditional voting. It is also more convenient, more accessible, and better enables electors to exercise their right to vote. Results will be available sooner than the previous paper ballot voting system, with complete accuracy.



Voting Period

Voters will be able to conveniently cast their ballot between October 11 to 24, 2022 using the Internet or Telephone. A Help Centre will be available where voters can come into Townhall at 10 Robert Street West and cast their vote by using provided computers (with assistance if needed) during normal business hours during the voting period and on Saturday October 15 and 22, 2022 from 12:00pm to 4:00pm. Voting will be open on voting day (October 24, 2022) until 8:00pm. Results will be posted on the town website and social media accounts as soon as they're available.