



**INFORMATION FOR CANDIDATES**

**2010 ELECTIONS**

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## INTRODUCTION

### 1. **Important dates**

Nominations	From January 4, 2010 during normal office hours.
Last day for nominations	September 10, 2010 between <b>9:00 a.m. and 2 p.m.</b>
Last day to withdraw nominations	September 10, 2010 <b>at 2:00 p.m.</b>
Certification or rejection of nominations	No later than September 13, 2010 at 4:00 p.m.
Voters' list	On or before September 1, 2010.
Revision period for voters' list	From September 7 to October 25, 2010.
Poll	From Wednesday October 20, 2010 at 9:00 a.m. to Monday October 25, 2010 at 8:00 p.m.

### 2. **Offices open to candidates**

#### Corporation of the Town Hawkesbury

Mayor – one person elected by all voters of the municipality.

Councillors – six persons elected by all voters of the municipality.

#### Ontario Public School Board

One office elected by voters of the following municipalities: Township of Alfred and Plantagenet, Township of Champlain, Township of East Hawkesbury and Town of Hawkesbury. The clerk of the Town of Hawkesbury is responsible for conducting the election.

#### Conseil scolaire de district catholique de l'Est ontarien

One office elected by voters of the Town of Hawkesbury.

Catholic District School Board of Eastern Ontario

One office elected by voters of the following municipalities: Township of Alfred and Plantagenet, Township of Champlain, Township of East Hawkesbury, Town of Hawkesbury, City of Clarence-Rockland, La Nation Municipality, Township of Russell and Village of Casselman. The clerk of the Township of Russell is responsible for conducting the election.

Upper Canada District School Board

One office elected by voters of the following municipalities: Township of Alfred and Plantagenet, Township of Champlain, Township of East Hawkesbury, Town of Hawkesbury, City of Clarence-Rockland, La Nation Municipality, Township of Russell and Village of Casselman. The clerk of the City of Clarence-Rockland is responsible for conducting the election.

## **ELIGIBILITY - CANDIDATE**

### **1. Council member**

It is the responsibility of the person who wishes to seek an office on the municipal council or school board to ensure she or he meets the requirements of *the Municipal Act, 2001*, the *Education Act*, and the *Municipal Elections Act, 1996*. A copy of the document called "Candidates" prepared by the Ministry of Municipal Affairs and Housing is attached hereinafter. It is also possible to obtain the above-mentioned laws and regulations on E-laws Ontario website at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

### **2. Nomination**

The nomination paper hereinafter attached must be filed with the clerk or his/her assistant duly appointed for that purpose during normal office hours, from 8:30 a.m. to 4:30 p.m. until June 11, 2010 and from 8:00 a.m. to 4:00 p.m. starting June 14 2010 until September 9, 2010. The Town Hall is closed between noon and 1:00 p.m. The Clerk's office is located at door F. Please note that on September 10, 2010 nominations may be filed only between **9:00 a.m. and 2 p.m.** without interruption.

A proof of identification must be presented with the nomination form.

### **3. Last day of nomination – September 10, 2010**

At 2:00 p.m. on September 10, 2010, the clerk and/or his/her assistant shall take all nomination forms from the candidates who are waiting. They will ensure that nobody is waiting anywhere else in the Town Hall. The time used will be from the "Worldclock" on the website [www.timeanddate.com](http://www.timeanddate.com) for the Ottawa region. **Nomination forms filed after 2:00 p.m. on September 10, 2010 will not be accepted.** Candidates present will not be authorized to leave until the clerk or his/her assistant has studied their nomination forms and the filing fees received. It is the responsibility of candidates to ensure that their nomination forms are duly completed and signed and that they have the required filing fee and proof of identification. The analysis of nomination forms will be in the order of receipt. No information on the offices sought, nor nominations received will be given to those present for as long as nomination forms are pending. The website of the Town will subsequently be updated.

4. **Withdrawal of a nomination**

The withdrawal of a nomination must be made in person by the candidate.

5. **Certification or rejection of nomination forms**

The clerk will verify the nomination forms no later than 4:00 p.m. on September 13, 2010. If satisfied that a candidate is qualified to be nominated and that the nomination form complies with this Act, he/she will certify the declaration by signing it.

If not satisfied that the candidate is qualified to be nominated or that the nomination form does not comply with this Act, he/she shall deny the nomination and notify the person concerned and all other candidates for that office.

6. **Information**

The clerk or his/her assistant is not responsible for interpreting any laws and regulations for candidates. It is the responsibility of each candidate to obtain any advice from a qualified professional to ensure that he or she meets the conditions and requirements of all applicable laws and regulations.

## FINANCING OF ELECTIONS

### 1. Contributions and expenses

The *Municipal Election Act, 1996* imposes limits on expenses that may be incurred by candidates and the contributions they receive. Attached is a copy of the document called "Election Finances" prepared by the Ministry of Municipal Affairs and Housing.

### 2. Campaign spending limit

For the 2010 elections, the preliminary estimated spending limit is calculated on the number of voters at the 2006 Municipal Elections, being 8150 voters.

Mayor	\$ 7 500.00	Councillor	\$ 5 000.00
\$0.85/voter	\$ 6 927.50	\$0.85/voter	\$ 6 927.50
<b>Total</b>	<b>\$14 427.50</b>	<b>Total</b>	<b>\$11 927.50</b>

The final spending limit will be provided to each candidate within ten days after the close of nominations, no later than September 20, 2010.

### 3. Financial Statement

Each candidate must file a financial statement no matter if elected or not or if he/she has withdrawn his/her nomination on Form 4 attached hereinafter. The financial statement must be deposited before 2:00 p.m. on March 25, 2011. The financial statement is a public document and will be posted on the municipality's website on reception.

### 4. Compliance audit committee

New requirements have been adopted by the province. Every council and school board must appoint a compliance audit committee for the financial statements of candidates. This committee has the power to nominate an auditor if it feels required. Please consult page 15 of the document called "Election Finances" for more information on that subject.

## **ELECTION SIGNS**

### **1. Municipal by-law**

By-law N° 22-2010 was adopted by the municipal council on April 26, 2010. This by-law imposes conditions on the installation of election signs. Among other things, they can not be installed before the close of nominations, being before 2:00 p.m. on September 10, 2010. Fines may be imposed to candidates not complying with this regulation. A copy is attached.

## **APPENDIX**

The documents and forms attached and further information may be obtained on the website of the Ministry of Municipal Affairs and Housing at [www.mah.gov.on.ca](http://www.mah.gov.on.ca), section "Local Government", "Municipal Elections".

Document called "Candidates" (pages 1 to 6)

Form 1 – Nomination paper (1 page)

Document called "Election Finances" (pages 1 to 16)

Form 4 – Financial Statement – Auditor's Report (pages 1 to 8)

[Municipal By-law N° 22-2010](#) (6 pages)