

MUNICIPAL ACT, 2001

PART VI - PRACTICES AND PROCEDURES

Municipal Organization and Administration

ROLE OF COUNCIL

It is the role of council:

- (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

ROLE OF HEAD OF COUNCIL

It is the role of the head of council:

- (a) To act as chief executive officer of the municipality;
- (b) To preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) To provide leadership to the council;
- (c.1) Without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- (d) To represent the municipality at official functions; and
- (e) To carry out the duties of the head of council under this or any other Act. 2001, c. 25, s. 225; 2006, c. 32, Sched. A, s. 100

CANDIDATE DUTIES

Every candidate must:

- Open a separate account at a financial institution **exclusively** for campaign purposes in the name of the candidate's election campaign;
- Deposit **all** contributions intact into the campaign account, including contributions made by the candidate and his or her spouse;
- Pay **all** campaign related expenditures from the campaign account (an exception to this rule is that the nomination filing fee will not be paid from the account, since the account cannot be used until after being nominated);
- Value and record contribution of goods and services;
- Issue receipts for all contributions received and obtain all receipts for all expenses incurred;
- Maintain records of:
 - the receipts issued for every contribution including the acceptance date of the contribution and issuance date of the receipt;
 - the value of every contribution whether a contribution is in the form of money, goods or services;
 - the contributor's name and address;
 - all expenses, including the receipts obtained for each expense;
 - any claim for payment of an expense that the candidate disputes or refuses to pay;
 - the funds raised and expenses incurred from each separate fund-raising activity;
 - the monies received at fund-raising functions by donations of \$10 or less; and
 - any campaign account loan
- Give proper direction to persons authorized to incur expenses and accept contributions on behalf of the candidate;
- Return any improper contributions to the contributor or, if not possible, turn over the contribution to the clerk;
- Pay all anonymous contributions to the clerk;
- File a financial statement.
- Report the surplus (deficit) of the campaign period and any contributions refunded from the surplus to the candidate or the spouse of the candidate;
- List contributors, by name, address and amount of contribution, if the contribution totals more than \$100; and
- Maintain all election finance records for the term being sought and until the new council is organized following the next election

NOTE: Receipt forms are valuable documents and should be stored in a secure place. Receipts must be signed by the candidate or his or her designate. It is a good practice to have a receipt that is a multi-part form, one for the contributor and one or more for the candidate's records. Receipts should be sequentially numbered.



NOMINATION PAPER FILING REQUIREMENTS Candidate Checklist

- The nomination filing fee*
 \$200 for the Mayor
 \$100 for all other offices
Payable by cash, debit, certified cheque/money order or e-transfer.

Submit the filing fee and the following completed forms to the Municipal Office:

- Nomination Paper – Form 1**
- Endorsement of Nomination – Form 2 (minimum 25 endorsements)
- Freedom of Information Release (Form EL52)
- All candidates must provide photo identification and proof of Canadian citizenship (A photocopy will be kept)
- Ensure that the name on the form is the exact name you want to appear on the ballot.
- Ensure that your name is on the Voter's List. You must be on the Voter's List in order for your Nomination Form to be certified.
- The nominee or their agent will be asked to initial the date and time that the Nomination Paper is received and completed.

** The fee is refundable if you file your financial statement and auditor's report on or before 2:00 pm on March 30, 2027.*

*** Nomination Paper – Form 1 is not accepted by fax or email, and Nomination Paper – Form 1 is available to the public for viewing after they have been filed.*