



**PORT COLBORNE**  
**VOTES** 2022

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CITY OF PORT  
COLBORNE  
2022 CANDIDATE'S  
GUIDE

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# OVERVIEW

The City of Port Colborne's Clerks division prepared this guide to assist persons seeking election or re-election for Municipal Council or School Board Trustee in the upcoming municipal election on October 24, 2022. This guide includes information on procedures regarding nominations for office, legislative requirements, and qualification requirements for electors.

Additional information regarding anything in this Candidates' Guide may be found in the Ministry of Municipal Affairs' Candidates' Guide, which is available online at: <https://www.ontario.ca/page/ministry-municipal-affairs-housing>

## Disclaimer

**The information in this package is general in nature and candidates should refer to the *Municipal Elections Act, 1996 (the Act)* for specific provisions and additional information.**

A copy of the *Act* is available from Publications Ontario or online at: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

# Contacts and Resources

## **City of Port Colborne**

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#### **Acting City Clerk**

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## **Ministry of Municipal Affairs**

### **And Housing Municipal Services Office**

777 Bay Street, 2<sup>nd</sup> Floor, Toronto, Ontario M5G 2E5

416-585-6226

1-800-668-0230

[Ministry of Municipal Affairs and Housing | Ontario.ca](http://www.municipalaffairsandhousing.on.ca)

Candidates are also encouraged to visit the City's website [www.portcolborne.ca/election](http://www.portcolborne.ca/election) or email [election@portcolborne.ca](mailto:election@portcolborne.ca) for general inquiries relating to the 2022 election. The City's website will be updated with new information as it becomes available. Candidates may also visit City Hall during business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.).

For regular updates regarding the City of Port Colborne, please subscribe on the website at <https://subscribe.portcolborne.ca/subscribe>.

# Important Dates

May 2 – August 19, 2022	<b>Nomination Period:</b> Nomination papers may be filed with the City Clerk within this period at City Hall during business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.).
May 2 – October 21, 2022	<b>Third Party Registration:</b> Individuals, corporations, and trade unions must register as third party advertisers with the City Clerk of the municipality in which they wish to advertise. Registrations may be filed within this period at City Hall during business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.).
August 19, 2022	<b>Nomination Day:</b> This is the last day for candidates to file or withdraw a nomination with the City Clerk at City Hall by 2:00 p.m.
August 22, 2022	<b>Certification of Nomination Papers:</b> Certification of nomination papers will be completed by 4:00 p.m.
August 25, 2022	<b>Acclamation:</b> Declaration of candidates elected by acclamation provided after 4:00 p.m.
September 1, 2022	<b>Voters' List:</b> The voters' list will be available for election purposes only.
September 1 – October 24, 2022	<b>Revision – Application to Add, Remove or Amend Elector:</b> An individual may make an application in writing to the City Clerk to add, remove, or amend their or another elector's information on the voters' list by submitting an application to the City Clerk. Approval of applications may be subject to a hearing.
September 26, 2022	<b>Certificate of Maximum Campaign Spending Limits:</b> The City Clerk will issue a certificate of maximum campaign spending limits to all certified candidates.
October 1, 12, 14, 2022	<b>Advance Polls:</b> Voting stations will be open on each day. Time and locations will be available on the City's website.

October 24, 2022	<p><b>Election Day:</b> Voting locations are open from 10:00 a.m. to 8:00 p.m. except for specific locations such as nursing homes and retirement homes (which will have reduced voting hours).</p>
October 25, 2022	<p><b>Voting Results:</b> The City Clerk will announce official voting results as soon as possible following Voting Day.</p>
November 15, 2022 – November 14, 2026	<p>New Term of Office Commences November 15<sup>th</sup>, 2022 and ends November 14, 2026</p>
November 22, 2022	<p><b>Inaugural Meeting:</b> First Council Meeting of the new term.</p>
January 3, 2023	<p><b>End of Campaign Period:</b> Campaign period ends for candidates and registered third parties. Candidates may extend their campaign period by submitting an application during regular business hours* to the City Clerk before 4:30 p.m. at City Hall.</p> <p>*Please note that City Hall closes at 4:30 p.m. on Friday, December 23, 2022 until Wednesday, January 3, 2023 at 8:30 a.m.</p>
March 31, 2023	<p><b>Deadline for Submitting Financial Statements:</b> Candidates must submit a final financial statement by 2:00 p.m. at City Hall during business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.), regardless if the campaign period was extended. Candidates may apply for an extension with the Superior Court of Justice no later than March 31, 2023.</p>

# RUNNING FOR OFFICE

**The *Municipal Elections Act, 1996 (MEA)* covers administration of the election process, including but not limited to:**

- Election of individuals
- Referendums or questions on the ballot
- Roles and responsibilities of the municipal clerk, municipal Council, school board, school board secretary, candidates, electors
- Rules relating to voting, voter, and candidate eligibility
- Method of voting
- Campaign and campaign finance rules (i.e. Third Party Advertisers)
- Compliance, enforcement, and penalties

The Ministry of Municipal Affairs and Housing strives for continual improvement of the *Municipal Elections Act*. The following are some important regulations that are in full effect for the election in 2022. These have been provided for your convenience, but all Candidates should be sure to familiarize themselves with the entire *MEA and the Ministry's Candidates Guide*.

## Positions up for Election

The following positions will be elected to a four-year term commencing November 15, 2022 and ending November 14, 2026.

### **Municipal Office:**

- One Mayor (and, by virtue of office, member of Council of the Regional Municipality of Niagara)
- One Regional Councillor, to be elected to represent the City of Port Colborne at the Niagara Region
- Eight Councillors (two to be elected in each of the four wards)

### **School Board Trustees:**

- One Trustee, to be elected for the combined area of Port Colborne and Fort Erie to represent the English Language Public District School Board
- One Trustee, to be elected for the combined area of Port Colborne, Fort Erie, and Wainfleet to represent the English Language Catholic District School Board
- One Trustee, to be elected for the combined area of Port Colborne, Fort Erie, Niagara Falls, Pelham, Niagara on the Lake, Thorold, Welland, St. Catharines, and Wainfleet to represent Conseil Scolaire Viamonde.
- One Trustee, to be elected for the combined area of Fort Erie, Niagara Falls, Niagara on the Lake, Port Colborne, Wainfleet, Pelham, St. Catharines, Thorold, and Welland to represent Conseil Scolaire Catholique MonAvenir.



## Who is Eligible?

**To run for Mayor, Regional Councillor, Councillor, and Trustee a candidate must:**

- Be a Canadian Citizen on Election Day
- Be 18 years of age on Election Day
- Be a resident or spouse of a resident of Port Colborne, a non-resident owner of property, a tenant of land in Port Colborne
- Not be disqualified by any legislation from holding municipal office
- Provide 25 signatures from eligible voters endorsing the nomination

## Who is Ineligible?

**The following persons are disqualified from holding office:**

- An employee of the municipality, unless a leave of absence has been granted
- A judge of any court, a member of the Legislative Assembly, the Senate, or the House of Commons
- A Crown employee within the meaning of the *Public Service Act* who is a Deputy Minister or who is in a position or classification designated in the regulations made under that Act
- An inmate of a penal or correction institute
- One who is not a resident, owner, or tenant in the municipality
- One who is prohibited from voting in an election according to the *Municipal Elections Act, Municipal Act, or Education Act*
- One who has violated financial requirements for filing financial information

Despite the above disqualifications, Members of Parliament (MP), Senators, and Members of Provincial Parliament (MPP) may be nominated for municipal office without having to resign their current seat in parliament. However, by 2:00 p.m. on August 19, 2022 (Nomination Day) MPs, MPPs, and Senators will be required to resign their current seat to seek municipal office.

## NOMINATIONS

Prospective candidates in the 2022 Municipal Elections must first be nominated to raise campaign funds or incur expenses. Nomination papers (Form 1) and endorsement papers (Form 2) must be filed with the City Clerk at City Hall during business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.) between May 2 and August 19, 2022 at 2:00 p.m. An individual can only run for one office at a time.

Filing fees are \$100 for Councillors, Regional Councillors, and Trustees or \$200 for Mayor. Filing fees can be paid by cash, debit, certified cheque, or money order. Nomination forms must be filed in person or by an agent of the candidate. **If an agent is filling out the nomination papers on behalf of a candidate, the candidate's declaration of qualification must be commissioned by a Commissioner of Oaths prior to the agent filing the forms with the City.**

Under the *Municipal Elections Act*, the City Clerk is required to reject or certify the nominations of candidates on or before 4:00 p.m. on August 22, 2022.

## Nomination Endorsements

Anyone wishing to run for City or Regional Council must now submit the signatures of 25 voters endorsing the nomination (Form 2). Each voter providing a signature must provide a signature declaring eligibility to vote in the City on the day the endorsement was signed. A person who is running for a Ward Councillor office may submit signatures from voters who do not live in that ward.

If a candidate files a nomination, then decides to run for a different office on the same Council (such as Councillor, then decides to run for Mayor), new signatures are not required. If a candidate files nomination forms for the lower-tier Council and then decides to run for the upper-tier Council, 25 new signatures are required.

## Withdrawal of Nomination

A candidate who wishes to withdraw their nomination must notify the City Clerk by 2:00 p.m. on August 19, 2022 by completing the Withdrawal of Nomination (Form EL19). Either the candidate or an agent of the candidate must file the withdrawal form in person. Original signatures are required on all election documents filed with the City Clerk.

Upon receiving the Withdrawal of Nomination Form (EL19), the nomination filing fee refund will be processed. The candidate will have to submit a Financial Statement (Form 4) no later than March 31, 2023, covering all financial transactions made up to the time of withdrawal.

## Refund of Filing Fee

A candidate is entitled to a nomination fee **if the candidate files a financial statement and auditor's report, no later than March 31, 2023.**

# CAMPAIGNING

## Campaign Period

The Campaign period begins on the day the clerk receives your nomination. Candidates may continue to campaign following the election until January 3, 2023. Candidates may extend their campaign period beyond January 3, 2023 by submitting an application to the City Clerk before 4:30 p.m. at City Hall.

## Election Signs

The *Municipal Elections Act* does not address where campaign signs may be located or when they may be erected. Sign regulation falls under the jurisdiction of:

- the City of Port Colborne for local roads
- the Regional Municipality of Niagara for regional roads
- the Ministry of Transportation when placed near a provincial highway

Signs cannot be erected or displayed until 45 days prior to Voting Day (September 9, 2022). However, candidates may erect or display a sign at campaign headquarters once the nomination paper and required fee is filed.

### **Be advised that the Election Sign By-law has been updated for the 2022 Municipal Election.**

Some details of the City of Port Colborne's Election Sign By-law #6989/27/22 include:

- no permits are required by the City of Port Colborne for erection of any election sign
- election signs shall not:
  - have flashing lights or rotating parts
  - be illuminated
  - simulate any traffic control device
- election signs (including posters and placards) cannot be placed on the premises or on a vehicle that is parked on any premises of a polling location on voting day (including advance polls)
- no person shall display the City of Port Colborne logo, crest, or seal in whole or in part, on any election sign
- all candidates are responsible for the removal of election signs within three (3) days immediately following 11:59pm of the day of the election
- Only 2 Election Signs per Candidate or Registered Third Party are permitted on private property
- election signs cannot be placed on, or removed from, private property without consent from the property owner
- the City of Port Colborne or any of its municipal servants, employees, or agents will not be responsible for investigating or prosecuting any acts of vandalism to elections signs

- no election sign shall exceed 3.0m<sup>2</sup> (32.3 ft<sup>2</sup>)
- no election signs shall be erected or installed so as to impede or hinder a view of a public highway or railway crossing
- **a Municipal Enforcement Officer may act against any signs or practices which are in violation of this By-law without prior notice.**

**Please refer to the Election Sign By-law #6989/27/22 for further specifics.** This list of details is not intended to be a comprehensive representation of the updated Election Sign By-law. Candidates are responsible for knowledge of, and compliance with, By-law #6989/27/22 in its entirety.

## Voters List

**The Municipality Property Assessment Corporation (MPAC) is legislatively responsible for:**

- collecting occupant information (name, date of birth, citizenship, and school support) for municipal, District Social Services Administration Boards, school board elections
- keeping up-to-date population statistics of every municipality in Ontario

MPAC uses the information to create a voters' list for the City of Port Colborne and all other municipalities. The list contains the names, addresses, and school support of each person who is qualified to vote in the City of Port Colborne.

MPAC will provide municipalities with the preliminary voters' list by July 31<sup>st</sup>, 2022. The voters' list will be used for election purposes only. In efforts to protect personal information, public viewing of the voters' list will be supervised. Posting the voters' list in public places, including electronic media, is prohibited by Ontario Regulation 101/97, issued pursuant to the *Municipal Elections Act*.

**Candidates are encouraged to advise eligible electors who are not on the voters' list to get their name added to the list prior to voting day to avoid line-ups and delays in the voting process. Visit [www.voterlookup.ca](http://www.voterlookup.ca).** The City Clerk will provide a copy of the eligible electors list for a candidate's specific ward (Regional Chair and Mayor candidates will have access to the entire list).

Through September 1, 2022 to the close of voting day (October 24, 2022), a person may:

- add, delete, or correct their own information on the voters' list by completing the Application to Amend Voters' List (Form EL15)
- request that a deceased person's name be removed from the voters' list by completing the Application for Removal of Another's Name from Voters' List (Form EL16). Approval may be subject to a hearing required by the City Clerk.

## Use of Corporate Resources

The use of corporate resources during the campaign period is prohibited. Please refer to the City of Port Colborne's Use of Corporate Resources for election purposes policy for further details.

## Access to Residential Premises

In accordance with the *Municipal Elections Act, 1996*, s. 88.1, "No person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate or his or her representative from campaigning between 9:00 a.m. and 9:00 p.m. at the doors to the apartments, units or houses, as the case may be."

### Rented Premises

In accordance with the *Residential Tenancies Act, 2006*, s. 28, "No landlord shall restrict reasonable access to a residential complex by candidates for election to any office of the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material".

Candidates experiencing difficulty in gaining access to these premises should contact the landlord of the building.

In accordance with the *Municipal Elections Act, 1996*, s. 88.2 (1) "No landlord or person acting on a landlord's behalf may prohibit a tenant from displaying signs in relation to an election on the premises to which the lease relates."

### Condominiums

In accordance with the *Condominium Act, 1988*, s. 118, "No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, or an office of a Municipal Government or school board if access is necessary for the purpose of canvassing or distributing election material."

Candidates experiencing difficulty in gaining access to these premises should contact the property manager of the building or the board of directors of the condominium.

In accordance with the *Municipal Elections Act, 1996*, s. 88.2 (2), "No condominium corporation or any of its agents may prohibit the owner or tenant of a condominium unit from displaying signs in relation to an election on the premises of his or her unit."

# CAMPAIGN FINANCES

- Corporations and trade unions cannot contribute to municipal election campaigns (candidates) for City/Regional Council and school board elections.
- There is a spending limit for post-election parties and expressions of appreciation after voting day.
- A candidate who does not accept any contributions of money, or incur any expenses, is not required to open a bank account.
- If a candidate sells items for \$25 or less to raise campaign funds, the money is considered campaign income rather than a contribution. In this case, the candidate does not have to issue a receipt or make sure that the person buying the item is eligible to make a campaign contribution.
- There is a 30-day grace period for candidates and third party advertisers who miss the deadline to file a financial statement and auditor's report, provided that the candidate or third party advertiser pays a \$500 late filing fee to the municipality.
- If a candidate or third party advertiser files their financial statement before the deadline and then discovers an error, a corrected financial statement and auditor's report can be provided up until the filing deadline.
- It is an offence to give, lend, offer, or promise someone an office or employment to convince a person to run for office, not to run for office, or withdraw from running for office.
- It is an offence to give, lend, offer, or promise someone money or other compensation to induce a person to run for office, not run for office, or withdraw from running for office.

## Campaign Spending Limits

The information in the following two charts has been calculated on April 25, 2022, in accordance with the *Municipal Elections Act, 1996* (s. 88.20) based on the number of electors on September 15, 2018. The final maximum spending limits will be provided to each candidate by September 26, 2022. See the certificates for both the Maximum Campaign Expenses as of Filing Date and the Maximum Contribution to Candidates' Own Campaign as of Filing Date in the Candidates' Package for more information. On or before September 26, 2022, the City Clerk will issue a certificate of Final Maximum Campaign spending limits to all certified candidates.

## Maximum Campaign Expenses as of Filing Date

Office	# of Electors	Max Campaign Spending
Mayor	15,061	\$ 20,301.85
Regional Councillor	15,061	\$ 17,801.85
Ward 1 Councillor	4,119	\$ 8,501.15
Ward 2 Councillor	3,156	\$ 7,682.60
Ward 3 Councillor	4,829	\$ 9,104.65
Ward 4 Councillor	2,957	\$ 7,513.45

## Maximum Contribution to Candidates' Own Campaign as of Filing Date

Office	# of Electors	Max Individual Campaign Spending
Mayor	15,061	\$ 10,512.20
Regional Councillor	15,061	\$ 8,012.20
Ward 1 Councillor	4,119	\$ 5,823.80
Ward 2 Councillor	3,156	\$ 5,631.20
Ward 3 Councillor	4,829	5965.80
Ward 4 Councillor	2,957	5591.40

## What is a Campaign Contribution?

- An amount charged for admission to a fundraising function.
- If goods and services are sold at a fundraising function for more than market value, the difference between the amount paid and market value.
- If goods and services used in a person's election campaign are purchased for less than market value, the difference between the amount paid and market value.
- Any unpaid but guaranteed balance in respect of a loan under section 75 of the *Municipal Elections Act*.

Campaign contributions can only be accepted during the campaign period, which begins on the date the candidate filed their nomination and ends January 3, 2023.

- A candidate must open a separate bank account for their campaign
- Campaign bank accounts are no longer necessary if a candidate does not accept any contributions or incur expenses
- A candidate must ensure receipts are issued for every contribution
- Eligible contributors are individuals who are normally resident in Ontario
- Corporations and trade unions are prohibited from donating to candidates. This rule does not apply to third party advertisers

The following are not considered campaign contributions:

- The value of services paid by voluntary unpaid labour
- An amount of \$25 or less that is donated at a fund-raising function
- The value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act (Canada)*, if:
  - It is provided in accordance with the *Broadcasting Act (Canada)* and the regulations and guidelines made under it; and
  - It is provided equally to all candidates for office on the particular council or local board
- The amount of a loan under section 75 of the *Municipal Elections Act*

## Filing Campaign Expenses

All candidates must report their contributions and expenses by filing the required financial statement with the Clerk. These candidates include:

- Those elected to office
- Those not elected
- Those who withdrew nomination
- Those whose nomination was rejected by the Clerk

The financial statement must be filed by 2:00 p.m. March 31, 2023 with the City Clerk at City Hall during business hours. It is the responsibility of the candidate to file a complete and accurate financial statement on time.

There are two types of financial returns:

1. Financial Statement - Form 4 – to be completed by those candidates whose total contributions and total expenses are each equal to or less than \$10,000.
2. Audited Financial Statement - Form 4 – to be completed by those candidates whose total contributions or total expenses are more than \$10,000.



If a candidate wishes to extend their campaign period to eliminate a deficit, a Notice of Extension of Campaign Period - Form 6 must be filed with the City Clerk by 4:30 p.m. on January 3, 2023. In addition to the first financial statement (March 31, 2023), the candidate must also file a supplementary financial statement by the supplementary filing date (2:00 p.m. September 29<sup>th</sup>, 2023). The supplementary reporting period covers the six-month period following the year of the election. There is only one supplementary campaign period.

The Clerk will advise candidates by registered mail at least 30 days before the filing deadline of all of the filing requirements of section 78(6) of the *Municipal Elections Act*. The Clerk is not required to provide additional notice for each supplementary filing date.

Candidate's financial statements are filed with the Clerk and are public documents. All statements will be posted on the election website. This means that the personal information of all donors who make a contribution of more than \$100 will be posted on the City of Port Colborne website.

A candidate must file a separate financial statement for each office nominated for during the election period.

## Penalties for Non-Compliance

There are four contraventions under section 88.23 (1) of the *Municipal Elections Act* where penalties apply automatically:

- failure to file a document as required under section 88.25 or 88.32 by the relevant date
- if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31 and the candidate fails to pay the amount required by subsection 88.31 (4) to the Clerk by the relevant date
- if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20
- if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by that relevant date

Section 88.23 (2) states the penalties as follows:

- the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant
- until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies

# THIRD PARTY ADVERTISING

The *Municipal Elections Act* regulates the role of third party advertising. A third party advertisement is:

- a message in any medium (billboard, newspaper, radio, social media advertisement, etc.) that supports or opposes a candidate on the election ballot
- an advertisement message in any medium that supports or opposes a Yes/No referendum question on the ballot

It is an offence for any third party advertiser to incur any expense on third party advertising during the restricted election period if they are not registered with the City Clerk where the advertising occurred. Third party advertising does not include advocacy, issue-based advertising, or advertising that does not cost money to post or broadcast, such as comments made on social media.

## Third Party Advertiser Eligibility

Only individuals, corporations, and trade unions can register as third party advertisers and/or make contributions to third party advertisers, as they are not permitted to make contributions to candidates. **Third party advertising must be done independently of candidates, who are not able to direct a third party advertiser.** The following are eligible to file as a third party advertiser:

- An individual who is normally a resident of Ontario
- Corporations that conduct business in Ontario
- Unions who have bargaining rights for employees in Ontario

The following are ineligible to file as a third party advertiser:

- A registered candidate of the municipal election
- A Federal political party, association, or registered candidate
- A Provincial party, association, or registered candidate
- The Crown
- A municipality or local board

## Third Party Advertiser Requirements

- A contribution shall not be made to or accepted by an individual, corporation, or trade union in relation to third party advertisements that appear during an election in a municipality or made to or accepted by an individual acting under his, her, or its direction, unless the individual, corporation, or trade union is a registered third party in relation to the election in the municipality (*MEA, S.88.12(1)*)
- Third party advertisers must sign a declaration of qualification.
- **Registration period: May 2, 2022 – October 21, 2022**

## ON VOTING DAY

### Voter Eligibility

A person is entitled to be an elector at an election held in a local municipality if, on voting day, the elector:

- Resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant
- Is a Canadian citizen
- Is at least 18 years old
- Is not prohibited from voting under subsection (3) of the *Municipal Elections Act* or otherwise by law

The following are prohibited from voting:

- A person who is serving a sentence of imprisonment in a penal or correction institution
- A corporation
- A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44 of the *Municipal Elections Act*
- A person who was convicted of the corrupt practice described in subsection 90 (3) of the *Municipal Elections Act*, if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted

# Voting Methods

The City of Port Colborne will offer the following options to electors for casting their vote the 2022 Municipal Election:

- In-person voting:** In-person voting days are listed above. Electors visit their designated voting place to cast their vote.
- Proxy voting:** Electors who cannot attend in-person voting may appoint a voting proxy. The voting proxy attends an in-person voting day and votes for the elector that appointed the proxy.
- Vote by mail by demand:** Electors may request a Vote by Mail kit to vote in the 2022 Municipal Election. Electors who choose this option will receive a Vote by Mail kit complete with everything they need to cast their vote, including detailed instructions on how to use this new voting method.

## Advanced Voting

The City of Port Colborne will hold three advanced voting dates:

- Saturday October 1, 2022
- Wednesday October 12, 2022
- Friday October 14, 2022

Locations will be announced closer to the dates. Please subscribe to updates on the City's website and refer to the City's election page ([www.portcolborne.ca/election](http://www.portcolborne.ca/election)) for further details on voting locations for election day.

## Proxy Voting

Any person whose name is on the voters' list or who has been added by revision to the voters' list, may appoint another qualified voter to vote on their behalf. A person wishing to appoint a proxy voter must do so on the prescribed form available from the City Clerk's office.

A voting proxy may not act as a proxy for more than one person except when the person voting by proxy is the parent, grandparent, child, grandchild, sibling, or spouse of the voting proxy. A voting proxy may act for one other person or the specified family members, but not both.

The person being appointed as proxy must attend the Office of the City Clerk at City Hall during business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.) to swear or affirm a statutory declaration (identification is required).

Proxy forms will be available after September 1<sup>st</sup>, 2022, up to and including Election Day, October 24<sup>th</sup>, 2022.

## Voting Day

The 2022 Municipal Election will be on October 24, 2022. Candidates should familiarize themselves with all relevant legislation regarding Voting Day from the *Municipal Elections Act, 1996*. The following reminders are provided for your convenience:

- No person is permitted to attempt, directly or indirectly, to influence how electors vote (s. 48 (1)).
- No campaign materials are permitted to be displayed inside of a voting place on Voting Day (s. 48 (2)).
- Candidates and their scrutineers may enter the voting place 15 minutes before it opens but may not delay the opening of the voting place (s. 47 (5)).
- Candidates and their scrutineers may inspect the ballot boxes, ballots, and any other papers or forms relating to the vote.
- Candidates and their scrutineers are permitted to place a seal on the ballot box so that ballots put in the box cannot be removed without breaking the seal (s. 47 (5)).

Candidates and their scrutineers are reminded of s. 49 (2) of the *Act*, which prohibits interfering with the voting process, or attempting to break the mandated secrecy of the voting as prescribed by s. 49 (1).

## Scrutineers

A candidate may appoint scrutineers to represent at the polls during the voting and at the counting of the vote. The appointment of a scrutineer is to be made on the appropriate form which is available at City Hall.

**Prescribed forms appointing scrutineers must be signed and sealed by the Clerk.**

A candidate may appoint one scrutineer for each voting station. Scrutineers must show written appointment to election officials upon request. A candidate who enters the voting place is considered to be a scrutineer. A candidate's scrutineer must leave the voting place during the period of time the candidate is in attendance.

**Scrutineers are entitled to:**

- be present when materials and documents are delivered to the Clerk following advance voting and on voting day
- enter the voting place 15 minutes before it opens to inspect the ballot boxes, ballots, and all other papers, forms and documents relating to the vote (but not so as to delay the timely opening of the voting place)
- place his or her own seal on a ballot transfer box at the conclusion of voting on each day of advance voting
- sign the Deputy Returning Officer's (DRO) statement at the close of the polls

**Scrutineers and Candidates are prohibited from:**

- attempting, directly or indirectly, to interfere with how an elector votes
- attempting to campaign or persuade an elector to vote for a particular candidate
- displaying any of a candidate's campaign materials in a voting place
- compromising the secrecy of voting
- interfering or attempting to interfere with an elector marking a ballot
- obtaining or attempting to obtain, in a voting place, any information about how an elector intends to vote or has voted
- communicating any information obtained at a voting place about how an elector intends to vote or has voted
- handle any of the DRO's supplies, including the poll book serving as an interpreter for a voter

# UPON ELECTION

## Council Meetings

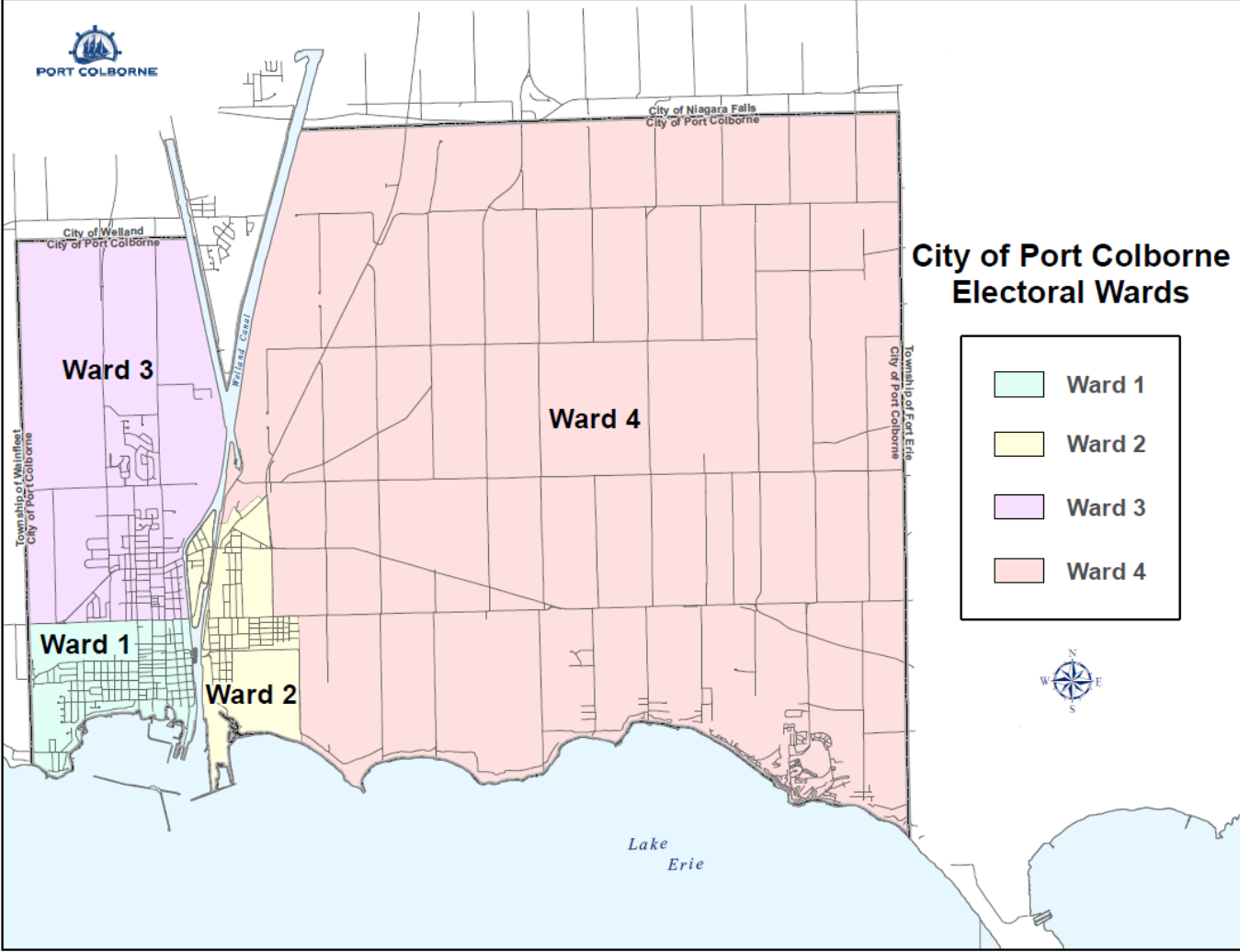
The Mayor and Councillors are expected to attend all Council meetings during their term. Council meetings are scheduled for the second and fourth Tuesday of each month commencing at 6:30 p.m. and are subject to change. The Mayor and Councillors are also expected to attend all meetings of Committees to which they have been assigned.

## Council Orientation

Council Orientation will be held in November and December following the election. Dates and material will be provided to the newly elected Council members.

# ELECTORAL WARD BOUNDARY MAP

The following is a map of the Electoral Wards in the City of Port Colborne:



Please be advised that on Monday, November 8, 2021, the Council of the City of Port Colborne passed By-law 6948/94/21 pursuant to Section 222 of the *Municipal Act, 2001*, with respect to the re-division of ward boundaries. The boundary between ward one and ward three was altered by this by-law.

All candidates should familiarize themselves with the new ward boundaries, but especially those impacted by the boundary change. Individual ward maps will be provided to candidates running in each ward.



