

Kelly Lush

From: AMCTO | The Municipal Experts <broadcasts@amcto.com>
Sent: April-14-22 9:32 AM
To: Kelly Lush
Subject: Municipal Elections Express: Nominations

The nomination period for the upcoming municipal elections begins May 2nd

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April 14, 2022

AMCTO 2022 Municipal Elections Express: Nominations

An AMCTO tradition every municipal election year, election expresses aim to highlight elements of effective elections planning, elections-focused legislative updates and key dates to support you, our members, in the important task of administering elections in your local communities.

Informed by our 2022 Elections Working Group, these monthly expresses will provide a high-level overview of select content within our **2022 Municipal Elections Training program**. To start, be sure to **download a copy of our 2021-2023 municipal elections calendar** and if you haven't done

so already, **register** to access over 100+ documents, sample templates and other resources within our all-new program and virtual elections community.

Nominations

The nomination period for the 2022 municipal elections begins **May 2nd**. Nomination Day specifically, has been moved to the 3rd Friday in August (**August 19th, 2022**) with the timing of receiving nominations remaining 9:00 AM - 2:00 PM ET. **It is important to remember to update your procedures, notices and 'lame duck' bylaw to reflect the August 19th date.**

How to Prepare for Nomination Day

Training your team members is key. Even seasoned election veterans need a refresher to get this first interaction with a candidate right - Nomination Day is your opportunity to make a good first impression with candidates that may be your future council members! A great way to prepare for the day is by practicing – go through the process with a bit of role playing – this will help build confidence and allow you to spot any items that may have been missed in putting together your Nomination Day packages.

Nomination packages should include:

- Nomination forms, prescribed form 1
- Endorsement of nominations, prescribed form 2
- Consent to release personal information
- Samples in the election manual
- Payment of the nomination fee
- Ask each candidate for ID - regardless of if you know them as this is part of ensuring a fair and consistent election process

Changes to Legislation & Certifying Nomination Papers

In addition to the above noted change of date of Nomination Day, **the prescribed forms have been updated** by the Ministry of Municipal Affairs and Housing - be sure to review these and update the prescribed forms you will be using!

Another change to the *Municipal Elections Act* is that electronic filing is now an option for nomination papers. If a clerk decides to allow electronic filing, they must provide for it in their procedures. With this, the Act also provides for exceptions to having original signatures on the nomination forms. However, endorsement signatures must still be originals - you should be comfortable accepting a scan as the candidate retains the original document if filing electronically.

Carefully review papers as soon as possible after filing to **be prepared for certification by 4:00 PM ET on Monday, August 22nd**. This gives you time to carefully review each form and to contact

candidates to correct any errors or omissions to avoid having their nomination rejected. You also need to confirm that a candidate is on the voters list so it is important to consider what date you will be requesting the Preliminary List of Electors from the **Municipal Property Assessment Corporation (MPAC)**.

Reasons to reject a nomination include:

- Candidate refused to provide proper ID
- Candidate does not meet eligibility requirements
- Nomination form is incomplete
- Endorsement of nomination form incomplete - 25 signatures are required if the population is over 4,000 and it is the candidate's responsibility to confirm that these signatures are eligible
- Nomination fee has not been paid
- Financial forms have not been filed in a previous election

It is the clerk's decision to certify or reject a nomination and this decision is final!

If you have not done so already, it is time to review and finalize your checklist for nomination packages. Review the packages you need for the positions in your municipality:

- Mayor or reeve
- Deputy
- Councillor
- School board
- Third-party advertisers

Candidates need to be provided, at a minimum:

- Preliminary certificate of max campaign expenses
- Contribution limits
- Penalty information
- Information about the return of nomination fees

You can review examples of guides and checklists on the **Ministry of Municipal Affairs and Housing website** and within our **AMCTO Elections Training Program**. Within our training program specifically, check out the Module 2 webinar and section 5 of our AMCTO Municipal Elections Training Guide for more in-depth guidance on nominations.

Don't forget that you can connect with members of our Elections Working Group through the program chat forums to review materials, ask questions, and for general support and advice.

Stay tuned for more election expresses to come over the coming months!



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April 14, 2022

In This Issue

- AMO is preparing for elections.
- ROMA Zone meetings – Briefing on Board advocacy priorities.
- AMO Conference registration - early bird available until May 13.
- Sponsorship and exhibitor opportunities for AMO 2022 - Live and in-person.
- Jump-start your digital transformation with an e-signature solution.
- It's time to report your annual energy consumption.
- Canoe vendor spotlight: Bomford Turner, Bush Hog.
- Canoe procurement update webinar.
- Road & Sidewalk Assessment info session.
- Blog: Top Five Inclusive Playground Design Considerations.
- Achieve design excellence in public innovation.
- Careers: Greater Sudbury, New Market and Toronto.

AMO Matters

Check out the new [AMO On Topic Podcast](#) on AMO's 2022 Provincial Election Strategy and preparations for Municipal elections in October and AMO Board elections in August.

ROMA Matters

The Board has scheduled meetings with each of the ROMA Zones to provide a focused briefing on the Board's action plan, the thinking behind the recommendations and the strategies and advocacy to move them forward. [Click here](#) for information on the remaining scheduled meetings.

Eye on Events

The AMO Conference registration is officially open! [Register here](#) before May 13 for your early bird rates. Haven't booked your room yet? [The AMO conference website](#) contains all the hotel information you need. Questions: contact events@amo.on.ca.

AMO 2022 is a premier educational event for Ontario's municipal sector. Become a conference sponsor or exhibitor and make face-to-face communications with over 3000 delegates, promoting your products or services. View unparalleled opportunities to support municipalities [here](#).

As municipalities move from paper to electronic filing, authentication of these files is a critical challenge. On April 27 at 12 pm ET, join AMO's partner, Notarius, and learn how ConsignO Cloud can greatly reduce the signing time of documents and allow anyone to sign legally reliable documents electronically with a phone, a tablet, or a computer. [Register today](#).

LAS

The Ministry of Energy is now accepting annual energy reports under [O. Reg. 507/18](#). Reporting is for energy used in 2020 and due by July 1, 2022. Ministry hosted reporting webinars will be from 11 am - 12 pm on [June 7](#) and [21](#). For questions, email BPSsupport@ontario.ca.

The [Canoe Procurement Group](#) welcomes successful vendors Bomford Turner and Bush Hog to the fold. Both offer a range of equipment to serve your groundskeeping needs. Contact your local retailers to take advantage of special Canoe pricing. [Contact Simon](#) to learn more about these and other vendors.

Join us on April 20 for an update from the [Canoe Procurement Group](#) legal team. Find out how trade agreements and group purchasing go hand in hand and hear about the latest updates to these agreements. [Register here](#).

The [LAS Road & Sidewalk Assessment Service](#) helps your municipality manage some of their most expensive assets. Learn how high-quality data and the right software can help you save money while improving the quality of your road and sidewalk networks. Join us on April 21 at 10 am - [Register here](#).

There are factors to consider when designing an inclusive playground. [Read our latest guest blog](#) to get the five top tips on how to design these outdoor spaces.

Municipal Wire*

The Institute of Public Administration of Canada (IPAC) is delivering a 4-module [virtual training program](#) in partnership with the Danish Design Centre on applying design driven innovation within public institutions.

Careers

[Director of Finance/Chief Financial Officer - City of Greater Sudbury](#). Accountable for the corporation's core finance functions. Applicants may email their resumes to hrrjobs@greatersudbury.ca or fax to 705-688-3979. Deadline: 4:30 pm, April 29.

[IT Security & Risk Officer - Town of New Market](#). Responsible for the design, configuration, deployment, enforcement and maintenance of the Town's technical security infrastructure. [Apply online](#) by May 2 quoting file number 22-78.

[Manager Green Lane Landfill Operations - City of Toronto](#). Responsible for the operation of a major municipal landfill, including all planning, development, construction,

maintenance, monitoring, contract compliance, environmental, and regulatory compliance. [Apply online](#) quoting Job ID 27123, by May 6.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

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April 21, 2022

In This Issue

- Minister's Order issued in response to avian influence in Ontario.
- AMO Conference registration - early bird available until May 13.
- Sponsorship and exhibitor opportunities for AMO 2022 - Live and in-person.
- Jump-start your digital transformation with an e-signature solution.
- It's time to report your annual energy consumption.
- Canoe vendor spotlight: Yokohama and Fountain Tire.
- Road & Sidewalk Assessment info session.
- 2022 is the Year of the Garden.
- Careers: Greater Sudbury and Brampton.

Provincial Matters

To limit the spread of avian influenza (H5N1), a [Minister's Order](#) under the *Animal Health Act*, 2009 has been issued to prohibit events where birds co-mingle, including fair exhibitions.

Eye on Events

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We are excited to welcome Yokohama and Fountain Tire as new vendors under the Tire Category! They join Michelin, Goodyear, and Kal Tire to offer high quality on and off-road tires to those using the [Canoe Procurement Group](#). Need new tires for your fleet? Contact your local retailer to take advantage of special Canoe pricing or [contact Simon](#) to learn more.

Our popular [Road & Sidewalk Assessment Service](#) helps your municipality manage some of their most expensive assets. Combine the right data with a cutting-edge software to not only save money but improve the quality of these networks. Join LAS and StreetScan on April 21 at 10 am to learn more - [Register here](#).

Municipal Wire*

2022 has been unanimously proclaimed by the House of Commons as the Year of the Garden. [The Canadian Garden Council](#) is inviting municipalities to celebrate their garden culture and the benefits it provides to the quality of life of their communities.

Careers

[Supervisor of Payroll - City of Greater Sudbury](#). Supervise and coordinate the payroll functions and develop policies, procedures and training tools as required. Apply by email at hrjobs@greatersudbury.ca by April 29.

[Director, Human Resources - City of Brampton](#). The role has oversight and accountability over employee and labour relations, health, safety and wellness, compensation and benefits, talent acquisition, integrated disability management. Apply online in confidence to arthur@wmc.on.ca by May 22.

[Director, Purchasing - City of Brampton](#). Responsible for building the Purchasing team into a strategic sourcing operation that provides outcome-based, effective and efficient services to acquire goods and services for the City. [Apply online](#) by May 22.

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