

Candidate Guide

2022 Municipal Election



City of Belleville

April 2022 Edition
UPDATED:

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Municipal Elections Act

<https://www.ontario.ca/laws/statute/96m32>

Ontario Central Forms Repository

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/QuickResults?Openform&ENV=WWE&MIN=&BRN=&PRG=&TIT=municipal+election&NO=&SRT=T&NEW=&STR=1&MAX=10>

Part A

INTRODUCTION

Opening Comments

On April 28, 2021, the Council of The Corporation of the City of Belleville adopted by By-law 2021-92 authorizing the use of an alternative voting method, that being the Internet/Telephone method.

When a by-law authorizing the use of an alternative voting method is in effect, section 43 (advance votes) and 44 (voting proxies) of the Municipal Elections Act, 1996, applies only if the by-law specifies. By-law 2021-92 **does not** include voting proxies as per section 44 of the Act.

This guide is intended to provide information specific to the City of Belleville in order to supplement the 2022 Candidates Guide (included as an appendix) provided by the Ministry of Municipal Affairs and Housing, available at: <https://www.ontario.ca/document/2022-candidates-guide-ontario-municipal-council-and-school-board-elections>

Candidates alone, or with the assistance of their own legal counsel, are responsible for ensuring they follow all applicable legislation related to running a political campaign, and campaign finances. Candidates should refer directly to the Municipal Elections Act, 1996 for specific details. The legislation is available at:

Service Ontario Book Store
777 Bay St.
Toronto, ON
M5G 2C8
1-800-668-9938

OR Online anytime at: www.e-laws.gov.on.ca

Please ensure that you check the City of Belleville's website at <https://www.belleville.ca/en/city-hall/municipal-election.aspx> for the most current information, notifications and bulletins. Updates may also be provided by the Clerk's Office through the mail or e-mail correspondence, so it is important that candidates notify the Clerk of any changes in contact information.

If there are any discrepancies between the information contained in this guide and the Municipal Elections Act, the Municipal Elections Act will prevail.

If you have any questions, please contact the City Clerk's Office during normal business hours:

Matt MacDonald, City Clerk
Telephone: 613-968-6481
Email: mtmacdonald@belleville.ca

Note: 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.

Key Dates

Nomination Period

May 2, 2022 – August 18, 2022

Candidates can file a nomination paper with the Clerk's Office during normal business hours commencing May 2, 2022 until Nomination Day

Nomination Day

August 19, 2022

Last day to file nomination paper (between 9:00 a.m. to 2:00 p.m.)
Last day for Withdrawal of Nomination (prior to 2:00 p.m.)

Nominations Certified

August 22, 2022

Clerk certifies nomination papers by 4:00 p.m.

Campaign Period

May 2, 2022 to Jan 3, 2023

Campaign Period starts when nomination paper filed and ends January 3, 2023

Voters' List

September 1, 2022

Preliminary Voters' List available for candidates – Revision period begins

September 26, 2022

Interim List of Changes to Voters' List available for candidates - revisions continue

Campaign Finances

September 26, 2022

Final Certificate of Maximum Campaign Expenses available for candidates

Internet/Telephone Voting

October 11, 2022 @ 10:00 a.m.
Thru to
October 24, 2022 @ 8:00 p.m.

Revisions to the Voters' List at the City of Belleville offices will end at 4:30 p.m. on October 24, 2022;
Revisions to the Voters' List at a Voter Assistance Centre will be accommodated during hours of operation.

**In Person Internet Voting
At a Voter Assistance Centre**
To Be Determined
October 24, 2022

Voting Assistance Centre location(s) to be determined and open from 10:00 a.m. and closes at 8:00 p.m.

Voting Day
October 24, 2022

Voting commences at 10:00 a.m. and closes at 8:00 p.m.

Campaign Period (Extension)
January 3, 2023

Regular Campaign Period ends
Notification of Extension of Campaign due to Clerk (where permitted)

Term of Office
November 15, 2022

Term of office is four years, beginning on November 15, 2022, and ending November 14, 2026.

Elected Offices - City of Belleville Municipal Council

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 by general vote of the electors of the City of Belleville

City Councillors

- **Six (6)** to be elected by the electors of Ward 1
- **Two (2)** to be elected by the electors of Ward 2

Please see Appendix 'O' – Ward Boundaries

Part B

NOMINATION QUALIFICATIONS

Who is Qualified?

It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated.

At the time of filing nomination papers, the candidate must be a qualified elector in accordance with Section 17 of the *Municipal Elections Act, 1996*, as amended. Therefore, the candidate must:

- Be a resident of the City of Belleville, or the owner or tenant of land in the City of Belleville or the spouse of the owner or tenant of land in the City of Belleville;
- Be a Canadian citizen;
- Be at least 18 years of age; and
- Not be disqualified by law or any Act from holding such office.

Note: Candidates who are a member of the Legislative Assembly of Ontario, or the Senate, or House of Commons of Canada may file their nomination papers for an office in the election, but their nomination papers will be rejected by the Clerk if they remain a member as of 2:00 p.m. on Nomination Day (August 19, 2022).

If an employee of the City of Belleville or local board wishes to file nomination papers, the employee must take an unpaid leave of absence as of the day the employee is nominated and ending on voting day.

Who is Disqualified?

The following persons are disqualified from seeking election to Council:

- Except during a leave of absence, an employee of the City of Belleville or a local board;
- A judge of any court;
- Except if they cease being a member as of 2:00 p.m. on Nomination Day:
 - A member of the Ontario Legislature
 - A member of the House of Commons
 - A member of the Senate;
- 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 for the purposes of Section 11, thereof;

- A person who is serving a sentence of imprisonment in a penal or correctional Institution, including a sentence being served in the evening or on weekends;
- 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, 1996*;
- A person who was convicted of the corrupt practice described in Subsection 90(3) of the *Municipal Elections Act, 1996* if voting day in the current election is less than four years after voting day in the election in respect of which he or she was convicted;
- A candidate convicted of a corrupt practice as described in Subsection 91(1), if voting day in the current election is less than six years after voting day in the election in respect of which he or she was convicted;
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information.

PART C

NOMINATION PROCESS

General

A person can only be a candidate for one office – Mayor, Councillor or School Trustee. If a person files a nomination for one office and then files a nomination for another office, the first nomination is considered withdrawn at the time that the second nomination is filed.

Filing Nomination Papers

If you are contemplating becoming a candidate, you may file your nomination papers, in the prescribed form, in the City Clerk's Office any time during normal working hours (8:30 a.m. – 4:30 p.m.) starting on Monday, **May 2, 2022**, through to August 18, 2022 and on **Nomination Day**, Friday, **August 19, 2022 commencing at 9:00 a.m. to 2:00 p.m.**

The prescribed nomination fee of \$200 for the Office of Mayor and \$100 for all other offices, in the form of **cash, certified cheque, money order or debit**, must accompany the Nomination Paper (Form 1) and the Endorsement of Nomination (Form 2) along with Government issued photo identification and the completed Declaration of Qualifications and Freedom of Information (FOI) Release form.

- The nomination of a person for an office on Council must be endorsed by at least 25 persons using the prescribed form (Form 2). Anyone providing an endorsement must be eligible to vote in the City of Belleville on the day that they signed the endorsement. In addition to their endorsement, they will also be required to sign a declaration that they are eligible to vote in the City of Belleville.
- Nomination papers may be filed in person or by an agent. **Nomination forms filed by facsimile transmissions, mailed-in, or transmitted in any other manner will not be accepted.** The Clerk's Office for the City of Belleville is located at on the 1st floor at 169 Front Street, Belleville.
- Until you file your Nomination Paper (Form 1), Endorsement of Nomination (Form 2) and filing fee, your campaign organization cannot raise money or incur expenses. Also, you cannot spend any of your own money, or that of your spouse, on your campaign before you file your nomination papers and filing fee.
- Each person to be nominated for election to an office shall be nominated by a separate nomination.

Exception: If the number of nominations filed for an office and certified under Section 35 of the Act is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day.

Withdrawal of Nomination

If you decide that you want to withdraw from the election, you must notify the Clerk in writing by **2:00 p.m. on Nomination Day, August 19, 2022**. If withdrawing, you are entitled to a refund of the nomination filing fee after you submit a financial disclosure covering the financial transactions made up to the point at which you withdrew.

Change of Office

If after filing nomination papers for an office you decide to seek election for another office on the same municipal council or local board, you must file a second nomination for the new office. The first nomination is deemed to have been withdrawn at the time the second nomination is filed. Under such circumstances, the nomination-filing fee is transferred to the new office. However, the two campaigns are separate campaigns; contributions and expenses cannot be transferred to the new office and two separate financial disclosures must be filed, one for each office.

Refund of Nomination Filing Fee

The nomination filing fee is refundable if the financial statements are filed on time.

Certification by Clerk

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

- All nominations filed on or before 2 p.m. Nomination Day shall be examined no later than 4:00 pm on the Monday following Nomination Day. (August 22, 2022)
- All additional nominations filed under subsection 33 (5) of the Municipal Elections Act shall be examined before 4:00 pm on the Thursday following Nomination Day (August 25, 2022).

If satisfied that a person is qualified to be nominated and that the nomination complies with the Municipal Elections Act, 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 Municipal Elections Act, 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.

Note: It is the responsibility of the candidate to ensure they meet all the qualifications and file proper nomination papers. Each candidate should contact the City Clerk (Matt MacDonald 613-968-6481) to ensure that their nomination forms are in order. Since the City Clerk can potentially examine nomination papers after the nomination period ends, a candidate may find that, if their papers have been rejected, they are too late to file additional information or provide proof to the Clerk of their qualifications.

PART D

CAMPAIGN AND GENERAL INFORMATION

Duties of the Candidate

A candidate shall ensure that:

- No contributions of money are accepted or expenses incurred unless one or more campaign accounts are first opened at a financial institution, exclusively for the purposes of the election campaign;
- All contributions of money are deposited into the campaign accounts;
- All funds in the campaign account are used exclusively for the purposes of the election campaign;
- All payments for expenses are made from the campaign accounts;
- Contributions of goods or services are valued;
- Receipts are issued for every contribution and obtained for every expense;
- Records are kept of:
 - the receipts issued for every contribution,
 - the value of every contribution,
- whether a contribution is in the form of money, goods or services, and
- the contributor's name and address;
- Records are kept of every expense including the receipts obtained for each expense;
- Records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- Records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$10 or less;
- Records are kept of any loan and its terms under section 88.17
- Records are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- Financial filings are made in accordance with sections 88.25 and 88.32;
- Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;
- A contribution of money made or received in contravention of the Municipal Elections Act, 1996, or by-law passed under the Act, is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- A contribution not returned to the contributor is paid to the clerk with whom the candidate's nomination was filed;
- An anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
- Each contributor is informed that in accordance with section 88.9, a contributor shall not make contributions exceeding:
 - a total of \$1200 to any one candidate in an election, and
 - a contributor shall not make contributions exceeding a total of \$5000 to two or more candidates for offices on the same council or local board

Campaign Period

Starts: The campaign period commences at the time a candidate submits their Nomination Paper (Form 1), Endorsement of Nomination (Form 2) and the required filing fee.

Ends: a) January 3, 2023; or

b) If a candidate withdraws his/her nomination or the Clerk rejects the nomination, the campaign period ends on the day of the withdrawal or the day of the rejection, as the case may be.

Extended Campaign Period: A candidate may extend the campaign period to eliminate a deficit. If so, the Candidate must notify the Clerk using Form 6 on or before **January 3, 2023**.

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of

- The day you notify the Clerk in writing that you will be ending your campaign and not be accepting anymore contributions
- June 30, 2023

Election Contributions and Expenses

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in the municipal elections. As well, the Act requires the candidate to report the contributions received and expenses incurred during the campaign period. Campaign contributions can only be accepted during the campaign period; that is between the date that the candidate submitted their nomination papers and **January 3, 2023**.

The following limitations apply to contributions:

- A contributor shall not make contributions exceeding a total \$1,200 to any one candidate.
- A cash contribution cannot exceed \$25.
- A contributor is limited to a maximum of \$5,000 in total contributions to two or more candidates for office on the same council or local board.
- There is a limit on the total amount that a candidate or their spouse may collectively contribute to their own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is :

- For the head of council is \$7,500 + .20 per eligible elector
- For council member or trustee: \$5,000 + .20 per eligible elector

For detailed information respecting contributions and allowable expenses, in addition to referring to the Elections Act, please refer to the “Candidate’s Guide”, prepared by the Ministry of Municipal Affairs and Housing which is included as Appendix ‘C’.

Campaign Spending Limits

A candidate will receive an initial spending limit estimate when filing their nomination, and will receive a final spending limit after the close of nominations. Whichever of these two amounts is higher becomes the candidate’s official spending limit.

The Municipal Elections Act provides for the following:

- A candidate running for Mayor can spend \$7,500 plus \$0.85 per elector entitled to vote for the office.
- A candidate running for Councillor or school board trustee can spend \$5,000 plus \$0.85 per elector entitled to vote for the office.

The Clerk shall issue a Certificate of Maximum Campaign Spending Limits to candidates on Monday, September 26, 2022.

Financial Reporting Requirements

All nominated candidates, including those not elected, those who withdrew their nomination, or those whose nomination was rejected by the Clerk, must disclose and report their contributions and expenses as of January 3, 2023. Financial statements (Form 4) must be filed by 2:00 p.m. on Friday, March 31, 2023 in accordance with the following:

- All Candidates are required to file a detailed financial statement (Form 4);
- Candidates whose campaign contributions and total expenses are greater than \$10,000 must have their financial statement audited and submit the auditor’s report to the clerk along with their financial statement.

Extended Campaigns & Supplementary Financial Statement Filing Requirements

A candidate must notify the Clerk on or before January 3, 2023 that their campaign has a deficit and he/she wishes to extend their campaign period. In addition to meeting the above financial reporting requirements, the candidate must submit a supplementary financial statement and auditor's report including all the information in the candidate's initial filing, updated to reflect changes to the candidate's election campaign finances during the supplementary reporting period. If a campaign has been extended, a supplementary filing statement must be filed by 2:00 p.m. on Friday, September 29, 2023.

Campaign Surplus

At the time of filing the financial statement, a candidate who has a surplus must pay the surplus less any refunds owing to them, to the Clerk.

Prior to paying over any surplus monies to the Clerk, a candidate is entitled to refund any contributions made to the campaign by the candidate or the spouse of the candidate. The amount that may be refunded is the lesser of the amount of the relevant contributions or the amount of the surplus.

Scrutineers (Candidates' Agents)

Scrutineers must be appointed in writing by the candidate, as allowed for under Section 16 of the Municipal Elections Act, 1996.

Upon producing the properly signed appointment of scrutineer form including prescribing to the oath(s) of secrecy, to be present to any Voter Assistance Centre (means a City-operated physical location, property, structure or space on a property where eligible electors may attend in person to cast their ballot in a given election).

Only one scrutineer per candidate may be present within a Voting Assistance Centre at any time. If a candidate or another of his/her scrutineers enters the Voting Assistance Centre, one scrutineer must leave.

Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how a elector is voting will be requested to leave the Voter Assistance Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at a Voter Assistance Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerks as provided to the Candidates.

Use of mobile communication devices and cameras shall **not be permitted** within any Voter Assistance Centre by any candidate or scrutineer.

Candidates and Scrutineers have the Following Rights:

It should be noted that the City of Belleville is utilizing Internet/Telephone voting and these methods alter the procedures followed in an election, which may impact the opportunity to scrutinize the election process.

Candidates should consult with the municipal Clerk regarding the opportunities for scrutinizing if they have questions.

References:

Voter Assistance Centre means a City-operated physical location, property, structure or space on a property where eligible electors may attend in person to cast their ballot in a given election.

Voting Machine means a physical device at a Voter Assistance Centre which permits electors to cast a ballot on the Voting System during an election.

Candidates and scrutineers have the following rights

- Candidates or their scrutineer may be present in the Council Chambers located at 169 Front Street, Belleville from 9:00 a.m. to 10:00 a.m. on October 11, 2022 to verify and ensure that the total votes cast are at “0” and shall be requested to sign a document that attests to this fact;
- Candidates or their scrutineer will have access to the VoterView Candidate portal during the voting period between October 11, 2022 and October 24, 2022, in order to review the list of Electors who have voted. The City of Belleville will not produce a physical or electronic excerpt of the Voter’s List indicating Electors who have voted; it is expected that Candidates will use the VoterView portal. This capability **does not** and **cannot** provide candidates, their designate(s) or Election Staff with information on how an elector has voted, only whether or not the Elector has voted in the election.
- To enter a Voter Assistance Centre 15 minutes before it opens;
- To be present for the auditing function and system activation; and
- To be present at the time and place where results are received by the Clerk including the system shut down process.

Scrutineers and Candidates are Prohibited From:

- Attempting, directly or indirectly, to interfere with how an elector votes, and attempting to campaign or persuade an elector to vote for a particular candidate;
- Displaying a candidate's election campaign material in a Voting Assistance Centre;
- Compromise the secrecy of the voting;
- Interfere or attempt to interfere with an elector who is marking a electronic ballot;
- Obtain or attempt to obtain, in a Voting Assistance Centre, any information about how an elector intends to vote or has voted;
- Communicate any information obtained at a Voting Assistance Centre about how an elector intends to vote or has voted.

Any person who is creating a disturbance at a Voting Assistance Centre will be removed by an Election Official.

Election Signs

a) Election signs shall be permitted in any Zone following declaration of a Provincial or Federal election, or the day following the final day for filing nominations in a Municipal election, and shall be removed within one (1) week following the date of the election.

b) Election signs shall be permitted on a lot provided:

- i) the sign is affixed to the ground and is not nailed or fastened in any way to a tree, or any other similar plant or structure;
- ii) where the sign has a sign area in excess of 12 square feet (1.11 square metres), the sign is located in accordance with the provisions of Section 3.1(2), 3.2(2) and/or 3.3(3) of this By-law.

Note: Poster Panel Signs (Billboards) are permitted for use as election signs via By-law amendment (2021-187) to the City's sign By-law 2006-55.

c) Election signs may be permitted on the un-travelled portion of streets provided:

- i) such signs do not interfere with the safe movement of pedestrians and vehicles on such streets, or cause disruption to the maintaining or use of the street by the Municipality or any utility or other similar authority;
- ii) the sign is affixed to the ground and is not nailed or fastened in any way to a utility pole, traffic control sign or device, tree, or any other similar plant or structure;

- iii) the sign area of each sign does not exceed 12 square feet (1.11 square metres) with a maximum sign height of 3 feet (.91 metres);
- iv) the owner of the lot immediately abutting the location of the sign on the street does not object to the election sign being located on the street next to his/her property;
- (v) Signs must be a minimum of 195 feet (60m) from the middle of any intersection;
- (vi) Signs shall not be permitted in any centre median;
- (vii) Signs shall not be permitted between the sidewalk and the curb;
- (viii) Signs shall be setback a minimum of 15 feet (4.57m) from the edge of a driveway and any curb line or edge of the travelled portion of a street;
- (ix) Signs shall be setback a minimum of 1 foot (0.3m) from a sidewalk;
- (x) Signs advertising the same candidate shall be a minimum of 33 feet (10m) apart; and where located on a street that is not under the jurisdiction of the Corporation of the City of Belleville, that authorization has been obtained from the necessary authorities.

Prohibition of Canvassing at a Voter Assistance Centre being a voting place.

The City Clerk is the lessee of the premises used as Voter Assistance Centre which is a City-operated physical location, property, structure or space on a property where eligible electors may attend in person to cast their ballot in a given election (also known as a voting place). As the lessee of such premises, electioneering of any nature in or on the premises used as a voter assistance location is not permitted. The voter assistance centre is deemed to include the entire building and the property on which it is located and includes any place in the immediate vicinity of the centre designated by the City Clerk.

The Municipal Elections Act, 1996

Section 48 of the Municipal Elections Act, 1996, states:

“No person shall display a candidate’s election campaign material or literature in a voting place”

And

“Voting place includes any place in the immediate vicinity of the voting place designated by the Clerk”

Election Officials are instructed to remove any material or literature of any nature from the Voter Assistance Centre.

Should a school building be designated as a Voter Assistance Centre for voting purposes the attention of candidates is also drawn to the policies of the school boards and provisions of the Education Act which provide as follows:

- No agent or representative may canvass in the schools, nor exhibit advertising material in the schools or on the school property, without the approval, in writing, of the Director of Education;
- All visitors to schools must report to the office;

- It is the duty of a principal of a school, in addition to his duties as a teacher, to maintain a visitors' book in the school when so determined by the Board.

Thus, it should be noted from the foregoing that in connection with municipal elections, only persons attending a school building for the purpose of casting their ballot electronically, duly qualified election officials, candidates or their authorized agents may be present on school premises.

Access to Rented Premises by Candidates or their Authorized Representatives

Section 22 of the Tenant Protection Act provides that:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.”

Advance Vote & Internet/Telephone Voting

Information regarding advance voting and internet voting is provided in the appendix.

Voting Day

Election Day (Voting Day) is Monday, October 24, 2022 from 10:00 a.m. to 8:00 p.m. The counting of votes will take place after closing of the vote.

Proxy Voting

The Council of the Corporation of the City of Belleville adopted By-law 2021-92 on April 28, 2021 authorizing the use of an alternate voting methods being Internet and Telephone method. By-law 2021-92 **does not** include the provision for proxy voting for the 2022 Belleville Municipal Election.

List of Electors

The 2022 Preliminary List of Electors for the City of Belleville is prepared by the Municipal Property Assessment Corporation (MPAC) and contains the name, address and school support of each person who meets the qualifications of an elector. The list will be available to candidates no later than September 1, 2022.

Note: It would be appreciated if candidates could encourage eligible voters who are not on the voters' list to register in order to vote. If an eligible voter is not on the voters' list, she/he may, beginning on Tuesday, September 1, 2022:

- Fill out an application and file it with the clerk by mail or in person;
or
- On voting day, fill out an application at the place of voting.

Revision of Preliminary List of Electors

Applications for amendments to the voters list will be accepted by the Clerk's Office located at 169 Front St. Belleville commencing September 1, 2022, and ending at 4:30 p.m. on Voting Day (October 24, 2022). Revisions will also be accepted at the Voter Assistance Centre(s).

A copy of the Voters' List may be viewed at Belleville City Hall, 169 Front Street, during normal office hours, beginning September 1, 2022 between the hours of 8:30 a.m. and 4:30 p.m.

Voters' List

The list shall be distributed in electronic format to those who are entitled to copies under Section 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to one USB stick containing the Voters' List, at no cost, for the area in which they are running. Candidates may produce paper copies should they choose to. Each certified candidate shall sign a statement acknowledging that the Voters' List shall not be used for any purpose's other than the 2022 election in Belleville, in accordance with Section 88(10) of the *Municipal Elections Act*, 1996. Personal information about Electors on the Voters' List may be omitted by the City Clerk in the interests of protecting the privacy of individuals.

During the Voting Period, which includes Advance Voting and Voting Day, all certified candidates shall receive login IDs and passwords allowing them to view the Voters' list in the VoterView system. All candidates will be encouraged to review training materials on use of the VoterView System, to be made available in September or early October 2022.

Voter Assistance Centre(s) (Voting Locations)

Candidates will be provided with an up-to-date copy of a list of voting locations (see appendix 'M' and 'N'). In the event that any Voter Assistance voting place is subsequently changed due to circumstances beyond our control, a notice of such change will be mailed to the candidates concerned.

PART E

IF YOU ARE ELECTED

Duties and Responsibilities

Council

City Council is comprised of a Mayor and eight (8) Councillors. The Mayor is elected at large, while City Councillors are elected by voters in one of the two (2) respective wards.

The Mayor and all Councillors serve a four-year term.

All nine (9) members of council are responsible for the management and administration of the City's resources. As well as attending regular council and committee meetings, members also share in attendance at a large number of board and committee meetings. Meeting times are variable and may be during regular office hours or in the evening depending on the committee or board. Regular council meetings are held on the 2nd and 4th Monday of each month, starting at 4:00pm.

Remuneration

Council remuneration is as follows:

The remuneration payable to the Mayor shall be as per By-law 2019-04.

The remuneration payable to a Councillor shall be as per By-law 2019-04.

(Included as Appendix 'T')