



**TOWNSHIP OF SEVERN
MUNICIPAL ELECTION
OCTOBER 22, 2018**



**FREQUENTLY ASKED QUESTIONS FOR CANDIDATES
(MAYOR AND COUNCIL)**

Who can be a candidate?

A person who is qualified to be a voter in the Township of Severn's 2018 Municipal Election is also eligible to be a candidate for office. That means, on the day that you submit your Nomination Form, you must be qualified to hold that office. Candidates for the offices of Mayor, Deputy Mayor and Councillor must meet the same criteria as eligible voters or electors. A candidate for school board trustee must reside within the Board area and be a supporter of that Board.

You must be:

- ✓ A resident of the Township of Severn, or an owner or tenant of land in the Township of Severn, or the spouse or same sex partner of such an owner or tenant;
- ✓ A Canadian citizen;
- ✓ At least 18 years old;
- ✓ Not prohibited from voting by law.

In order to be considered for declaration as a legally qualified municipal candidate, you must file a Nomination Form and a Declaration of Qualifications for the Township of Severn 2014 Municipal Election. The deadline for filing Nomination Forms is **Friday, July 27, 2018 at 2:00 p.m.**

What offices are to be elected?

The offices to be elected are:

- Mayor
- Deputy Mayor
- Councillor (1 for each 5 wards)
- School Board Trustee (1 for each Board)
 - English Public
 - English Separate
 - French Public
 - French Separate

What is the role of Council?

It is the role of Council to:

- ✓ Represent the public and to consider the well-being and interests of the municipality;
- ✓ Develop and evaluate the policies and programs of the municipality;
- ✓ Determine which services the municipality provides;
- ✓ Ensures that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- ✓ Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- ✓ Maintain the financial integrity of the municipality; and
- ✓ Carry out the duties of Council under legislation.

What are the responsibilities of these offices?

Council is the primary decision making body for the Township. Members of Council rely on recommendations from its staff and appointed Committees to make decisions.

The **Mayor** is the Head of Council and is responsible to provide leadership and act as a spokesperson to the public including working with other levels of government. Under the *Municipal Act*, the Head of Council shall:

- (a) Act as Chief Executive Officer of the municipality;
- (b) Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- (c) Provide leadership to Council;
- (d) Provide information and recommendations to the Council with respect to the Role of Council;
- (e) Represent the municipality at official functions;
- (f) Carry out the duties of the Head of Council

It is also the duty of the Mayor to:

- (g) Uphold and promote the purposes of the municipality;
- (h) Promote public involvement in the municipality's activities;
- (i) Act as the representative of the municipality both within and outside the municipality and promote the municipality locally, nationally and internationally; and
- (j) Participate in and foster activities to enhance that economic, social and environmental well-being of the municipality and its residents.

The **Deputy Mayor** is also responsible to provide leadership and act as a spokesperson to the public in the absence of the Mayor.

It is also important to note that the Mayor and Deputy Mayor once duly elected will hold a seat with the Council of the County of Simcoe as additional duties.

Council is also made up of five (5) Councillors (1 from each ward) and all members are the primary decision making body for the Township. Council relies on reports from its staff and the recommendations of its Committees to make decisions. The role of Council is to develop policies and adopt By-laws or resolutions based on these policies.

What is the role of the officers and employees of the municipality?

It is the role of the officers and employees of the municipality to:

- (a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- (b) Undertake research and provide advice to Council on the policies and programs of the municipality; and
- (c) Carry out other duties required under legislation assigned by the municipality.

What is the time commitment if I am elected?

As stated previously, the Mayor and Deputy Mayor are not only committed to Township duties, but also committed to Council and Committees as appointed by the County of Simcoe. One Councillor for the municipality may also be appointed as an alternate to the Council of the County of Simcoe in the absence of the Mayor or Deputy Mayor.

The time commitment varies from individual to individual and can depend upon the Councillors' employment circumstances. A Councillor can expect to devote time for a minimum of three meetings per month along with various duties on outside Committees as appointed by Council. This would include:

- ✓ Council Meetings (1st Wednesday of each month – 7:00 p.m.)
- ✓ Planning & Development Committee (3rd Wednesday each month – 7:00 p.m.)
- ✓ Corporate Services Committee (4th Wednesday each month – 9:00 a.m.)
- ✓ Attendance at extra Committees that a Councillor can be expected to be appointed to by Council
- ✓ Telephone calls and contact with constituents
- ✓ Reading and research time

Can I use the Township logo on my campaign material?

Use of any corporate logo, crest or images by candidates on signs, brochures, websites or any other election related material is strictly prohibited. The reason for this prohibition is to remove any suggestion that the Township supports or otherwise endorses any candidate, campaign material or statements made by candidates.

When does a campaign period start?

A candidate’s campaign period starts at the time that a Nomination Form is submitted to the Clerk and ends on December 31, 2018. A candidate is not allowed to incur any expenses outside of the designated campaign period.

How much am I allowed to spend on my campaign?

There are limits on the amount a candidate may spend during the campaign period. The limit on campaign expenses is based on a formula related to the number of electors entitled to vote for the office:

Mayoralty Candidates	\$7,500 + 85 cents per elector
Councillor & School Board Candidates	\$5,000 + 85 cents per elector (entitled to vote for that office)

As a reference point only – the following chart lists the campaign expense formula. Please note that these figures will change as additions and deletions are made to the list up to Nomination Day. The Clerk will issue an “Official” Certificate of Campaign Expenditures by September 20, 2010 (ten days after Nomination Day) as required by Section 76(7) of the *Municipal Elections Act*.

MAYOR				
Base Rate	+ Per Elector	Wards	# Electors	Total
\$7,500	\$0.85	1, 2, 3, 4 & 5	13,470	\$18,949.50

Deputy Mayor / Councillor					
Position	Base Rate	+ Per Elector	Ward	# Electors	Total
Deputy Mayor	\$5,000	\$0.85	1,2,3,4 & 5	13,470	\$16,449.50
Councillor	\$5,000	\$0.85	1	2,544	\$7,162.40
Councillor	\$5,000	\$0.85	2	2,174	\$6,847.90
Councillor	\$5,000	\$0.85	3	3,278	\$7,786.30
Councillor	\$5,000	\$0.85	4	2,497	\$7,122.45
Councillor	\$5,000	\$0.85	5	2,977	\$7,530.45

What are my financial obligations during and after my campaign?

- You must file a Nomination Form **before** you collect or spend any funds.
- You should open a separate bank account immediately upon filing your nomination paper. All contributions and expenses should go into this account.
- Your campaign period runs from the day you file your Nomination Form until December 31, 2010 (*some exceptions may apply*).
- You must file a Financial Statement prior to **March 29, 2019**.

When is the Council Inauguration Ceremony?

The Council Inauguration Ceremony and swearing in of all members of Council will be held on the first Wednesday in December at 7:00 p.m. in the Council Chambers. Your family and friends are most welcome to attend.

When is the first working meeting?

The first working meeting is typically the Planning & Development Committee Meeting on the 3rd Wednesday in December at 7:00 p.m.

How do I contact the Clerk's Department?

For more information on all election matters, you may contact the Township of Severn Clerk's Department, Monday to Friday, from 8:30 a.m. to 4:30 p.m. at:

Township of Severn Administration Office
1024 Hurlwood Lane
(705) 325-2315

Sharon R. Goerke, CMO, AOMC
Clerk
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