

January 25, 2016

By-Election
Ward 1

Nomination Procedures

Debbie Shields, City Clerk/Returning Officer

Nomination Procedures

The following is the procedure to be followed by the Clerk's Office, City of Pickering, when accepting nomination papers for the 2016 Ward 1 Municipal By-Election.

Nomination papers:

- must be completed in full and filed in person by the candidate or an agent of the candidate. The nomination may not be faxed to the Clerk's office;
- will not be accepted without identification or the nomination fee (see below for fees);
- can only be accepted by the City Clerk, Deputy Clerk, or Coordinator, Records & Elections; and
- can only be filed in the municipality that the candidate is running in and can only file for one position at a time.

Completing the Nomination Paper and Declaration of Qualifications

Hand the candidate a Nomination Paper to complete. Explain to them that they are not to sign the form until a commissioner is present. If already signed, have the signature witnessed again. If an agent is filing on behalf of a candidate, the form must already be commissioned. If the form is not previously commissioned, do not accept the form.

Verification of Eligibility

Once the form has been completed, ask to see the candidate's identification and check to see if the candidate is on the disqualification list.

All candidates must provide election officials with suitable proof of identity and qualifying address within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide a copy of the candidate's identification as well as their own.

Staff must ensure that the surname on the identification and the surname on the nomination form are the same. However, some flexibility may be given for first names (i.e. Tony for Anthony, etc.). Do not accept the nomination if the person fails to produce acceptable identification, which includes the following:

- any government issued ID that contains the name and qualifying address;
- utility bill;
- hospital card;
- bank statement;
- mortgage, rental or lease agreement;
- insurance policy; and
- current employer record (pay stub).

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If a candidate has no permanent address, the *Municipal Elections Act, 1996*, provides for the opportunity for the candidate to take an affidavit to swear that their place of residence is the location to which they return most often to sleep. This affidavit will be conclusive proof of their qualifying address. The declaration on the nomination, can serve as the affidavit.

Employees of the municipality and employees of a school board must be on a leave of absence before filing nomination papers. City employees must provide the original leave of absence letter and a copy of the "Voluntary Leave of Absence Application". Employees of the school board must provide proof of approval for a leave of absence. If their letter does not include such acknowledgement, the school board must be contacted. The above does not apply to incumbents. If staff know that the candidate is not eligible to be elected, they may refuse to accept the nomination.

Disqualification List (2014 Elections) – Can be viewed in the Clerk's Office

Nomination Paper Verification

Check the Nomination Paper to ensure all sections have been completed as follows:

Nominee: Confirm the name as it is to appear on the ballot. The candidate may change their name as it will appear on the ballot, but will be subject to the agreement of the Clerk. Under no circumstances can a candidate use a title or occupation on the ballot (i.e. Dr.). Make sure the name is legible and verify with identification. Do not accept the nomination if the person fails to produce acceptable identification. Nominated for the Office of: Ensure the complete office titles are clearly stated. The following title should be used in this area:

City Councillor – Ward 1

Qualifying Address: Make sure the address is eligible. Check the qualifying address against the address provided on the candidate's identification. A candidate only needs to be qualified within the area of jurisdiction; there is no ward residency requirement. Reinforce that all correspondence will be mailed to this address.

Email Address: If an email address is not available at the time of filing, the candidate can update it when they have an email address. Every effort must be made to ensure that at least one telephone number is received from the candidate.

Declaration and Commission

When the nomination is filed by the candidate, it will be commissioned by an authorized staff member. If the nomination is filed by an agent, it must be

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completed and commissioned prior to filing. If the form is not previously commissioned, do not accept the nomination. Ensure that the time and date of filing are completed.

Filing Fee: This fee must be paid for by cash, debit, certified cheque or bank draft (\$100).

Initial: Have the candidate or agent initial this section. If an agent files on behalf of the candidate, have them sign and place their address on the nomination paper in the designated area.

Sign: The staff member must sign the "Signature of Clerk or Designate" line to verify the date and time. Only the City Clerk, Deputy Clerk or Coordinator, Records & Elections may sign. This signature does not have to be the same as the staff member who commissioned the form.

Certificate: This field is left blank. The City Clerk will certify nominations by 4:00 pm on December 11, 2015.

If any information is added or changed after the initial filing, have the candidate initial and date the change.

Documentation

Make a copy of the nomination paper. Give the candidate or agent their copy and keep the original in the file. If an agent is representing the candidate, make a copy of their identification and keep the copy with the nomination paper.

Also attached to the Nomination Paper is an FOI Release. Let the nominee know that their name, address, office they are running for, day filed and time filed information will be placed on the City's website. If they sign this form, they have agreed to place this information on the website. Ask the nominee if they have a telephone number that can also be given out to residents.

Withdrawal Procedure

The candidate must submit a letter or form withdrawing their candidacy, in person, by 2:00 pm on December 11, 2015. Any withdrawals submitted by fax or mail will not be accepted.

An agent may file the letter with the Clerk's Office. If an agent is filing the withdrawal letter, the candidate must provide the agent with a letter stating that the agent has the authority to file the withdrawal letter on their behalf.

The candidate or agent who is submitting the withdrawal must produce identification. Keep a copy of all identification and note if an agent presented the withdrawal. The nomination filing fee will be refunded if the candidate withdraws

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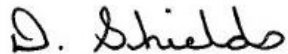
their nomination by 2:00 pm on December 11, 2015, and will be refunded within 6 weeks.

Acclamations

If, at 4:00 pm on December 11, 2015, the number of certified candidates for an office is the same as or less than the number to be elected, the City Clerk shall immediately declare the candidate or candidates elected by acclamation.

Declaration

In accordance with Section 12(1) of the *Municipal Elections Act, 1996*, I hereby certify that the attached nomination procedures shall be followed in conducting the 2016 Ward 1 Municipal By-Election in the City of Pickering.



Debbie Shields
City Clerk/Returning Officer

November 2015
Date