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Authored by:	Thomas Street	Issue / Rev. #:	8
Approved by:	Jaclyn Grossi	Issue Date: (YYYY-MM-DD)	22 / 04 / 14

1 Purpose

- 1.1 To establish standardized procedures for the receipt and processing of nominations for candidates in regular elections and by-elections in the Town of Ajax.

2 Inputs

- 2.1 Individuals may seek election to the offices of municipal council and school boards. Eligible persons are entitled to file their nomination with the municipality during the nomination period.

3 Outputs

- 3.1 By following these Work Instructions, the Town will ensure that individuals seeking nomination are eligible to run for elected office, and that all the necessary requirements are met before accepting their nomination.

4 Definitions

- 4.1 Definitions and abbreviations applicable to this work instruction are listed in CSD-OP-050 Municipal & School Board Elections.

5 Responsibilities

- 5.1 The Clerk is responsible for ensuring that candidates understand the requirements for a complete nomination submission.
- 5.2 Legislative Services staff are responsible for ensuring that all individuals requesting nomination information receive accurate information and the appropriate documentation.

6 Interested Parties (Customers)

- 6.1 Potential candidates
- 6.2 Ajax Electors

7 Level of Service

- 7.1 Nominations shall generally be accepted by appointment during the nomination period, and will be processed by the Clerk, Deputy Clerk, and/or Legislative Specialist when received (walk-in submissions are acceptable but not preferred). Nominations received on nomination day do not require an appointment.
- 7.2 Nomination submissions will be reviewed at the time of submission for completeness and may be rejected if the minimum submission requirements are not met. The individual seeking nomination will be notified of any deficiencies in their nomination package as soon as possible. Nothing prevents an individual whose nomination is rejected during the submission process from returning during the Nomination Period

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with a complete and acceptable nomination.

8 Quality Records

- 8.1 Provincial Form 1: Candidate Nomination
- 8.2 Provincial Form 2: Candidate Endorsements
- 8.3 Council Candidate Nomination Package
- 8.4 School Board Candidate Nomination Package
- 8.5 Candidate Information Package

9 Risk-Based Thinking

- 9.1 It is important to the integrity of municipal and school board elections that all candidates are confirmed to be eligible, and that they are able to submit their nominations during the designated time period. Failure to follow the instructions described herein may result in the following risks:
 - 9.1.1 Nominations are filed by individuals that are ineligible, bringing into question the integrity of the Election process;
 - 9.1.2 Incomplete nominations are submitted, requiring nominees to submit additional documentation before certification; and/or
 - 9.1.3 Election Staff are unable to answer questions from potential nominees about the nomination requirements and process.
- 9.2 The risks described herein are mitigated in the following manner:
 - 9.2.1 Election Staff are trained on the *MEA* requirements for a complete nomination;
 - 9.2.2 The Town shall make publicly available information about the nomination process; and
 - 9.2.3 All nominations are reviewed against the criteria established in this Work Instruction.

10 Resources

- 10.1 Ministry of Municipal Affairs & Housing Election Candidate's Guide

11 Instructions

Preparation of Nomination Package & Candidate's Guide

- 11.1 Prior to nominations being accepted for any election, the Clerk shall prepare a Nomination Package to be distributed to any Candidate after filing their Nomination Paper (Form 1). The Nomination Package shall include:

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- 11.1.1 Ministry of Municipal Affairs Candidate’s Guide;
- 11.1.2 Town of Ajax Candidate’s Guide;
- 11.1.3 Town Maps and Street Index;
- 11.1.4 Use of Corporate Resources For Election Purposes Policy (P076);
- 11.1.5 Election Sign By-law;
- 11.1.6 Letter to Financial Institutions – Opening of Candidate’s Bank Account;
- 11.1.7 Letter regarding campaign rights in condominiums, apartments, and gated communities; and
- 11.1.8 Any other documentation deemed appropriate for inclusion by the Clerk.
- 11.2 Prior to nominations being accepted for any election, the Clerk shall prepare the Candidate’s Guide, which shall include information on the following subjects:
 - 11.2.1 Contact Information;
 - 11.2.2 Schedule of Key Dates;
 - 11.2.3 Candidate Qualifications;
 - 11.2.4 Nominations;
 - 11.2.5 Scrutineers;
 - 11.2.6 Canvassing;
 - 11.2.7 Election Signs;
 - 11.2.8 Voter Eligibility Information;
 - 11.2.9 Financial Responsibilities, including;
 - Notice of Penalties;
 - Preliminary Expense Limit;
 - Preliminary Expense Limit on Post-Election Parties and Gifts of Appreciation;
 - Preliminary Self-Contribution Limit;
 - 11.2.10 Accessibility; and
 - 11.2.11 Any other information deemed appropriate for inclusion by the Clerk.

Requests for Information about Nominations

- 11.3 If an individual requests information about filing a nomination, Legislative Services Staff may give them a copy of the Candidate Information Package which contains the

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Ministry of Municipal Affairs Candidate’s Guide, Town of Ajax Candidate’s Guide, relevant nomination forms, and a business card for the Clerk.

- 11.4 The Clerk and other Election Team staff may answer any questions the individual has with respect to the nomination process, requirements, and the election generally.

Requests to File a Nomination

- 11.5 If an individual requests to file their nomination, they must provide the following documentation:
- 11.5.1 A completed Nomination Form (Provincial Form 1);
 - 11.5.2 Twenty-five (25) endorsements from persons eligible to vote in the municipality (Provincial Form 2), bearing original signatures (Note: this does not apply to school board candidates);
 - 11.5.3 A completed FOI Release Form (Form CSD-102);
 - 11.5.4 Current and valid identification. The identification must indicate the name and qualifying address of the individual (see list of acceptable ID provided by the Ministry of Municipal Affairs and Housing or form CSD-111 Acceptable Forms of Identification); and
 - 11.5.5 The required fee (\$200 for mayor and \$100 for any other office)
- 11.6 Any Election Staff may assist the individual if they are prepared to file their nomination. If no Election Staff are available, the following procedure may be followed by any Corporate Services staff:
- 11.6.1 If an individual or their Agent has brought all of the documentation listed in section 11.5 with them and is ready to file their nomination, review each of the completed forms individually with the nominee to ensure their accuracy, particularly the spelling of their name – **typically, their name will appear on the ballot as it is written on the form.** However, pursuant to Sec. 41 (2) 3. of the *MEA*, If the candidate wishes and the Clerk agrees, another name that the candidate also uses may appear on the ballot instead of or in addition to his or her legal name.
 - 11.6.2 If the individual is running for Council, ensure that they have included the necessary twenty-five (25) endorsements from persons eligible to vote in the municipality (Provincial Form 2). The endorsements must bear original signatures; if the candidate presents copies of original endorsements, the nomination may still be accepted but the endorsement forms bearing original signatures must be submitted to the Clerk prior to the end of the nomination period for certification purposes. School board candidates do not require any

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endorsements in order to run. Staff are not required to verify the veracity or accuracy of the endorsements.

- 11.6.3 Witness and date the declaration on the nomination form (Form 1). **Ensure the form is dated, and that the nominee has both signed and initialed in the appropriate areas. Do not complete the “Certification” portion of the Nomination Form.**
- 11.6.4 Process the registration payment. The filing fee is \$200 for Mayor and \$100 for all other offices. The fee is payable by cash, debit, credit card, money order, or cheque (made out to “Town of Ajax”). Print two copies of the receipt for payment.
- 11.7 Make photocopies of the following documents:
- 11.7.1 Two (2) photocopies of the completed and signed Nomination Form (Form 1);
- 11.7.2 Two (2) sets of photocopies of the completed and signed endorsements (Form 2);
- 11.7.3 One (1) photocopy of the completed and signed FOI Release Form (Form CSD-102); and
- 11.7.4 One (1) photocopy of their valid identification.
- 11.8 Return the following documents to the candidate:
- 11.8.1 One (1) photocopy of the completed and signed Nomination Form (Form 1);
- 11.8.2 One (1) set of photocopies of the completed and signed endorsements (Form 2);
- 11.8.3 One (1) photocopy of the completed and signed FOI Release Form (Form CSD-102);
- 11.8.4 Their original valid identification; and
- 11.8.5 Their receipt for payment of the fee.
- 11.9 Return the following documents to the Clerk:
- 11.9.1 The original completed and signed Nomination Form (Form 1);
- 11.9.2 The original completed and signed endorsements (Form 2);
- 11.9.3 One (1) photocopy of the candidate’s valid identification;
- 11.9.4 One (1) copy of the receipt for payment of the fee.
- 11.10 Place the following documents in the ‘Candidate Nomination & RTPA Registration Forms’ binder kept at the front counter:
- 11.10.1 One (1) photocopy of the Nomination Form (Form 1); and

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11.10.2 One (1) set of photocopies of the completed and signed endorsements (Form 2).

- 11.11 Give the candidate the appropriate Nomination Package. Advise the candidate that the Town of Ajax Candidate’s Guide contains their Notice of Penalties, Preliminary Expense Limit, Preliminary Expense Limit for Post-Election Parties and Gifts of Appreciation, and Preliminary Self-Contribution Limit.
- 11.12 Ensure that the Candidate’s information is posted on the election website and on the CSD Front Counter TV Screen within twenty-four (24) hours of the nomination being filed.
- 11.13 If the Candidate or their Agent wishes to take promotional photos or video of themselves submitting nomination papers in accordance with the Use of Corporate Resources for Election Purposes Policy (P076), Election Staff are not permitted to participate or appear in the photo.

Withdrawal of Nomination or Nomination for a different office

- 11.14 A Candidate may withdraw their nomination by completing and submitting a Withdrawal of Nomination Form (Form CSD-103). The Form must be signed and submitted in person by the Candidate or their Agent. Any Election Staff may accept a completed Withdrawal of Nomination Form, however it is preferable to have the Deputy Clerk or Clerk witness the submission of the Withdrawal of Nomination Form if possible. Withdrawals of nominations cannot be accepted after the certification of candidates has been completed.
- 11.15 If a Candidate is switching the office that they intend to run for, and therefore filing a new nomination, the previous nomination is deemed withdrawn and the candidate does not need to fill out a withdrawal form. The nominee must file a new filing fee in addition to the one already collected. No filing fee shall be returned until the necessary Financial Statement is filed.
- 11.16 If the person was previously nominated for an office on the same council in the same election and at that time filed a nomination with the necessary 25 endorsements, the endorsements transfer over to the new office and do not need to be re-collected.

Nomination Day

- 11.17 Nominations will be accepted from 9 a.m. until 2 p.m. on Nomination Day, as required by the *MEA*.
- 11.18 The *MEA* states that “if a person is present at the clerk’s office on nomination day at 2 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2 p.m.”. For the purposes of this section, “the clerk’s office” shall be understood to mean that the person is in the Town Hall atrium and either at, or visible

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from, the Corporate Services Customer Service Counter, located in Town Hall at 65 Harwood Ave. S, Ajax, ON.

12 Related Documentation

- 12.1 CSD-OP-050 Municipal & School Board Elections
- 12.2 Form 1: Candidate Nomination Paper
- 12.3 Form 2: Candidate Endorsement Form
- 12.4 Form CSD-102: Candidate Information and FOI Release Form
- 12.5 Form CSD-103: Withdrawal of Nomination Form
- 12.6 Form CSD-111: Acceptable Forms of Identification
- 12.7 Form CSD-113: Appointment of Agent
- 12.8 Policy P076: Use of Corporate Resources for Election Purposes

