



St. Catharines

Municipal Election

October 24, 2022

2022 Candidates' Guide for Municipal and School Board Elections

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Introduction

This guide has been prepared by the City of St. Catharines as a supplement to the guide published by the Province of Ontario. The provincial Candidates' Guide provides information relating to:

- Eligibility to run for election
- Nominations
- Campaigning
- Third party advertising
- Campaign finance
- Compliance and enforcement
- Completing financial statements
- Forms for municipal candidates

This guide provides information that is pertinent to candidates running for municipal (City or Region) and school board offices in the City of St. Catharines. This document is intended only as a guide, and prospective candidates are responsible for ensuring they comply with all requirements of the Municipal Elections Act.

Additional inquiries can be made by contacting the Legal and Clerks Services Department during regular office hours, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Statutory notices will be published in a local media outlet. Information is also available on the City's web page at www.stcatharines.ca/elections.

Office of the City Clerk – 3rd Floor, City Hall, 50 Church St.

Elections Resource Staff	Call	Email
Donna Delvecchio, Deputy Clerk	905.688.5601 ext. 1569	ddelvecchio@stcatharines.ca
Kristen Sullivan Deputy Clerk	905.688.5601 ext. 1512	ksullivan@stcatharines.ca
Clerks Division	905.688.5601 ext. 1517	clerks@stcatharines.ca

To be Elected

Council Members

Mayor:

One to be elected, at-large within the city and also serves as a member of Regional Council.

City Councillors:

12 to be elected, two from each of the six municipal wards:

Ward 1 - Merritton Ward

Ward 4 - St. Patrick's Ward

Ward 2 - St. Andrew's Ward

Ward 5 - Grantham Ward

Ward 3 - St. George's Ward

Ward 6 - Port Dalhousie Ward

Regional Councillors:

Six to be elected, at-large within the city who represent the City of St. Catharines at Regional Council.

School Board Trustees

English Language Public School Board (District School Board of Niagara)

Four to be elected at-large jointly with the Town of Niagara-on-the-Lake

English Language Catholic School Board (Niagara Catholic District School Board)

Two to be elected at-large from Wards 2, 3, 4, 5, 6, jointly with the Town of Niagara-on-the-Lake

One to be elected representing Ward 1 (Merritton Ward) jointly with the City of Thorold (nomination to be filed with the City of Thorold)

French Language Public School Board (Le Conseil Scolaire Viamonde)

One to be elected at-large (nomination to be filed with the City of Welland)

French Language Catholic School Board (Conseil Scolaire Catholique MonAvenir)

One to be elected at-large

Who can be a Candidate

Candidates must be:

- a resident of the municipality or a non-resident owner or tenant of land in the municipality or the spouse of such non-resident owner or tenant;
- a Canadian citizen and at least 18 years old
- not legally prohibited from voting
- not disqualified by any legislation from holding municipal office

In municipal elections in Ontario, candidates are not elected to represent a political party, however, in St. Catharines, City Councillors are elected to represent a ward. Visit stcatharines.ca/wardmap for details.

Who Cannot be a Candidate

The following people are disqualified from being elected as a school board trustee, a member of council, or from holding office as a member of council:

- a judge of any court
- a member of the Provincial Legislature, the Federal House of Commons or Senate who has not resigned from their office by the close of nominations (proof of resignation must be provided by the close of the nominations or the Clerk will not certify the nomination)
- a candidate who failed to file the necessary financial statement or exceeded the prescribed spending limit in the last municipal election or by-election
- a municipal employee who has not taken an unpaid leave of absence cannot run for mayor or council (if you are elected you must resign from your job)
- an employee of any school board who has not taken an unpaid leave of absence cannot run for a trustee position in Ontario at the same time (if you are elected you must resign from your job)

Filing a Nomination

The first day that candidates can register for nomination is **May 2, 2022**. The deadline to file a nomination for the municipal election is 2 p.m. on **Aug. 19, 2022**. Nominations must be filed in person with the Clerks division during regular office hours (except on Aug. 19 from 9 a.m. to 2 p.m.). Due to the complexity of the filing process, prospective candidates are requested to book an appointment using our online booking system at stcatharines.ca/appointments

To file a nomination, you must provide:

- **nomination paper (Form 1)**
- **declaration of qualifications**
- **at least 25 declaration of endorsements (Form 2) (applies to Mayor, City Councillor and Regional Councillor candidates only)**
- **current acceptable identification**
- **nomination filing fee (paid by cash, credit or debit card, certified cheque or money order, payable to City of St. Catharines) filing fee is \$200 for candidates running for mayor and \$100 for all other candidates; nomination fees are refunded to candidates once they file the required financial statement**

A person cannot raise or spend money on an election campaign until they have filed their nomination.

Nomination Endorsements

Anyone running for City or Regional Council must submit the signatures of 25 voters endorsing the nomination. Each individual providing a signature must sign a declaration stating that they are eligible to vote in the municipality on the day that they signed the endorsement.

The requirement to submit 25 nomination signatures does not apply to candidates running for school board trustee positions.

If a candidate files a nomination, and then changes their mind and decides to run for a different office on the same Council (such as running as a Councillor then decides to run for Mayor), new signatures are not required. If a candidate files nomination papers for the lower tier council and then changes their intent and wants to run for the upper tier council, 25 new signatures are required.

Nomination Form

A nomination paper must be filed in person by either the candidate or an agent of the candidate.

The candidate's declaration of qualification must be taken before a Commissioner of Oaths. City Clerks can administer this oath. If an agent is filing the nomination paper on behalf of a candidate, the candidate's declaration of qualification must be commissioned by any commissioner of oaths, prior to the agent filing the paper. Candidates are required to show proof of identity and qualifying address within the City of St. Catharines at the time of filing.

Under the Municipal Elections Act, the City Clerk is required to reject or certify the nominations of candidates on or before 4 p.m. on **Aug. 22, 2022**. A candidate who wishes to withdraw their nomination, must notify the Clerk in writing by 2 p.m. on **Aug. 19, 2022**. The withdrawal may not be faxed or scanned. The candidate must submit a financial statement including all financial transactions up to the time of the withdrawal.

Third Party Advertising

Third party advertisers are those publishing or running advertisements related to the election, who are not candidates.

Third party advertisers who wish to spend money on advertisements during the election must register with the City Clerk (Form 7) and must file a financial statement (Form 8).

A third party advertisement is an ad that supports, promotes or opposes a candidate or a "yes" or "no" answer to a question on the ballot.

Third party in this context means a person or entity who is not a candidate. Third party advertising is separate from any candidate's campaign and must be done independently from a candidate.

Who can be a Third Party Advertiser

The following are eligible to register as a third party advertiser:

- **any person who is a resident of Ontario**
- **a corporation carrying on business in Ontario**
- **a trade union that holds bargaining rights for employees in Ontario**

Groups or businesses that are not corporations cannot register as third party advertisers. Candidates cannot register as third party advertisers.

Only registered third party advertisers may spend money on advertisements supporting, promoting or opposing candidates or answers to a question on the ballot during the municipal election.

Key Dates

May 2, 2022

Nomination Period

Candidates can file nomination papers, pay the nomination fee and submit the 25 signatures of voters endorsing their nomination with the Clerks division during regular business hours 8:30 a.m. to 4. p.m., up until Nomination Day on Aug. 19, 2022 at 2 p.m.

Third Party Registration

May 2, 2022 is the first day an individual, union or corporation can file notice of registration as a third party advertiser. Third party advertisers have until Oct. 21, 2022 to register.

Campaign Period

The campaign period begins on Monday, May 2, 2022 or whenever a candidate files a nomination paper, whichever is later. The campaign period officially ends on Jan. 3, 2023 unless the candidate withdraws their nomination in writing with the Clerk, or files for another office, the Clerk rejects the nomination or the candidate continues his or her campaign to erase a deficit.

Aug. 19, 2022 - 9 a.m. to 2 p.m.

Nomination Day and Withdrawal of Nomination Papers

Last day for a candidate to file nomination papers or withdraw their nomination. Nominations or withdrawal cannot be accepted after 2 p.m.

Aug. 22, 2022

The Clerk will examine and certify all nominations by 4 p.m. and declare the candidate(s) elected by acclamation.

Aug. 22, 2022 to Oct. 24, 2022

Proxy Vote Certificates

Voters being appointed as proxies must apply for their proxy voting certificate (see Proxy Voting on pg. 16 for more information). This date is subject to additional nominations being required.

Aug. 24, 2022

If the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, additional nominations may be filed with the Clerks division until 2 p.m.

A candidate who wishes to withdraw their additional nomination must notify the Clerk in writing before 2 p.m.

Aug. 25, 2022

The Clerk will examine and certify any additional nominations by 4 p.m. and declare the candidate(s) elected by acclamation.

Sept. 1, 2022

Voters' list becomes available to certified candidates.

Sept. 1, 2022 to Oct. 24, 2022

Individuals may make an application to make revisions to the voters' list (see How Electors can view the Voter's List on pg. 15 for more information).

Sept. 26, 2022

Clerks will provide the certificate of maximum campaign spending limits to all certified candidates and third party advertisers.

Oct. 24, 2022

Election Day / Voting Day:

Voting places will be open at 10 a.m. and close promptly at 8 p.m.

Oct. 25, 2022

The Clerks division will declare official election results, and post the results to the City's website.

Nov. 15, 2022

The first day of new term of Council commences.

Jan. 3, 2023

Election campaign period ends.

Last day for candidates and registered third parties to provide written notice, in the prescribed form, of a deficit and the continuation of their campaign period.

March 30, 2023

Last day for candidates and registered third parties to apply to the Superior Court of Justice to extend the time to file their initial financial statement and auditor's reports.

March 31, 2023 - 2 p.m.

Deadline for candidates and registered third parties to file their initial financial statements and auditor's reports for reporting period ending **Jan 3, 2023**. Last day for candidates and registered third parties to notify the Clerk, in writing, that an application has been made to the Superior Court of Justice to extend the time for filing their initial financial statement and auditor's report.

May 1, 2023 - 2 p.m.

Last day for candidate or registered third party to file their initial financial statement and auditors report, and pay \$500 late filing fee.

June 29, 2023

Last day for an elector to apply for a compliance audit of a candidate or registered third party's initial financial statement.

June 30, 2023

Last day of the extended campaign period for candidates and registered third parties that extended their campaign due to a deficit. Should this apply, additional dates related to supplementary filing requirements will apply.

Aug. 30, 2023

Last day for the Clerk to provide notice of supplementary filing requirements and penalties to candidates or registered third party advertisers.

Candidates' Supplies

When available, candidates for the 2022 Municipal and School Board Election will be provided with the following supplies from the Clerks division at no charge:

- one copy of the preliminary list of electors applicable to the office the candidate is seeking (electronic format)
- one street index of the preliminary list of electors
- one map of the geographic area applicable to the office the candidate is seeking, this resource is also available at www.stcatharines.ca/elections
- one list of the polling places within the City of St. Catharines
- a copy of the procedures established by the Clerk for the use of the vote counting equipment and for vote-by-mail (alternative voting method)

Additional information for candidates will be posted on the City's election website: stcatharines.ca/elections

Scrutineers

A candidate may appoint scrutineers to represent them at the polls during the voting and at the counting of the vote. The appointment of a scrutineer is to be made on the appropriate form, which is available from the Clerks division.

Prescribed forms appointing scrutineers must be signed and approved by the Clerk. A candidate may appoint one scrutineer for each voting station. Scrutineers must show their written appointment to election officials upon request. Only one scrutineer per candidate may be in the voting place at each polling station. Candidates who enter the voting place are considered to be scrutineers and one of their scrutineers must leave the voting place during the period of time the candidate is in attendance.

Scrutineers are entitled to:

- be present when materials and documents are delivered to the Clerk following advance voting and on voting day
- enter the voting place 15 minutes before it opens to inspect the ballot boxes, ballots, and all other papers, forms and documents relating to the vote (but not to delay the timely opening of the voting place)
- place his or her own seal on a ballot transfer box at the conclusion of voting on each day of advance voting
- sign the Deputy Returning Officer's (DRO) statement at the close of the polls
- the role of candidates and scrutineers in the voting place is to scrutinize the integrity of the process, not a communicative role, and candidates and scrutineers are not to speak to electors

Scrutineers and Candidates are prohibited from:

- attempting, directly or indirectly, to interfere with how an elector casts their ballot
- attempting to campaign or persuade an elector to vote for a particular candidate
- displaying a candidate's campaign material in a voting place; this includes wearing campaign buttons
- compromising the secrecy of voting
- interfering or attempting to interfere with an elector marking a ballot
- obtaining or attempting to obtain, in a voting place, any information about how an elector intends to vote or has voted
- communicating any information obtained at a voting place about how an elector intends to vote or has voted
- handle any of the Deputy Returning Officer's (DRO) supplies, including the poll book
- serving as an interpreter for a voter

Election Signs

The Municipal Elections Act, 1996 does not set out rules with respect to the installation of election signs on private or public property.

Election signs in the City of St. Catharines are regulated by By-law 2012-154, entitled: A By-law for Prohibiting and Regulating the Erection of Signs and Other Advertising Devices, otherwise called the Sign By-law. Signs are also regulated by the Regional Municipality of Niagara's Sign By-law (122-2013).

Section 2.12 of the City's Sign By-law provides that: "No person shall cause or permit an election sign to be erected earlier than 60 days prior to the Election Day or remain erected more than seven days after the Election Day."

No permit is required for an election sign. However, candidates must comply with all applicable provisions of the Sign By-law, including but not limited to:

- **signs are not permitted on City road allowances (Section 2.1) or Regional roads (Regional Municipality of Niagara's Sign by-law 122-2013)**
- **general requirements pertaining to all signs such as: identification, compliance with Codes, setbacks from the street and other properties, and prohibitions relating to lights or other beacons, obstruction of traffic signals, line of vision and parking spaces (Section 3)**
- **limitations and prohibitions that relate to specific structural types of signs, for example, ground signs, pole signs, portable signs, projecting signs, wall signs, utility pole signs, awnings, flags, and wrap around signs (Section 4)**
- **electronic signs are regulated under Section 5.6**
- **candidates should contact the Ministry of Transportation with respect to the placement of campaign signs on or in proximity to road allowances under the jurisdiction of the Province of Ontario**

It is the candidate's responsibility to ensure that campaign workers are not contravening the above by-laws. Contravention may result in the removal of the sign and may be subject to costs associated with the removal and the fines pursuant to the Provincial Offences Act or other applicable statutes. If you are in doubt about the placement of your signs, please contact the City's By-law Enforcement division.

Full copies of the City's Sign By-law and Regional Municipality of Niagara's Sign By-law can be found on the City's election website at stcatharines.ca/elections

How Electors can view the Voters' List

All eligible electors are encouraged to check www.voterlookup.ca to ensure they are on the voters' list and their name is correctly entered on the list. Voterlookup.ca will be available to make changes until July 22, 2022.

Note: When using www.voterlookup.ca and searching for St. Catharines do not include a period in the spelling of St. Catharines, search as St Catharines.

As of **Sept. 1, 2022** a copy of the voters' list will be available for viewing at the Office of the City Clerk, Third Floor, City Hall, and the following branches of the St. Catharines Public Library:

- **Centennial Library - 54 Church Street**
- **Dr. Huq Family Library Branch - 425 Carlton Street**

From **Sept. 1 to Oct. 24, 2022** electors can make an application to add, correct or delete information contained on the voters' list. At advanced polls and on voting day, Election Officials will be available to make revisions at the polling location.

Campaign Material at the Polls

No campaign material or literature of any nature relating to any candidate in the election shall be displayed on the property of the voting place. This material includes campaign signs, buttons, brochures or any other advertising material.

Voting place is defined as the area designated by the Clerk in which the facilities for the conducting of the vote are located. The voting place includes not only the building, but the entire property on which the voting station is located. This would include driveway access, school yards, lawns, parking lots, etc.

Proxy Voting

Any person whose name is on the voters' list, or who has been added by revision to the voters' list, may appoint another qualified voter to vote on their behalf. A person wishing to appoint a proxy voter must do so on the prescribed form (Form 3) available from the Clerks division or on the City's website and bring the form to the Clerk's Offices.

A voting proxy may not act as a proxy for more than one person except when the person voting by proxy is the parent, grandparent, child, grandchild, brother, sister, or spouse of the voting proxy. A voting proxy may act for one other person or the specified family members, but not both.

The person being appointed as proxy must attend the City's Clerk's offices to swear or affirm a statutory declaration (identification is required). The voting proxy form is not valid unless it has been signed by the Clerk or their designate.

For the purpose of certifying appointments to vote by proxy, the Clerk's division will be available at the following times:

- **Weekdays – beginning Aug. 22, 2022 between the hours of 8:30 a.m. to 4:30 p.m.**
- **On Advance Vote days held on a weekend, the Clerk will delegate authority to the elections staff at the Advance Polls.**

Proxy forms will be available after Aug. 22, 2022, up to and including Election Day, Oct. 24, 2022.

Advance Polls

There will be seven advance polls. The advance poll locations and dates will be available on the City of St. Catharines website at stcatharines.ca/elections

A fully accessible advance poll with an accessible voting ballot marker device will be exclusively available at City Hall, during dates noted below. Every effort has been made to select barrier-free voting locations with accessibility features, however, voters who require the use of fully accessible voting features are encouraged to vote at the City Hall advance poll location.

City Hall, Atrium, Third Floor 50 Church Street

Daily, Oct. 11, 2022 to Oct. 21, 2022,
(excluding weekends) 9 a.m. to 4 p.m.

Election Day

Polling locations will be open on Election Day
Oct. 24, 2022 from 10 a.m. and 8 p.m.

There will be four polls in each of the six wards. The locations of the polls will be available on the City of St. Catharines website at stcatharines.ca/elections

Vote-by-Mail

St. Catharines City Council passed By-law 2021-167 authorizing the use of vote-by-mail as an alternative voting method. This method of voting will be provided as an alternative to voting, at a physical poll location. This method of voting is upon request only by the elector.

Detailed information on this voting method can be found on the City of St. Catharines' website at stcatharines.ca/elections

Vote Tabulators

The City of St. Catharines uses a portable scanning machine called a vote tabulator to cast and count ballots. This vote tabulator reads and records how the ballot is marked, deposits it into a ballot box, stores the information and produces election results after the close of the voting place. Each advance poll and polling location on Election Day is assigned a minimum of one vote tabulator. Ballots cast at institutions and vote-by-mail will be tabulated at City Hall on Election Day.

Procedures on the use of vote tabulators are provided in the candidates' packages.

Vote-by-mail and institution polls have been established in accordance with the principles of the Municipal Elections Act.

Election Night Posting of Results

The unofficial results for each candidate office, will be displayed once they are available after the close of the polls at 8 p.m. on Oct. 24, 2022, in the following locations:

- **City of St. Catharines website stcatharines.ca/elections**
- **Council Chambers, Third Floor, City Hall**

Additional Information

City Council Meeting Schedule

City Council meetings are held bi-weekly on Mondays at 6 p.m. in Council Chambers, unless otherwise announced.

Advisory Committees of Council

There are approximately 12 other internal and external committees to which members of Council may be appointed. Committee meetings are held at various times. As part of Council orientation, Council members will meet to decide which members will serve on the committees of their choice.

Salary for City Councillors and Mayor

- City Councillor (2022): \$25,368.50 per annum
- Mayor (2022): \$118,420 per annum plus \$39,290.72 for serving on Regional Council (rates subject to change)

Additional stipends may be applicable for appointments to other boards or committees.

Regional Councillors

For information on meeting times, and compensation for Regional Chair, and Regional Councillors, candidates should contact the Niagara Region:

**Niagara Region - 905.980.6000,
1815 Sir Isaac Brock Way, Thorold, Ontario, L2V 4T7**

School Board Trustees

For information on meeting times, and compensation for School Trustees, candidates should contact the respective school boards:

**District School Board of Niagara - 905.641.1550,
191 Carlton Street, St. Catharines, Ontario, L2R 7P4**

**Niagara Catholic District School Board - 905.735.0240,
427 Rice Road, Welland, Ontario, L3C 7C1**

**Le Conseil Scolaire Viamonde - 416.614.0844,
116 Cornelius Pkwy, Toronto, Ontario, M6L 2K5**

**Conseil Scolaire Catholique MonAvenir - 416.397.6564,
110 Drewry Ave, Toronto, Ontario, M2M 1C8**