

Candidates Information Session

Agenda

- Welcome and introductions
- City of Kingston
- Limestone District School Board
- Ministry of Municipal Affairs

Role of the Clerk

- During the Election
- Returning Officer
- Conducting the 2018 Election based on the principles of the Municipal Elections Act, which include:
 - ✓ Secrecy and confidentiality of votes is paramount;
 - ✓ Election should be fair and non-biased;
 - ✓ Election should be accessible to voters;
 - ✓ Integrity of process should be maintained throughout election;
 - ✓ Certainty that results of election reflect votes cast;
 - ✓ Voters and candidates should be treated fairly and consistently within municipality.

Running for Office

Who can run for municipal office?

Municipal Act, Section 256: Every person is qualified to be elected who is entitled to be an elector in the municipality under section 17 of the of Municipal Elections Act, 1996, as amended

Section 17(2) of the Municipal Elections Act

A person is entitled to be an elector at an election held in a local municipality if, on voting day, he or she,

- ✓ resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- ✓ is a Canadian citizen;
- ✓ is at least 18 years old; and
- ✓ is not prohibited from voting under the Act.

Running for Office

Who cannot run for municipal office?

- ✓ Any person not eligible to vote in the municipality
- ✓ An employee of the municipality (unless a leave of absence is taken before the nomination and if elected the employee resigns)
- ✓ A judge of any court
- ✓ A member of the Ontario Legislature, Senate or House of Commons
- ✓ A person who was a candidate in the previous election and did not file a campaign financial statement by the deadline

Nomination Process

- ✓ Nominations can be submitted beginning Tuesday, May 1, 2018
- ✓ Nomination Day (the last day to file nominations) is Friday, July 27, 2018 (between 9:00 am and 2:00 pm)
- ✓ Nominations must be submitted in person using Form 1 (Nomination Paper) together with the required filing fee:
 - \$200 for Head of Council
 - \$100 for all other offices
- ✓ Candidates may register in any District, not just the district where they reside

Nomination Process

25 signature endorsement requirement

- ✓ Nominations for municipal office must now be endorsed by at least 25 persons, using Form 2 (Endorsement of Nomination)
- ✓ Persons endorsing a nomination must be eligible to vote in the municipal election if a regular election were to be held on the day that the person endorses the nomination
- ✓ Persons may endorse more than one nomination

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Certification

Municipal Elections Act, Section 35

- The Clerk shall examine and certify nominations;
- If not satisfied that a person is qualified or that the nomination complies with the Act, the Clerk shall reject the nomination;
- The Clerk's decision to certify, or reject, a nomination is final.

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Role of Council Members

Municipal Act, Section 224

- ✓ to represent the public and to consider the well-being and interests of the municipality;
- ✓ to develop and evaluate the policies and programs of the municipality;
- ✓ to determine which services the municipality provides;
- ✓ to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- ✓ to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- ✓ to maintain the financial integrity of the municipality; and
- ✓ to carry out the duties of council under this or any other Act.

Role of Council Members

Member of council are also responsible for:

- ✓ Conducting meetings and passing by-laws
- ✓ Developing policies including, but not limited to:
 - Pregnancy and parental leaves
 - Protection of tree canopy and natural vegetation
 - Council-staff relationship

Role of Head of Council (Mayor)

Municipal Act, Section 225

- ✓ to act as chief executive officer of the municipality;
- ✓ to preside over council meetings so that its business can be carried out efficiently and effectively;
- ✓ to provide leadership to the council;
- ✓ to provide information and recommendations to the council with respect to the role of council (above);
- ✓ to represent the municipality at official functions; and
- ✓ to carry out the duties of the head of council under this or any other Act.

Role of Head of Council (Mayor)

As chief executive officer of the municipality, the head of council has special responsibilities, which are set out in section 226.1 of the Municipal Act, 2001:

“226.1 As chief executive officer of a municipality, the head of council shall,

- uphold and promote the purposes of the municipality
- promote public involvement in the municipality’s activities
- act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally and
- participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.”

Role of Staff

Municipal staff are responsible for:

- ✓ Undertaking research and providing advice to council with respect to the policies and procedures of the municipality
- ✓ Carry out duties required under legislation and as assigned by council
- ✓ Implementing council's decision
- ✓ Establishing administrative practices/procedures to carry out council's decisions

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Governance Model

- Council Meetings (Monthly, 1st and 3rd Tuesday)
- Standing Committees
- Advisory Committees
- External Agencies



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Remuneration



- Mayor's annual remuneration
\$ 116,856, plus benefits
- Councillor's annual remuneration
\$40,000, plus benefits
- Deputy Mayor's remuneration
\$250 for each month served as Deputy Mayor
- Review of Council Remuneration

Orientation & Meeting Guidelines

Orientation

- Tentatively scheduled Orientation dates:
- November 12, 13, 14, 15, and 19, 2018

(Dates will be finalized and information provided after
Nomination Day to all Candidates so successful
Candidates can have dates marked in their calendars)

Meeting Guidelines

- By-Law 2010-01 “Council Procedural By-Law”
- By-Law 2010-205 “Committee By-Law”
- Default to Bourinot’s Rules
- Municipal Act

Openness and Transparency in Local Government

- Regular Tuesday Meetings of Council are live streamed to the City of Kingston's YouTube channel, and broadcast on YourTV (formerly Cogeco)
- All Standing Committee meetings and Heritage Kingston are recorded and posted to YouTube
- Agenda, Meeting Calendar, Minutes are posted on the City's webpage.

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Important Dates

- Opening of Nominations – Tuesday, May 1, 2018
- Nomination Day (last day to file nominations) – Friday, July 27, 2018
- Display of Election Signs – September 22, 2018 to October 27, 2018
- Voting Dates
 - Advance Voting Day – Saturday October 13, 2018
 - Voting Day – Monday October 22, 2018
 - Internet Voting – Saturday October 13th through to Monday October 22nd