



Township of Georgian Bluffs Municipal Election 2022  
**#VotetheBluffs2022**



Candidate Information Package



## Candidate Information

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## #VotetheBluffs2022 | Candidates

Thinking about running for Council? Here's what you need to know:

### 1. Municipal Offices to be Elected:

During the voting period, ending at 8:00 p.m. on October 24, 2022, voters in the Township of Georgian Bluffs will elect members to the following municipal offices and school boards:

**Mayor** - 1 to be elected

**Deputy Mayor** - 1 to be elected

**Councillors** - 5 to be elected

All offices within the Township are elected at large, therefore no specific member of Council represents a defined ward area. All offices represent the Township as a whole.

### 2. Are you eligible?

Qualifications for members of Council are set out in Section 256 of the *Municipal Act, 2001* and Section 17 of the *Municipal Elections Act, 1996*.

In order to run for office in the Township of Georgian Bluffs, a person must be:

1. A Canadian citizen;
2. At least 18 years old
3. A resident of the Township of Georgian Bluffs or the owner or tenant of land in the Township, or the spouse of such owner or tenant; and
4. Not disqualified by any legislation from holding office.

### Ineligibility

The following are ineligible to be elected as members of Council:

1. An employee of the Township of Georgian Bluffs, except during an authorized leave of absence (the leave of absence must begin upon filing the Nomination Form);

2. A person who is not an employee of the municipality, but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar, or who holds any administrative position of the municipality
3. A judge of any court
4. A member of the Assembly as provided in the Legislative Assembly Act, 1990 of the Senate or House of Commons of Canada
5. A person who is serving a sentence of imprisonment in a penal or correctional institution.
6. A person who was convicted of the corrupt practice described in subsection 90 (3) of the Municipal Elections Act, if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

**3. Do you understand the position?**

As a member of Council, you will have the opportunity to influence and shape the future of the Township. The *Municipal Act, 2001* defines the roles of Council and the Head of Council (Mayor) as follows:

<b>Council</b>	<b>Head of Council (Mayor)</b>
To represent the public and to consider the well-being and interests of the municipality.	To act as chief executive officer of the municipality.
To govern the policies and programs of the municipality.	To preside over council meetings so that its business can be carried out efficiently and effectively.
To determine which services and levels of service the municipality provides.	To provide leadership to the council without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1).
To ensure that governance policies, practices and procedures and controllership policies, practices and procedures are in place to implement	To represent the municipality at official functions.

<p>the decisions of council;</p> <p>to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality.</p>	
<p>To maintain the financial integrity of the municipality.</p>	<p>To carry out the duties of the head of council under the <i>Municipal Act, 2001</i> or any Act.</p>
<p>To carry out the duties of council under the <i>Municipal Act, 2001</i> or any other Act.</p>	

**4. What will your role be with Grey County Council?**

Grey County Council consists of the Mayor and Deputy Mayor from each of the nine member municipalities. As a result, the elected Mayor and Deputy Mayor will sit on Grey County Council by virtue of their office.

The Warden of County Council is elected by their council peers each year to serve as the Head of Council. County Council meets on the second and fourth Thursday of the month immediately followed by a Committee of the Whole meeting.

**5. What is the time commitment?**

As a member of Council, you will sit on various standing and local committees and boards and attend Council and community events throughout the Township. The Mayor, Deputy Mayor and remaining five Councillors form Council and Committee of the Whole. Council and Committee of the Whole meet on a rotating basis, at least three times a month.

All regularly scheduled meetings of Council and Committee of the Whole commence at 5:00 p.m. on Wednesdays.

Members of Council can expect to dedicate approximately 10-20 hours per month to attend meetings of Council, Committee of the Whole and local and standing committees, in addition to time spent preparing for meetings and communicating with constituents.

See below for an example of a typical month on Council. Please note, the following examples are provided simply for comprehension and approximate time spent completing each activity. Said examples are not guaranteed, and monthly time allocations may exceed the timeframes as provided.

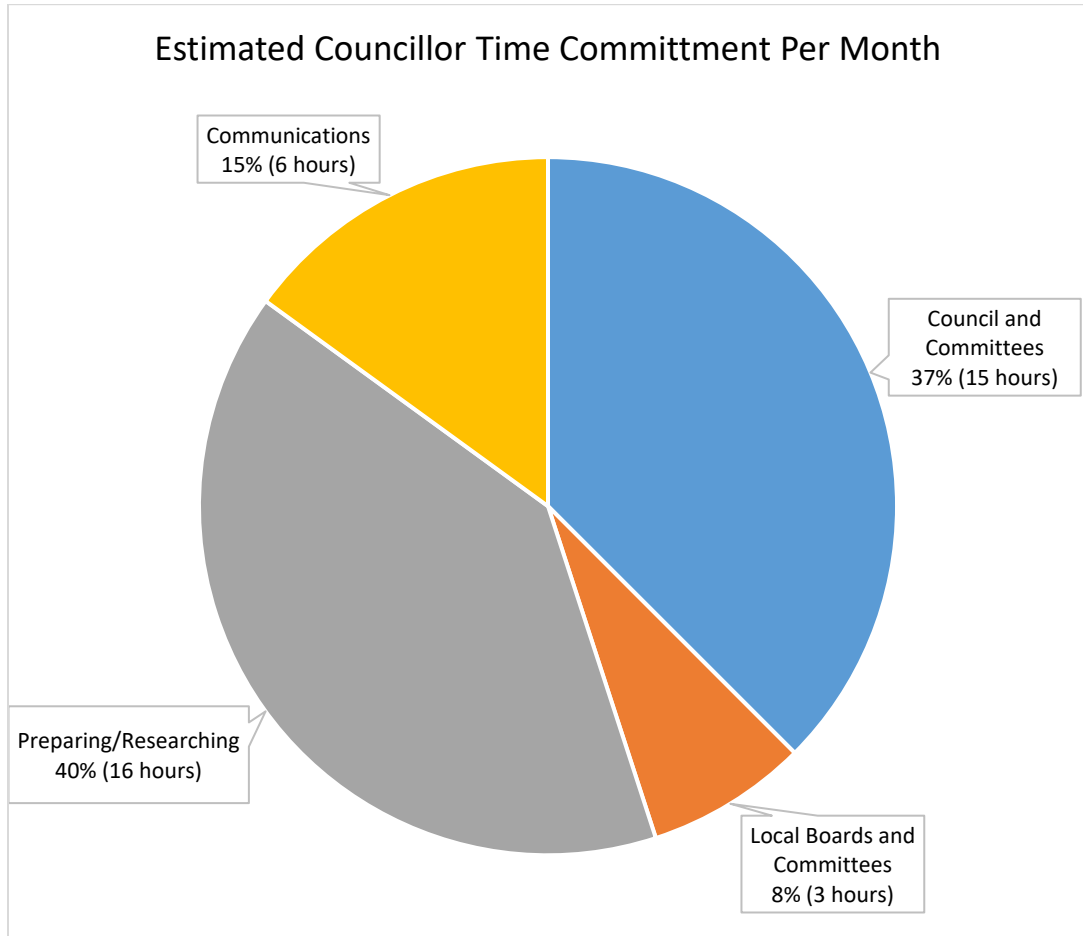
<b>Occurrence</b>	<b>Meetings / Month</b>	<b>Time Allocated (hours)</b>
Council	1	3-5 hours
Committee of the Whole	2	3-5 hours / meeting (x2) 10 hours per month
Committee of Adjustment	1	2 hours
Various Local Boards and Committees	1 per Committee*	1 hour per meeting (for this example, only 1 meeting is allocated)
Preparing / Researching	4	4 hours per meeting (x4) 16 hours per month
Communications	Undefined	Average: 6 hours per month
<b>Total</b>		<b>40 hours per month</b>

\*Not all members of Council serve on Local Boards and Committees, therefore time spent preparing and researching does not include time allocated to preparing for Local Board and Committee meetings.

In addition to Council and Committee of the Whole, members of Council sit on the following Local Boards and Committees:

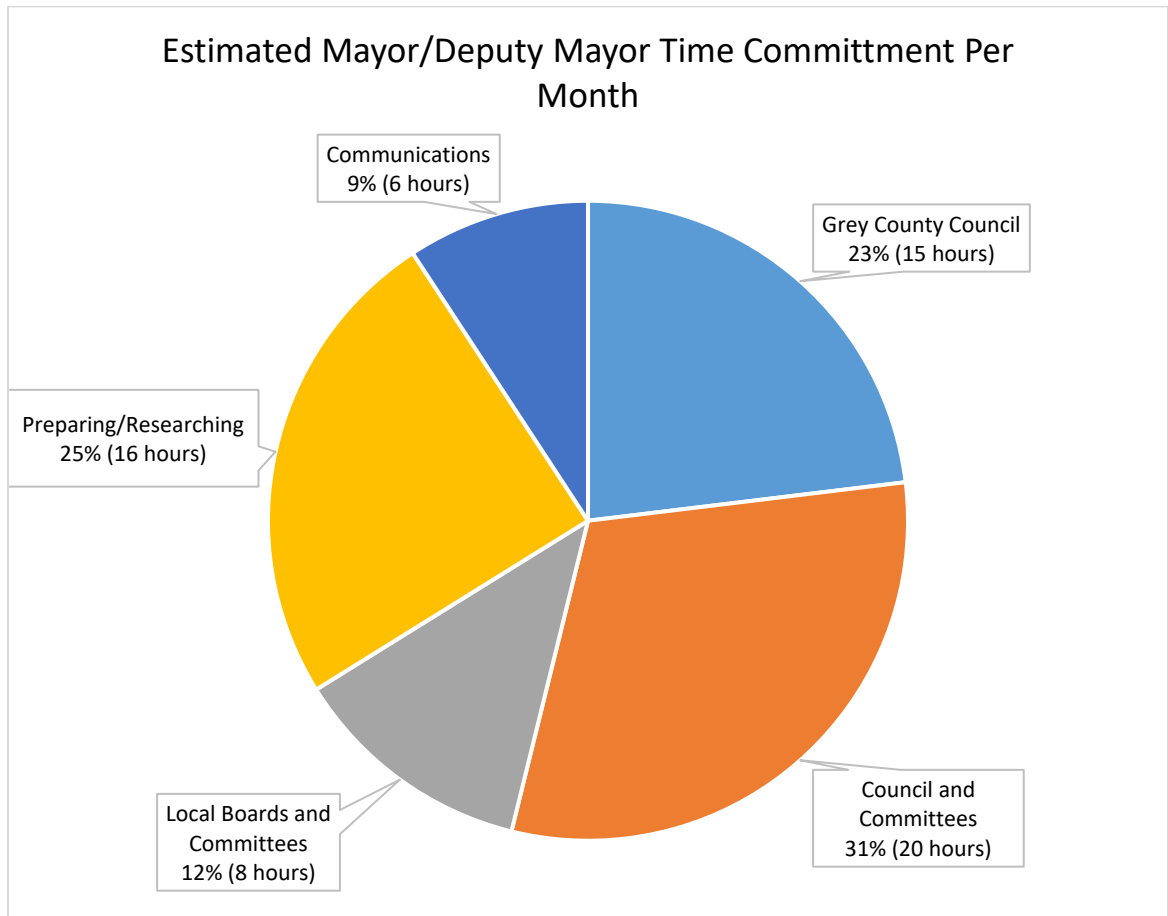
- Committee of Adjustment
- Police Services Board
- Inter-Township Fire Department Joint Board of Management
- Georgian Bluffs / Chatsworth BioGRID Joint Board
- Owen Sound and North Grey Union Public Library Board
- Grey Sauble Conservation Authority Board
- Grey County Farm Safety Association
- Source Water Protection Committee

In short, a Councillor can anticipate allocating the 40 hours per month as follows:



**Total: 40 hours per month**

Candidates for Mayor and Deputy Mayor can anticipate allocating more than the estimated 40 hours per month, due to their involvement with Grey County Council, increased attendance at Local Boards and Committees and involvement with pre-meeting procedural preparation. Said commitments increase the time allocation per month of both positions to approximately 65 hours.



**Total: 65 hours per month**

To better understand your potential role as a Council member, visit the Township website at [www.georgianbluffs.ca](http://www.georgianbluffs.ca) , and review the council calendar with published meeting agendas and minutes.

## 6. Voting Method – Hybrid

To accommodate all voters, Council has approved implementing a hybrid approach to voting for the 2022 Municipal Election, which will marry virtual voting opportunities with in-person polling. Timelines for hybrid methods are as follows:

Voting Method	Commencement	Duration	Termination
Online	October 6, 2022 10:00 a.m.	18 days (24/7)	Voting Day, October 24, 2022  8:00 p.m.
Telephone	October 6, 2022 10:00 a.m.	18 days (24/7)	Voting Day, October 24, 2022  8:00 p.m.
In-person	October 19, 2022 To be determined.	5 days (per polling location schedules)	Voting Day, October 24, 2022  8:00 p.m.

Internet and telephone voting will commence on October 6th and will run continuously through to October 24, 2022, with the introduction of in-person opportunities on October 19, 2022. Voters will have the opportunity to cast their votes online or by telephone, 24 hours a day, continuously through to Voting Day, October 24, 2022.

In-person voting will provide voters the ability to attend a polling station to cast their ballot, on paper. In this hybrid model, staff will commence in-person polling on Wednesday, October 19, 2022. Polling stations will move throughout the Township at a different facility each day, until Voting Day on October 24, 2022.

## 7. Electronic Participation

Effective 2020, Members of Council and Committees of Council are able to attend all meetings remotely, via Microsoft Teams.

In 2021, Council moved to amend the Township Procedure By-law to permit electronic participation, on a permanent basis. Therefore, Members of Council are welcome to attend meetings virtually, at their discretion.

The Township's Electronic Participation Policy is attached for reference.



## 8. Be Informed!

As a potential representative of Township Council, you will need to be aware of the range of legislated responsibilities in considering and approving municipal by-laws, policies and procedures and budgets. For more information review:

- *Municipal Act, 2001*
- *Planning Act, 1990*
- *Municipal Conflict of Interest Act, 1990*
- *Municipal Elections Act, 1996*

## 9. Township Contact Information

Brittany Drury, Director of Corporate Services / Clerk  
519 376 2729 x. 606 | [bdrury@georgianbluffs.ca](mailto:bdrury@georgianbluffs.ca)

Carly Craig, Deputy Clerk  
519 376 2729 x. 602 | [ccraig@georgianbluffs.ca](mailto:ccraig@georgianbluffs.ca)

Keep up to date – visit the 2022 Election page on the Township website to stay informed and updated on election resources and important information:

<https://www.georgianbluffs.ca/en/2022-election.aspx>

## 10. Nomination Procedures

### a. Filing Nomination Papers

Every person who proposes to be a candidate must file a Nomination prior to receiving any campaign contributions and/or spending any funds on a campaign. A candidate may file their Nomination as of May 2, 2022 at the Township Administrative offices during regular business hours (9:00 a.m. to 4:30 p.m.). Blank Nomination forms are available from the Clerk's Department and posted on the Township website.

Nominations must be submitted in person to the Township Clerk at the Township of Georgian Bluffs Administrative Office – 177964 Grey Road 18, Owen Sound. Candidates are required to complete their Nomination forms, including a Declaration of Qualification which must be taken before a Commissioner of Oaths. Commissioners of Oaths in the Clerk's Department can administer this Declaration. The candidate will be required to show photo identification, including the candidate's signature. Please note that Nominations submitted by fax or mail will not be considered valid and therefore not be accepted.

The Nomination of a candidate for an office on Council (Mayor, Deputy Mayor, Councillor) must be endorsed by at least 25 persons. The person endorsing the Nomination must be eligible to vote in an election for an office

within the Township if a regular election was held on the day that the person endorses the Nomination. **To mitigate the consequences of a challenge to the qualification of a person endorsing your candidacy, we would suggest you obtain a few extra endorsements beyond the required 25.**

The Nomination must be accompanied by the prescribed nomination fee. The prescribed fee is \$200 for Mayor, \$100 for Deputy Mayor and \$100 for Councillors, and can be paid by cash, certified cheque or debit at the Township of Georgian Bluffs Administrative Office. Credit cards and uncertified cheques will not be accepted.

The final day for filing a Nomination for the 2022 Municipal Election is Nomination Day, August 19, 2022 – 9:00 a.m. to 2:00 p.m. Any candidate in the Township Administration Office at 2:00 p.m. will be permitted to file their Nomination.

If an agent is filing the Nomination on behalf of a candidate, the candidate's Declaration of Qualification must be witnessed by a Commissioner for taking affidavits, before the agent files the Nomination with the Township. The agent must provide a copy of the candidate's identification as well as providing their own identification.

Candidates are responsible for ensuring that they meet all the qualifications and have followed the procedures with respect to the filing of Nominations.

#### **b. Withdrawal of Nominations**

A candidate may withdraw their nomination by filing a written withdrawal with the Clerks Department before 2:00 p.m. on August 19, 2022. The candidate will be asked for identification when filing their withdrawal.

#### **c. Examination and Certification of Nominations by Clerk**

Before 4:00 p.m. on the Monday following Nomination Day – August 22, 2022 – the Clerk shall examine each nomination that has been filed to accept (certify) or reject the nomination.

If the Clerk rejects a nomination, notice will be provided as soon as possible to the individual seeking nomination and to all candidates. The Clerk's decision to certify or reject a nomination is final.

**d. Acclamations**

If, at 4:00 p.m. on August 22, 2022 the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate or candidates as elected by acclamation.

**e. Exception for Additional Nominations**

If the number of nominations certified for an office is less than the number of persons to be elected to an office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day – August 24, 2022.

Any additional nominations filed under the *Municipal Elections Act, 1996*, Section 33 (5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day – August 25, 2022.

**f. Refund of Nomination Filing Fee**

A candidate is entitled to receive a refund of the nomination filing fee if they file their financial statements with the Township Clerk by the filing date, being before 2:00 p.m. on March 31, 2023.



# COU-02-2020 Electronic Participation Policy

**Implemented:** September 16, 2020

**Amended:** June 9, 2021

## References and Related Documents:

- *Municipal Act, 2001*
- Bill 197, *COVID Economic Recovery Act, 2020*
- Procedure By-law 2019-125
- Council Code of Conduct – COU-01-2019
- Closed Session Policy – COU-01-2020

## Policy Statement

The Township of Georgian Bluffs, in coordination with the 2020-2024 Strategic Plan, more specifically, goals one and five, is committed to improving communications with the community, and further ensuring all meetings are accessible, open, and transparent.

## Purpose and Scope

This policy and procedures therein have been created to establish guidelines for electronic participation in Township Council and Committees of Council meetings, in accordance with Township Procedure By-law 2019-125, *Municipal Act, 2001* and other governing regulations.

This policy shall apply to electronic participation, either by Township staff or Township Council or Committees of Council members, in all meetings of Council, Committees and Boards.

## Definitions

**Electronic Participation:** Means the use of communication technologies including, but not limited to, video, audio or telephone to permit participants to be involved in meetings as defined and in accordance with Township Procedure By-law 2019-125.

**Participants:** Means members of Council, staff, the public, or anyone who is presenting or otherwise participating in a meeting.

## Policy Requirements

### Section 1 – Electronic Meeting Procedures

#### 1. Electronic Participation

- 1.1 A Member of a Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of Members is present at any point in time in accordance with Section 238 (3.3) of the *Municipal Act, 2001*, as amended.
- 1.2 Any Member intending to participate electronically in a meeting shall send a request to do so by email to the Clerk prior to the meeting.  
  
See subsection 2 for electronic attendance procedures.
- 1.3 The method of participation may be via video or tele-conference, depending upon available technology to facilitate electronic participation.
- 1.4 Participants shall connect to the conference via online video or telephone no later than 15 minutes prior to the commencement of the meeting.
- 1.5 When participating via video conference, webcams shall be enabled, unless otherwise restricted by internet connectivity limitations.
- 1.6 When participating via video or telephone conference, all microphones should be muted unless the participant is speaking.
- 1.7 Any member participating via video conference should indicate they wish to speak by raising their physical and virtual hand and keeping them raised until the Chair acknowledges their request.
- 1.8 Any member or staff participating via telephone, shall be called upon by the chair to speak after all members participating in-person or via video conference have spoken.
- 1.9 Any member of Council participating via video conference or telephone shall announce if they wish to leave the meeting prior to adjournment or prior to leaving the meeting.
- 1.10 Participants shall not share an electronic meetings access information unless directed to do so by the Clerk or their delegate.

- 1.11 Participants shall provide to the Clerk's Office, prior to the commencement of the meeting, a phone number to join the conference in the event of a disruption of the video conference.

## 2. Attendance Requirements

- 2.1. Members shall be permitted to participate via electronic means for Council, Committee of the Whole, Committee of Adjustment, local boards, and committees. However, sensitive matters may require in-person attendance of members. The CAO, Mayor, or Clerk may determine that members are required to participate in-person in the following circumstances:
  - i. When a matter being discussed is of a sensitive nature with a high volume of public participation anticipated.
  - ii. When in-person attendance has been requested by the Mayor, CAO or Clerk for other reasons not covered in this policy.
- 2.2. Notification of participation intentions, whether in-person or electronic, shall be provided, in writing, to the Clerk, within 48 hours of commencement of the meeting. Members should attempt, to the best of their abilities, to provide at least 5 days' notice to the Clerk, to facilitate their electronic or in-person participation. Members are encouraged to schedule electronic participation with the Clerk at the commencement of each year.

## 3. Public Participation

- 3.1 Members of the public who wish to make an electronic submission to Council, Committee of the Whole, Committee of Adjustment, local boards or a committee of any of them, shall be required to register with the Clerk prior to commencement of the meeting.
- 3.2 The Clerk's Office will ensure, to the best of their ability, that those wishing to participate electronically are able to do so.

## 4. Discussion and Voting

- 4.1 All members participating via video conference will vote by a show of hands.
- 4.2 All members participating via telephone will be asked by the Chair to vote verbally.

- 4.3 The Chair shall ensure that members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person.
  - 4.4 A member who is participating in a meeting electronically may declare a conflict of interest by emailing the declaration form to the Clerk in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.
5. Closed Session
- 5.1 An electronic meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with Section 239 of the *Municipal Act, 2001*.
  - 5.2 The Clerk will be responsible for stopping the recording, broadcasting, and/or distribution of audio and/or video prior to the commencement of a closed meeting. A break may be requested by the Chair, Clerk or their delegate to ensure closed meeting confidentiality.
  - 5.3 Participants shall take and employ all necessary precautions to ensure confidentiality of closed electronic meetings, further to Township Closed Session Policy COU-01-2020.

## **Section 2 – Technical Matters**

1. If there is a question as to the performance of the meeting technology impacting the proceedings of a meeting, the meeting may be recessed at the direction of the Chair to confirm that the electronic format is performing effectively before proceeding further with the agenda.
2. In the event of connection or service disruption, the Chair may recess the meeting to allow for attempts to reconnect. It is the members' duty to ensure that their equipment and technology are set in advance of the meeting. After 15 minutes of not connecting, the meeting shall resume and no further efforts shall be taken to reconnect the member.
3. Members are responsible for ensuring there is no background noise at their location that would interfere with the meeting and for muting their device when they are not speaking.

## **Monitoring and Review**

The Clerk's Department is responsible for the administration and maintenance of this policy, including a detailed review at the commencement of each Council term. This policy shall be reviewed following the first year of implementation.