



Candidate's Letter of Introduction

Municipal Elections 2018

Dear Candidate

Thank you for your interest in Municipal Politics and congratulations on your decision to run for a seat in this upcoming municipal election. For your information, we have included a number of documents which explain the rules, guidelines and processes required to run a successful election. Please ensure that you are aware of and comply with the applicable legislation. **It is your responsibility.**

For quick access to comprehensive election information, please view our municipal webpage at

<http://www.townshipsofheadclaramaria.ca/departments/elections/>.

Here you will find links to e-laws Ontario for a copy of the [Municipal Elections Act](#) and others, to the Ministry of Municipal Affairs [website](#) for their [Candidates Guide](#), [Voter's Guide](#) and [Third Party Advertiser Guide](#).

On the Ministry's site, you will also find a wealth of information, everything municipal including: a [Municipal Councillor's Guide](#) and a [Guide to Municipal Accountability, Transparency and Confidentiality in Ontario](#). Other resources include those related to Planning, Local Government, the Building Code and Building Code Act and much more.

On our website, in addition to elections information you will also find general information and various forms and documents that are specific to our municipality. **It is your responsibility to ensure that your elections forms are accurate and submitted to the proper authorities on time.**

Please find in your Candidate package, along with this letter for your assistance and information, the following documents:

- ◆ Copy of the Municipal Elections Policy and Procedure
- ◆ Statement of Maximum Expenses
- ◆ Statement of Maximum Contribution – Own Campaign
- ◆ Bank Account Information
- ◆ Election Sign By-Law 2018-06

- ◆ MTO Election Sign Policy
- ◆ Grant of Permission and Acknowledgement & Consent to Release of Personal Information
- ◆ Candidates Request for Voter's List and Declaration of Use
- ◆ Form 4 – Election Financing Forms
- ◆ Proxy rules and forms
- ◆ AMCTO Elections Calendar
- ◆ Notice of Penalties
- ◆ MAH Candidate's Guide
- ◆ Municipal Code of Conduct
- ◆ MAH A Guide to Municipal Accountability, Transparency and Confidentiality in Ontario April 2016

Although our staff is here to answer your questions to the best of our ability, **the responsibility for running your campaign according to legislation remains yours.** We are not in a position to offer legal advice or interpretation of legislation. If there is any uncertainty or question after reading all of the information we have provided; please seek independent legal advice.

Even if you are a returning candidate or council member, we encourage you to attend the training session scheduled and to be provided by our Ministry of Municipal Affairs Municipal Advisor to be held on Wednesday, July 4, 2018 at 7:00 p.m. at the Fire Hall in Chalk River located at the end of Kellett Street off Main, by the Lion's Hall.

Best of Luck

Melinda Reith, Dipl. Municipal Management
Municipal Chief Administrative Officer and Clerk
The United Townships of Head, Clara & Maria

Date