



## Frequently Asked Questions for Candidates

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### (Mayor and Council)

#### **Who can be a Candidate?**

A person who is qualified to be a Voter in the City of Cornwall's 2014 Municipal Election is also eligible to be a Candidate for office. That means that, on the day you submit your Nomination Form, you must be qualified to hold that office. Candidates for the offices of Mayor and Councillor must meet the same criteria as eligible Voters or Electors. A Candidate for School Board Trustee must reside within the Board area and be a supporter of that Board.

You must be:

- A resident of the City of Cornwall, or an owner or tenant of land in the City of Cornwall, or the spouse of such an owner or tenant;
- A Canadian citizen;
- At least 18 years old; and
- Not prohibited from voting by law.

In order to be considered for declaration as a legally qualified Municipal Candidate, you must file a Nomination Form and a Declaration of Qualifications for the City of Cornwall 2014 Municipal Election. The deadline for filing Nomination Forms is Friday, July 27, 2014 at 2:00 p.m.

#### **What offices are to be elected?**

The offices to be elected are:

- Mayor (1 at large)
- Councillor (10 at large)
- School Board Trustee (to be determined for each Board by April 2014)
  - English Public (1)

- English Separate (2)
- French Public (1)
- French Separate (1)

**Q: What are the responsibilities of these offices?**

**A:** The Mayor is responsible to provide leadership and act as a spokesperson for the City of Cornwall to the public and to work with other levels of government.

The Council is made up of ten (10) Councillors who act as the primary decision making body for the City. The Council relies on reports and recommendations from its administration and the help of its various Committees to make decisions. The role of Council is to develop policies and adopt By-laws or resolutions based on these recommendations.

**Q: What is the time commitment if I am elected?**

**A:** The Mayor is not only committed to Civic duties, but also committed to Council and Committees as appointed by the City of Cornwall.

The time commitment varies from individual to individual and can depend upon the Councillor's employment circumstances. A Councillor can expect to devote time for a minimum of three meetings per month along with various duties on outside Committees as appointed by Council. This would include but not limit:

- Council Meetings (2<sup>nd</sup> and 4<sup>th</sup> Monday each month – 7:00 p.m.);
- Planning and Development Committee (3<sup>rd</sup> Monday each month – 7:00 p.m.);
- Attendance at extra Committees that a Councillor can be expected to be appointed to by Council;
- Telephone calls and contact with constituents; and
- Reading and research time

The City of Cornwall a total of 53 Standing Committees of Council, Boards, Commissions, Committees with Council Representation as well as Ad Hoc Committees with a total of 110 Council seats to fill. This averages out to 10 Committees per Council Member or approximately 275 hours per year for each Council Member.

## Can I use the City logo on my campaign material?

Use of any corporate logo, crest or image by Candidates on signs, brochures, websites or any other election related material is **strictly prohibited**. The reason for this prohibition is to remove any suggestion that the City supports or otherwise endorses any Candidate, campaign material or statements made by Candidates.

## How much am I allowed to spend on my campaign?

There are limits on the amount a Candidate may spend during the campaign period. The limit on campaign expenses is based on a formula related to the number of electors entitled to vote for the office:

Mayoralty Candidates	\$7,500 + 85 cents per Elector
Councillor and School Board Candidates	\$5,000 + 85 cents per Elector (entitled to vote for that office)

As a reference point only – the following chart lists the campaign expense formula. Please note that these figures will change as additions and deletions are made to the Voters' List up to Nomination Day. The Clerk will issue an Official Certificate of Campaign Expenditures by September 22, 2014, (ten days after Nomination Day) as required by Section 76(7) of the *Municipal Elections Act*.

Position	Base Rate	Per Elector	Registered Electors, 2010	Total
Mayor	\$7,500	\$0.85	31,885	\$34,602.25
Councillor	\$5,000	\$0.85	31,885	\$32,102.25
English Public	\$5,000	\$0.85	14,749	\$17,536.65
English Separate	\$5,000	\$0.85	8652	\$12,354.20
French Public	\$5,000	\$0.85	1259	\$6,070.15
French Separate	\$5,000	\$0.85	6969	\$10,923.65

## **What are my financial obligations during and after my campaign?**

As a candidate:

- You must file a Nomination Form before you collect or spend any funds;
- You should open a separate bank account immediately upon filing your nomination paper. All contributions and expenses should go through this account;
- Your campaign period runs from the day you file your Nomination Form until December 31, 2018 (*some exceptions may apply*); and
- You must file a Financial Statement prior **to March 27, 2015**.

## **When is the Council Inauguration Ceremony?**

The Council Inauguration Ceremony is held on the first business day in December at 7:00 p.m. at the Cornwall Civic Complex. Invitations will be sent out after the election.

## **When is the first working meeting?**

The first working meeting is on the second Monday of December at 7:00 p.m. in the Council Chambers at City Hall, 360 Pitt Street.

## **What are the responsibilities of the Candidate with respect to campaign finances?**

It is the responsibility of the Candidate to ensure that:

- One or more campaign accounts are opened at a financial institution exclusively for the purposes of the election and in the name of the Candidate's election campaign;
- All contributions of money are deposited into the campaign accounts;
- All payments for expenses are made from the campaign accounts (except for filing fee);
- All contributions are valued;
- Receipts are issued for every contribution and obtained for every expense;
- Financial filings are made as required by the *Municipal Elections Act*;
- Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions of behalf of the Candidate;

- Any contribution of money in contravention of this Act is returned to the contributor as soon as possible after the Candidate becomes aware of the contravention;
- Any such contribution not returned is paid to the Clerk;
- Any anonymous contribution is paid to the Clerk;
- Records are kept of the following:
  - receipts issued for contributions, the value of every contribution, whether a contribution was in the form of money, goods or services, and the contributor's name and address;
  - every expense including the receipts obtained for each expense;
  - any claim for payment of expenses that the Candidate disputes or refuses to pay;
  - the gross income from a fund-raising function and gross amount of money received at a fund-raising function by donations of \$10 or less; and
  - any loan and its terms.
- The records described above must be retained for the term of office of the members of the Council or local Board and until their successors are elected and the newly elected Council or local Board is organized.

### **Who can make contributions?**

Contributions can only be made to Candidates who are nominated. It is illegal to make a contribution to a Candidate who is not nominated.

The following may make contributions:

- an individual who is normally a resident in Ontario;
- a corporation that carries on business in Ontario;
- a trade union that holds bargaining rights for employees in Ontario; and
- the Candidate and his or her spouse.

### **Who cannot make contributions?**

The following cannot contribute to a Candidate's campaign:

- A federal political party, a federal constituency association or a Candidate at a federal election endorsed by a party;
- A provincial political party, constituency association, registered Candidate or leadership contestant, registered under the Elections Finances Act; and
- The Crown in Right of Canada or Ontario, a municipality or local Board.

### **What limits are there on contributions?**

Contributions under \$25 may be made in cash. Any contribution over that amount must not be made in cash. No contributor may contribute in excess of \$750 to any one Candidate in an election regardless of the number of offices for which the Candidate has been nominated. In addition, a contributor shall not make contributions exceeding a total of \$5,000 to two or more candidates for office on the same council or board. There are no limits on the amount an individual or a spouse partner may contribute to their own campaign.

No person shall make contributions of money that does not belong to the contributor with the exception of loans granted by a lending institution, which are permitted under the Act.

### **What restrictions are there on fund-raising events?**

The legislation prohibits fund-raising functions for a person who is not a Candidate. In addition, fund-raising events can only be held during the Candidate's campaign period.

### **Can I borrow money for my campaign?**

The Candidate or his or her spouse may borrow money for the Candidate's campaign from any bank or other recognized lending institution in Ontario. The money must go through the Candidate's campaign account. No person, other than the Candidate or his or her spouse may guarantee the loan.

## How do I contact the Clerk's Department?

For more information on all election matters, you may contact the Clerk's Department at the City of Cornwall, Monday to Friday, from 8:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:30 p.m.

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