



2010 Municipal Election

OCTOBER 25



RUNNING FOR OFFICE

Congratulations on running for Office in the coming Municipal Election on Monday, October 25!

This guide is intended to provide some online resource tools to assist you with the campaign and, if elected, some of your roles and responsibilities as a municipal official.

Council Term:

December 1, 2010 – November 30, 2014

Important Dates to Remember:

- Nomination Filing or Withdrawal Deadlineat 2:00 p.m. September 10, 2010
- Certification of Nomination Papers..... September 13, 2010
- Voting Day..... October 25, 2010
- Council Orientation Sessions November 2010
- Inaugural Council Meeting..... *December 6, 2010*
(To be Confirmed)
- Campaign Period Ends December 31, 2010
- Financial Filing DeadlineMarch 25, 2011

How many elected offices are available, including regional and school board representation?

Municipal

- One (1) Lord Mayor
- Eight (8) Councillors
- One (1) Regional Councillor

School Board

- Four (4) English Public School Board Trustees
- Two (2) English Separate School Board Trustees
- One (1) French Public School Board Trustee
- One (1) French Separate School Board Trustee

Additional Information

- Municipal Council:
www.notl.org → Hot Topics → Municipal Election → [Offices to be Elected](#)
- Regional Council:
www.niagararegion.ca/government/council/
- School Board Trustee:
www.edu.gov.on.ca/eng/trustee-elections/

Where can I find comprehensive candidate information, including relevant legislation and regulations?

- Ministry of Municipal Affairs and Housing - 2010 Municipal Elections Guide:
<http://www.mah.gov.on.ca/AssetFactory.aspx?did=7269>
- Municipal Elections Act, 1996:
www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_96m32_e.htm
- Education Act:
www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_e.htm

What about information regarding campaigning, such as spending limits, accessibility, signs, and voting?

- www.notl.org → Hot Topics → Municipal Election → Candidates → [Campaign Expenses Spending Limits](#)
→ [Accessibility Guidelines](#)
- By-laws → [Election Signs By-law 4400-10](#)
(see pages 11-12 and Schedule B1)
- Voters → see website for pertinent pages

AFTER THE ELECTION

What is my role as a Council Member?

Over the next four years, you will need to attend daytime/evening/weekend meetings of Council and Committee of the Whole as required. Members of Council are also appointed to various Committees of Council that meet on a regular basis. As an elected representative, you will participate with staff in a Strategic Planning Session to steer Council's vision for the Town; attend Council orientation sessions; attend Council and community events; and respond to public inquiries and complaints.

For more information go to www.notl.org → Town Hall → [Town Meeting Information](#)
→ [Committee/Board Members](#)
→ [Departments](#)
→ [Council Calendar](#)

The Ministry of Municipal Affairs and Housing - Municipal Councillor's Guide 2010 is a handy reference for roles and responsibilities, as well as an overview of local government: <http://www.mah.gov.on.ca/AssetFactory.aspx?did=4965>

What are my responsibilities as a Municipal Councillor?

As a representative of Town Council and overall decision maker, you need to be aware of the range of legislated responsibilities in creating and maintaining municipal by-laws, policies, procedures and budgets. For more information visit:

- Municipal Act, 2001: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01m25_e.htm
- Planning Act: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90p13_e.htm
- Municipal Conflict of Interest Act: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m50_e.htm
- www.notl.org → Town Hall → Departments → Corporate Services → Finance & Taxation → [Approved 2010 Budget](#)

What are my liabilities?

Municipal Councillors need to be aware of the potential for various provincially legislated liabilities. Some examples of legislation are:

- Occupational Health and Safety Act: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm
- Safe Drinking Water Act, 2002: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_02s32_e.htm

How does Council work?

For an overview of the structure and procedure/process of Council, please visit:

- www.notl.org → Hot Topics → Municipal Election → By-laws → [Procedural By-law 3026-96, as amended](#)
- The Municipal Councillor's Guide 2010: <http://www.mah.gov.on.ca/AssetFactory.aspx?did=4965>
- Municipal Act, 2001: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01m25_e.htm

What are my communication/technology requirements?

As a Council member, you will receive training in the use of the following tools, which will be required in carrying out your duties:

- Corporate Blackberry & cell phone use protocol
- Home corporate Lotus Notes e-mail account and protocol
- Corporate Lotus Notes calendar

How does Town Staff help?

Before the new session of Council, members will receive Orientation Training which will cover many of the items above, review the policy and communications staff support available and provide media training. Staff will ensure that you have the tools you need to carry out your job effectively – and enjoyably.