Township of Leeds and the Thousand Islands

Nomination Procedures

Municipal Elections Act, 1996 (Section 33)

Forms, Declarations & Fees

To run for the office of Mayor, Councillor or School Board Trustee, candidates must file and sign, in person or by an agent acting on their behalf, a prescribed Nomination Paper form (Form 1) and Endorsements of Nominations form (Form 2) at the Clerk's office during regular office hours between 9:00 a.m. and 4:30 p.m. (Monday through Friday) beginning on **Monday, May 2, 2022.** The prescribed **Endorsements of Nominations form (Form 2)** is only required for candidates running for Council. The completed forms must be accompanied by the prescribed filing fee: **$200.00** for **Mayor** and **$100.00** for **Councillor or School Board Trustee.** The filing fee is payable by cash, debit, certified cheque or money order along with proof of identity and residence as prescribed in O. Reg. 304/13, as amended. Nominations will be accepted between **Monday, May 2, 2022** and **Friday, August 19, 2022 (Nomination Day) until 2:00 p.m.**

Note: Nomination papers submitted electronically will **not** be accepted. Forms must be completed in person **by appointment** at the Clerk's office, 1233 Prince St., P.O. Box 280, Lansdowne, ON, K0E 1L0. Please call or email the Clerk's office at 613-659-2415 ext. 231 or clerk@townshipleeds.on.ca to arrange an appointment.

When filing, you must submit the following:

1. **"Form 1 – Nomination Paper"**
   i. **This form must be signed in front of the Clerk.**
2. **"Form 2 – Endorsements of Nomination"**
3. **"Form EL18A or EL18B – Declaration of Qualifications"**
   i. **This form must be signed in front of the Clerk.**
4. **"Prescribed Nomination Filling Fee"**
   The nomination must be accompanied by the prescribed nomination filing fee. The prescribed fee is $200.00 for Mayor and $100.00 for Councillor or School Board Trustee.
   i. **Fee is payable by cash, debit, money order or certified cheque only. Payment will not be accepted by credit card or personal cheque.**
5. **"Form TLTI03 – Consent to Release Personal Information"**
   i. **This form must be signed in front of the Clerk.**
6. **"Form EL14 – Candidate's Declaration – Proper Use of Voters' List"**

i. **This form must be signed in front of the Clerk.**

If an agent is filing the nomination on behalf of a candidate, the Candidates Nomination Paper must be commissioned before the agent files the nomination form with the Township of Leeds and the Thousand Islands and the agent must provide a copy of the Candidates 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 Nomination Papers.

Exception for Additional Nominations

If the number of nominations filed 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 24th, 2022.

Refund of Nomination Deposit

A candidate is entitled to receive a refund of the nomination filing fee if he or she files their financial statements with the Clerk by the filing date. For the 2022 Municipal and School Board Elections, the filing date is before 2:00 p.m. on March 30, 2023.

Examination & Certification of Nominations by the Clerk

The Clerk shall examine each nomination that has been filed before 4 p.m. on the Monday following Nomination Day – August 22nd, 2022. Any additional nominations filed under the *Municipal Elections Act, 1996*, s. 33(5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day – August 25th, 2022.

If the Clerk rejects a nomination, he or she will provide notice as soon as possible to the individual seeking nomination and to all candidates. The Clerks' decision to certify or reject a nomination is final.

Withdrawal of Nominations

A person may withdraw his or her nomination by filing a written withdrawal at/with the Clerk's Department before 2:00 p.m. on Friday, August 19th, 2022.

Acclamations

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

All inquiries should be directed to the Clerk's office at 613-659-2415 ext. 231 or clerk@townshipleeds.on.ca.