

City of Mississauga

Election Procedure

Procedure Title: 2022 Ward 2 Appointment Process

Associated Legislation: Municipal Act, 2001 s. 259 - 264 and Municipal Elections Act, 1996 s. 65

Procedure Number: ELPRO-CAN-04-Appointment

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1	19/01/2022	1 st Draft	Laura Wilson



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Procedure Purpose

To establish the procedure for candidates to submit their nomination for the 2022 Ward 2 Appointment process.

Procedure Scope

The scope of this procedure includes:

- Submitting nomination forms
- Submitting endorsements
- Submitting supplemental information
- Vetting nomination packages to ensure they meet eligibility requirements

Excluded from the scope of this procedure:

- Council's review of the nomination packages
- Council's vote on the appointee

Procedure Definitions

City Clerk (*Municipal Elections Act, 1996, 12*)

The individual appointed by by-law to fill the role of City Clerk; the City Clerk is responsible for conducting an election.

Election Officials (*Municipal Elections Act, 1996, 15(2)*)

Individual(s) to whom the City Clerk delegates the Clerk's powers or duties.

Endorsees

Eligible electors who complete the Endorsement of Nomination Form in support of a candidate for appointment to the office of Councillor in Ward 2.

Nomination Form

Refers to the form established by the City Clerk, used by individuals who wish to be considered for appointment to the office of Councillor in Ward 2.

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Eligibility

In order to be eligible for appointment to the office of Councillor in Ward 2 for the term of office ending in November 2022, individuals must:

- be a Canadian citizen
- be at least 18 years old
- be a resident in the City of Mississauga or a non-resident of Mississauga but you or your spouse own or rent property in the City
- not otherwise prohibited under the *Municipal Elections Act, 1996* or by law
- make a commitment not to run for office in the 2022 City of Mississauga Municipal Election in any ward or for the Office of Mayor
- have an understanding of Ward 2 issues and Councillor Ras's position on these issues
- uphold Councillor Ras's vision and goals for the residents of Ward 2
- provide 25 endorsements from eligible electors in the City of Mississauga who support the candidate's nomination to the office of Councillor in Ward 2

Nomination Procedure

Individuals who wish to be considered for the appointment as Ward 2 Councillor for the term ending in November 2022 must do the following:

- submit a completed nomination package including:
 - a completed Nomination Form
 - 25 endorsements in the manner prescribed by the City Clerk
 - any additional information the individual would like council to consider during their deliberations
- provide proof of acceptable identification proving the candidate's name and qualifying address
- appear at a Council meeting to be specified by the City Clerk and address Council for no more than 5 minutes with respect to the nomination

Nomination packages must be submitted electronically through the City of Mississauga's Front Desk application. Once the package is submitted, the candidate is required to complete the nomination process by booking a virtual appointment also through the City's Front Desk booking system. During the virtual appointment, the candidate will be requested to show their identification to an Election Official. The identification will be reviewed and if found acceptable, the Election Official will complete the nomination process by electronically signing* the Nomination Form through the DocuSign application.

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If a candidate is unable to submit their forms electronically, they can contact the Mississauga Elections office at elections.office@mississauga.ca to book an in person appointment at which they can submit their completed Nomination Form, Endorsement of Nomination Forms and supporting documentation. Upon submitting these documents in person, the candidate must show acceptable identification.

Nomination Form

The Nomination Form for individuals wishing to be considered for the office of Councillor in Ward 2 can be accessed on the City of Mississauga's website. Individuals must print the form and sign it once complete. The form, along with the rest of the nomination package must be uploaded to the Elections Office through the City of Mississauga's Front Desk system.

Endorsements

Along with the Nomination Form, candidates must provide 25 endorsements in the manner prescribed by the City Clerk. The candidate can access the Endorsement of Nomination Form on the City of Mississauga's website. An individual providing an endorsement must:

- be a Canadian citizen
- be 18 years of age or older; and
- own or rent property in the City of Mississauga or be the spouse of an individual who owns or rents property in the City of Mississauga

An individual may sign an endorsement for more than one person seeking nomination.

Candidates are responsible for their endorsements. If an endorsement is found to be incomplete or contains incorrect information, or if an endorsee is found to be ineligible, that candidate can be disqualified from the appointment process.

Due to the personal information requested in the endorsements, the endorsements will be provided to Council only and will not be included in the Council Agenda. However, these endorsements can be requested through the Freedom of Information process. Candidates are responsible for informing their endorsees that:

- the personal information contained on the Endorsement of Nomination Form will be provided to Council for Council's review
- that the personal information included on the Endorsement of Nomination Form is collected under authority of the *Municipal Act* 2001, c.25 and the *Municipal Elections Act* 1996, c.32 and will be used for the purposes of the 2022 City of Mississauga Ward 2 appointment process; and

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- endorsements are subject *the Municipal Freedom of Information and Protection of Privacy Act* and the information can be requested through the Freedom of Information process

Candidates are responsible for ensuring that their endorsees are aware of the eligibility requirements and they are responsible for ensuring that the information provided by their endorsees is complete. Election Officials will not review the information contained in the Endorsement of Nomination form nor will they vet the validity of the endorsees qualifications. As with endorsements submitted during an election and in accordance with section 33 (1.3) of the *Municipal Elections Act, 1996*:

The clerk is entitled to rely upon the information filed by the candidate under clause (2) (a.1), and a nomination certified by the clerk under section 35 is conclusive evidence that all conditions precedent under subsection (1.1) have been complied with.

Submission

Once complete the Nomination Form and Endorsement of Nomination Forms must be uploaded to the City's Front Desk application along with any supplemental information the candidate wishes to submit for consideration. The candidate is responsible for ensuring that no personal information of another individual such as a name, address or phone number is included as part of the supplemental information as this information will be included on a publically available Council Agenda. Once the information is uploaded, the candidate will be requested to make a virtual appointment through Front Desk.

At the virtual appointment, an Election Official will verify that the name and address on the candidate's identification matches that which is on the Nomination Form. If the information does not match, the Election Official will not accept the nomination and the Candidate will be requested to re-submit the information before the deadline. If the Election Official is satisfied, they will electronically sign* the Nomination Form through the DocuSign application indicating that the nomination has been received.

In the event that a candidate is experiencing barriers due to the electronic filing process, the candidate can contact the Election Office at elections.office@mississauga.ca or 905-615-3200 ext. 4433 to discuss making an in-person appointment to submit their documents.

Identification

At a virtual appointment, candidates will be requested to show their identification on camera. If the Election Official is satisfied that the information on the identification matches the Nomination

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Form, they will electronically sign* the Nomination Form through the DocuSign application as having been received.

Examples of acceptable identification as determined by the Ministry of Municipal Affairs and Housing are as follows:

- Ontario driver's licence
- Ontario Photo Card
- Ontario motor vehicle permit (vehicle portion)
- cancelled personalized cheque (issued within the last six months)
- mortgage statement, lease or rental agreement relating to property in Ontario (must be currently valid)
- insurance policy or insurance statement (statement must be from the last six months)
- loan agreement or other financial agreement with a financial institution (must be currently valid)
- document issued or certified by a court in Ontario (from within the last six months)
- any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government (from within the last six months)
- any document from a Band Council in Ontario established under the Indian Act (Canada)
- income tax assessment notice (from the current or previous tax year)
- child tax benefit statement (from within the last six months)
- statement of employment insurance benefits paid T4E (from the current or previous tax year)
- statement of old age security T4A (OAS) (from the current or previous tax year)
- statement of Canada Pension Plan benefits T4A (P) (from the current or previous tax year)
- Canada Pension Plan statement of contributions (from the current or previous tax year)
- statement of direct deposit for Ontario Works (from the current year)
- statement of direct deposit for Ontario Disability Support Program (from the current year)
- Workplace Safety and Insurance Board statement of benefits T5007 (from the current year)
- property tax assessment (from the current year)
- credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement (from the previous six months)
- CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
- hospital card or record
- document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution (from the current school year)

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- document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home (from within the previous six months)
- utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission (from within the previous six months)
- cheque stub, T4 statement or pay receipt issued by an employer (from within the previous six months)
- transcript or report card from a post-secondary school (from the current or previous school year)

Expired identification will not be accepted.

If candidates cannot file their nomination package electronically and opt to submit in person, they must show their identification at the time of submission. Candidates who submit in person are not required to book a virtual meeting.

The Close of Nominations

Nominations will not be accepted after 4:30 pm on February 16, 2022. Exceptions will be made only in the event that an individual is unable to submit their nomination package electronically and there are no in-person appointments available. In these cases, candidates are required to email the City Clerk and Elections Office at elections.office@mississauga.ca prior to 4:30 pm on February 16, 2022 indicating the individual's intent to file their nomination. Arrangements will be made to accept the nomination before 12 pm on February 17, 2022. Any candidate that is unable to submit their nomination package before 12 pm on February 17, 2022 will be disqualified.

In cases where individuals submit their nomination package electronically by 4:30 pm on February 16, 2022 but have not been able to book a virtual meeting to provide proof of identification, virtual meetings will be made available before 12 pm on February 17, 2022. Any candidate that is unable to provide acceptable I.D. before 12 pm on February 17, 2022 will be disqualified.

Certification of Nominations

After 12 pm on February 17, 2022, the City Clerk will review all of the Nomination Forms for completion. Other than ensuring that the Nomination Form is complete and that all applicable paper work has been submitted, the City Clerk is not responsible for validating the information contained in the package. Candidates are responsible for ensuring that the information is complete and that they and their endorsees meet all of the qualifications.

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If satisfied, the City Clerk will electronically sign* the certification portion of the Nomination Form through the DocuSign application.

Responsibilities

Candidates are responsible for ensuring that:

- they meet the qualifications as specified in this procedure
- their nomination package is complete
- their endorsements are filed in accordance with this procedure
- they follow all of the rules as described in this procedure

The City Clerk is responsible for certifying nominations as described in this procedure.

Election Officials are responsible for accepting nominations in the manner described in this procedure.

*Note

The City Clerk and/or their designate, at their discretion, may chose to physically sign any document submitted under this procedure. For example, if a nomination package is submitted in person, the City Clerk and/or their designate may physically sign the Nomination Form rather than signing electronically through DocuSign.

Procedures Appendices

Nomination Form

Endorsement of Nomination Form