

Standard Operating Procedure



Candidate Nomination/Withdrawal Filing

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	NOM – Nomination/Registration
SOP Number:	001
Effective Date:	January 1, 2022
Last Revision Date:	May 31, 2022

Purpose

This procedure outlines the process by which the City Clerk's Office will accept nominations and/or withdrawals of nominations from registered candidates during the nomination period. This document aims to cover all items to be addressed when a candidate files a nomination paper and when a candidate requests to withdraw their nomination paper within the prescribed time period.

Application

This procedure applies to the City Clerk's Office, including the City Clerk and their designate. It also applies to all potential and registered candidates.

Procedure

Where to find nomination information

- a) Information on where and when to file nomination papers will be posted on the City's [election website](#).
- a) Nomination Papers will be available at the ServiceGuelph counter and on the [election website](#) on or just prior to Monday, May 2, 2022. Nomination papers may be picked up during regular City Hall office hours and on Nomination Day, Friday, August 19, 2022, between 9:00 a.m. and 2:00 p.m.

Offices

Nomination for qualified candidates may be filed for election to the officers of:

City Council:

- Mayor: One to be elected
- Councillor, Ward 1: Two to be elected
- Councillor, Ward 2: Two to be elected
- Councillor, Ward 3: Two to be elected

- Councillor, Ward 4: Two to be elected
- Councillor, Ward 5: Two to be elected
- Councillor, Ward 6: Two to be elected

School Board Trustee:

- **Upper Grand District School Board** (Wards 1, 5): Two to be elected by general vote of the English public school board electors.
- **Upper Grand District School Board** (Wards 2, 3, and 4): Two to be elected by general vote of the English public school electors.
- **Upper Grand District School Board** (Ward 6 and Puslinch): One to be elected by general vote of the English public school electors.
- **Wellington Catholic District School Board:** Four Trustees be elected by general vote of the English separate school electors.
- **Conseil Scolaire Viamonde** (French- Language Public School Board Trustee): One to be elected by general vote of French public school electors.
- **Conseil Scolaire Catholique MonAvenir** (French-Language Separate School Board Trustee): One to be elected by general vote of French separate school electors.

Eligibility for office

- a) Candidates registering must be eligible electors from the time of filing their nomination papers through to voting day and, if successful, must maintain their eligibility throughout their term of office.

Hybrid nomination approach

- a) A hybrid filing process will be available on request to provide candidates with options that limit in-person contact based on preference and respecting potential changes in public health requirements related to the COVID-19 pandemic during the nomination period.
- b) The candidate nomination package and all associated forms will be available and can be downloaded on the election website, guelph.ca/vote. With the exception of signatures, candidates may fill out the forms prior to filing in-person.
- c) Prior to filing in-person, Candidates may clarify questions over email, phone call or video call with City Clerk's Office staff.

Booking an appointment

- a) Candidates shall book an appointment to file their nomination with the City Clerk's Office to ensure someone is available.
- b) Appointments can be made by emailing guelphvotes@guelph.ca, or by calling 519-837-5625.
- c) An appointment will be scheduled with the City Clerk or a Deputy City Clerk.

- d) Candidates who drop in may be accommodated if someone is available, however, this is not guaranteed and an appointment may need to be booked for a later date.

Procedure to file nomination papers

- a) Nominations must be on prescribed forms and filed with the City Clerk or designated election official.
- b) Nominations will be filed in-person by the candidate or through an agent during regular office hours from Monday, May 2, 2022 to Thursday, August 18, 2022 and on Nomination Day, Friday, August 19, 2022, between 9:00 a.m. and 2:00 p.m.
- c) All persons filing a nomination for office, withdrawing a nomination, or changing qualifying information on their nomination paper must present current original identification as prescribed by [Ontario Regulation 304/13 – Voter Identification](#) that verifies their name and qualifying address. Identification will be visually verified and will not be collected or retained by the City Clerk's Office.
- d) In the case where an agent is acting on behalf of a candidate filing a nomination, the agent must provide a letter from the candidate authorizing the agent to file. An agent must also provide their own original identification as well as an original piece of identification belonging to the candidate.
- e) The City Clerk may verify authorization letters provided by an agent filing on behalf of a candidate.
- f) Candidates must provide a minimum of 25 endorsements. Endorsers must be an eligible elector the day the endorsement is made and may endorse more than one nomination. Candidates for school board trustee do not have to submit endorsement signatures.
- g) Candidates and/or agents must sign the Declaration of Qualification (COG17 or COG18) form in the presence of the City Clerk or designated election official.
- h) Provide payment of the prescribed nomination filing fee. Fees are \$200 for Head of Council and \$100 for all other offices. Filing fees may be paid in cash, debit card, credit card, certified cheque or money order payable to the City of Guelph. Payment must be made in-person at ServiceGuelph.
- i) If a person is present in Guelph City Hall on Nomination Day at 2:00 p.m. and has not yet filed a nomination, they may file the nomination as soon as possible after 2:00 p.m. Any potential candidate arriving in City Hall after 2:00 p.m. on Nomination Day will not be permitted to file a nomination paper. The device used to determine the official time will be at the discretion of the City Clerk.

Municipal Freedom of Information and Protection of Privacy Act

- a) Upon filing, nomination papers become part of the public record and shall be disclosed to members of the public upon request.

- b) Candidates are asked to sign the Notice and Declaration of Collection of Personal Information (COG-14) to ensure the public nature of this information is clear. Should a candidate refuse to sign this form, this information cannot be withheld as it is considered public under the Act in accordance with section 88 (5).
- c) Candidate information will be posted to the [election website](#) as they are received by the City Clerk's Office. All nominations will be examined for certification or rejection after the close of the nomination period in accordance with the Act.

Withdrawing a nomination

- a) If a candidate wishes to withdraw their Nomination, they must submit the EL19 Withdrawal of Nomination form to the City Clerk before the close of the nomination period at 2:00 PM on Friday, August 19, 2022.
- b) An agent may file the withdrawal form on behalf of a candidate. If an agent is filing the EL19, the candidate must provide the agent with a letter stating the agent has the authority to file a withdrawal on their behalf.
- c) The candidate or agent who is submitting the withdrawal must produce original identification for themselves and the candidate they are representing.
- d) The online list of nominations will be updated by indicating "withdrawn" next to the candidate's name.

Certification of nomination papers

- a) The City Clerk will review each nomination paper received to confirm the nomination complies with the Act by 4:00 p.m. on Monday, August 22, 2022.
- b) Once satisfied, the City Clerk shall complete the "Certification of Clerk or Designate" section on the Nomination Paper.
- c) If not satisfied, the City Clerk shall reject the nomination. A telephone call or email shall be made to the nominee and to all candidates for the office informing them of the rejection. The City Clerk's decision to certify or reject a nomination is final. The final list of certified candidates will be available on the election website before Friday, August 26, 2022.

Definitions

"Act" means [the Municipal Elections Act, 1996, S.O. c 32](#) as amended.

"Agent" means a person who has been authorized to act on another's behalf.

"Candidate" means a person who has been nominated under section 33 of the Elections Act.

"City Clerk" means the Clerk of the municipality, responsible for conducting election duties as outlined in the Elections Act.

“Election Official” means any individual appointed by the City Clerk, where powers and duties in relation to an election are delegated.

“Election website” means the 2022 Municipal Election website www.guelph.ca/vote.

“Elector” means a person who meets the qualifications as determined under the Act and appears on the voters’ list or is added to the list during the revision period.

“Office” means an elected position which is governed by the Act (i.e. Mayor, Councillor, School Board Trustee).

References

[Municipal Elections Act, 1996.](#)

[2022 Candidates’ Guide – Ontario municipal council and school board elections](#)