



# CANDIDATE INFORMATION SESSION

Municipal Elections 2025





# What will we cover?

1. Overview of the Town Operations
2. Councillor Roles & Responsibilities
3. Candidate Eligibility
4. Election Information for Candidates

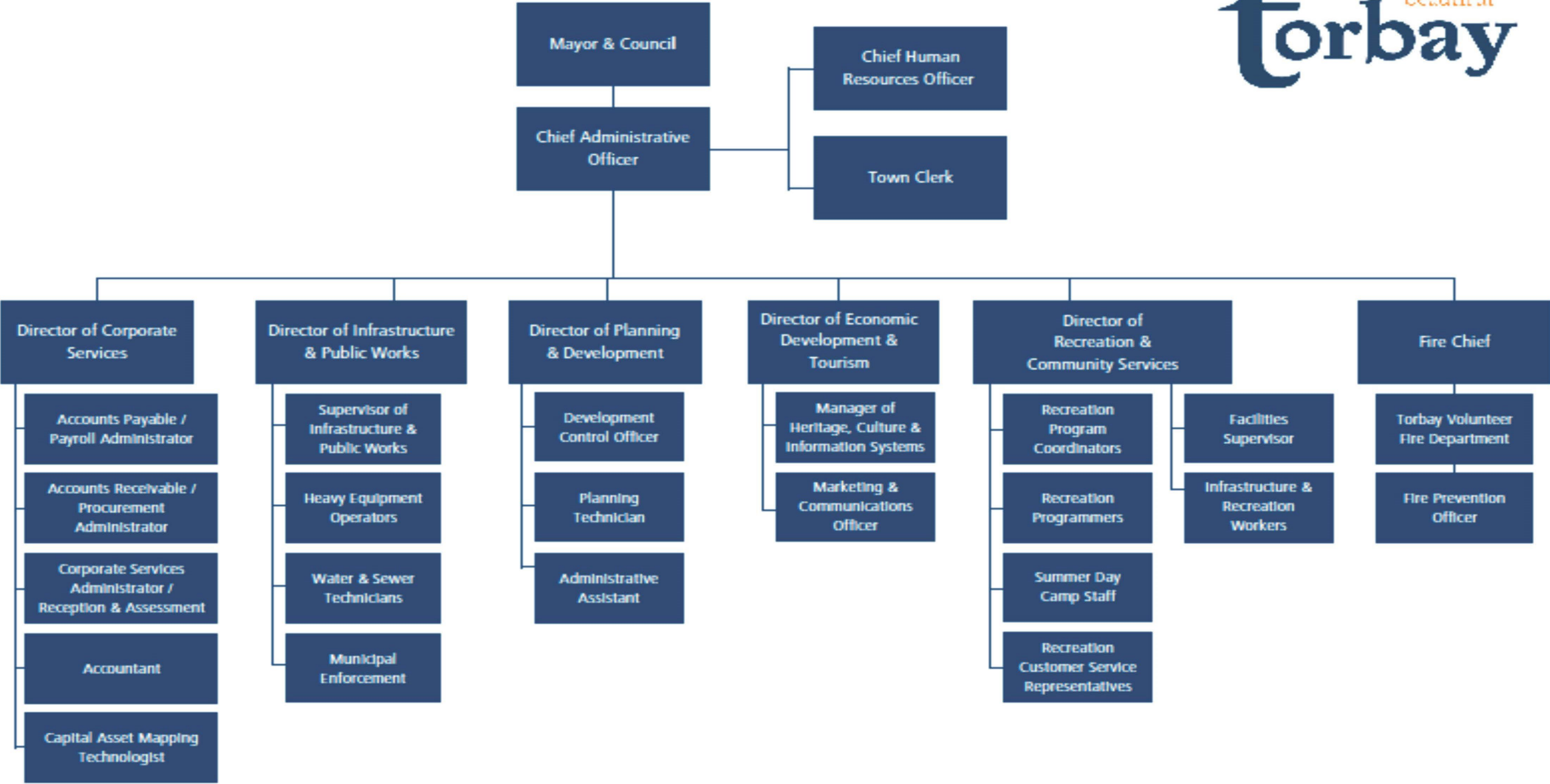
# TOWN CLERK'S RESPONSIBILITIES



- ✓ The Town Clerk is the Returning Officer for the municipal elections and is responsible for conducting the election.
- ✓ Establishes the voting stations, appoints and train election officials, oversees and manages the Voter's List.
- ✓ Conducts the nomination process.
- ✓ Responsible for public awareness and meeting legislative requirements for public notices.
- ✓ The Clerk is responsible for ensuring confidentiality, fairness, and the integrity of the election.
- ✓ The Clerk's office is non-political. All candidates are treated equally.



# ORGANIZATIONAL CHART



# Legislation & Governance

There are a number of pieces of legislation that governs how the Town operates, what we can regulate and how we do certain things.

- Towns & Local Service District Act, 2023
- Municipal Elections Act, 2001
- Municipal Conduct Act, 2021
- Urban and Rural Planning Act, 2000
- Public Procurement Act, 2016
- Access to Information and Protection of Privacy Act, 2015
- Assessment Act, 2006

\*As well as Provincial Regulations, Town By-laws and Policies.

# Thinking of Running for Council?

- Councillors serve a four-year term;
- Annual remuneration:
  - Mayor - \$31,426.04
  - Deputy Mayor - \$23,569.56
  - Councillor - \$20,426.96
- Deputy Mayor is elected by Council.
- Council is made up of 6 members plus the Mayor.
- The Mayor is a separate ballot from Council - Councillors are elected by the first 6 candidates with the highest votes.



# Council Roles & Responsibilities



- Represent interests of the residents and bring matters of concern before council.
- Be transparent and accountable.
- Be available to residents and communicate information to Residents.
- Make decisions that are in line with Council's goals, public interest, available resources, legislation and policies.
- Comply with any applicable legislation, Town Regulations and policies.
- Prepare for & attend council meetings and follow Rules of Procedure.



# Council Roles & Responsibilities

## Cont...



- Declare all conflicts of interest.
- Abide by and support all council decisions.
- Understand staff's roles and responsibilities.
- Not interfere with day-to-day administration.
- Provide clear and consistent direction.
- Listen to staff's advice while recognizing your duty to make up your own mind on issues.



# Mayor's Roles & Responsibilities

The Mayor has the same responsibilities and roles as Councillors, with the exceptions of:



- The presiding officer and is responsible to chair all Council meetings.
- Required to sign documents, contracts & agreements approved by Council.
- Responsible for calling meetings.
- Official spokesperson.
- Responsible for attending ceremonial functions.
- Responsible to foster positive relations, provide guidance & leadership.

The Mayor has no special authority over and above Council.

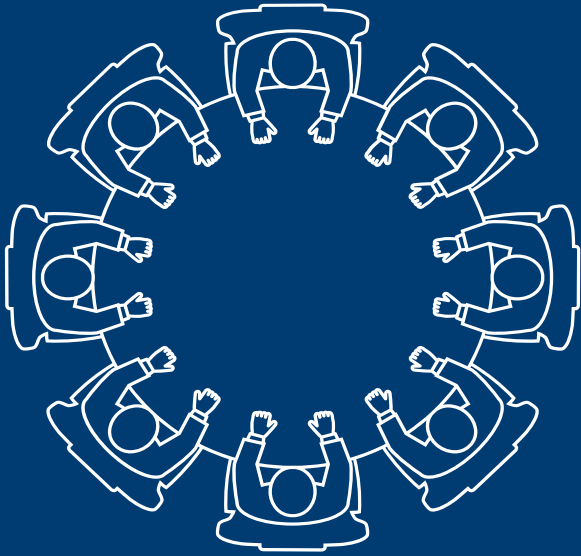
The Mayor or any other Councillor cannot act legally on behalf of Council without approval and direction of Council.

In the absence of the Mayor, the Deputy Mayor would perform these roles where required.



# Council's Expectations

**Maintain Confidentiality** - as a Councillor you will be privy to information that cannot be disclosed to the public and should be protected in accordance with the Access to Information and Protection of Privacy Act (ATIPPA). Examples include resident information, legal information and draft documents.



**Communicate Responsibly** - you are representing the municipality in public and on social media. It is your responsibility to ensure your messages are accurate and respectful. If speaking publicly, you have the right to express personal opinions, but you must be clear those opinions are your own and not the opinion of Council, unless you have been directed to speak on behalf of Council.

**Engage Respectfully** - you should maintain respectful dialogue with fellow Councillors, staff and the public - even during debate. You should at all times follow the Code of Conduct, Rules of Procedure and all other policies that stipulate a respectful workplace.



# Council Expectations Cont...

## Things to expect if you are elected as a Councillor or Mayor



**Council Orientation** – mandatory orientation within 60 days of being sworn into office.

**Code of Conduct** – mandatory training on the Code of Conduct within 3 months of being elected into office.

**Meetings** – council meetings, staff meetings, consultants, resident groups, community partners, provincial and federal representatives and other dignitaries.

**Agendas** – distributed the Friday before a Council meeting. Councillors are expected to read and prepare to address and make decisions for the subsequent meeting. Councillors may reach out to staff to ask questions and seek information.

# Council Meetings & Procedures in Council

- Regular Public Meetings
  - Privileged Meetings
  - Committee Meetings
- Public meetings are regularly scheduled every second Monday (except summers and holidays).
  - Special meetings can be called to deal with specific issues.
  - All decisions of Council are made by a motion or resolution in a Public Council Meeting. Any decision made in a privileged meeting has to be ratified in a public meeting. Every motion requires a mover and a seconder and a full vote of Council - unless exempt due to Conflict of Interest.
  - Council is required to follow the Rules of Procedure, which is based on parliamentary procedure.
  - Councillors can serve as chairs, co-chairs or town representatives on town advisory Committees and external boards.





# Want to Run for Council?

## Here's what you need to know:

To be eligible to run for Council in the 2025 Municipal election you must:

- Be eligible to vote in the municipal election;
- Not be in arrears of taxes or other charges payable to the Town;
- Be ordinarily resident for a period of 30 days before the commencement of nomination day (September 4).

A person is NOT eligible to be nominated as a candidate for Council if:

- Your seat as a Councillor was vacated;
- You are the Town Clerk, Manager or a paid Department Head;
- You are a member of the House of Commons, the Senate of Canada, the House of Assembly or a judge of the Supreme or Provincial Court;
- Employees may be nominated only if granted a leave of absence.

## Nomination Day is September 4, 2025

- Nominations will be from 8am - 8pm
- Nominations will be held at the Torbay Town Hall

A candidate shall be nominated by persons eligible to vote in the municipality.

A nomination shall be:

- Made in writing (prescribed form);
- Must be signed by two persons - both of whom shall be present together with the candidate;
- Nomination fee - \$10.00 (non-refundable);
- A tax clearance certificate can be requested from the town's Corporate Services Department.



# Agents



- A candidate may choose to appoint an agent at a polling station to observe the proceedings at the poll on behalf of the candidate. The agent is permitted to observe voting procedures, as well as the counting and closing procedures after voting ends at 8:00 p.m.
- Agents who represent a candidate in an election shall be authorized by the returning officer before the date of the election - October 1 at 4:00 p.m.
- Only one agent per candidate is permitted per polling station.
- Agents must not be someone who is an election official.
- Agents **must** sign an Oath of Secrecy.
- Agents must conduct themselves in a professional manner and not interfere with the activities of the election workers.
- Agents must address all questions to the Returning Officer and comply with directions.
- Agents must not handle any ballots or election material.

**Any individual who is deemed to interfere with the election or obstruct voting shall be ordered to be removed by the Returning Officer**



# Campaign Contributions

- Contributions to candidates shall be made by natural persons individually, or by corporations or trade unions, individually;
- Only a candidate or their agent may solicit, collect or accept contributions;
- All candidates must file with the returning officer a campaign contribution declaration form no more than 90 days after the election;
- Any contributions in excess of \$100 can be accepted only if:
  - They are to be declared and state the total amount and the contributor;
  - They are made only by natural persons individually, or by corporations or trade unions individually;
  - They are made by cheque, money order or credit card that is in the contributor's name.

**\*\*Anonymous donations in excess of \$100 are required to be paid to Council to offset the cost of election.**



# Campaigning & Election Day

Candidates can request a physical copy of the voter's list.

**\*\*Voters list can only be used for electoral purposes only.**

You may campaign on Election Day, however a candidate or their agents shall not campaign, distribute or cause to distribute campaign material in an area that is less than 30 metres from the entrance of a polling station (Municipal Election Act).



Candidates must follow the Town's Election Sign policy:

- Signs can not be posted more than 45 days prior to Election Day and removed no later than 3 days after close of polls;
- Cannot place on Town property or buildings;
- Not to exceed 3 square metres (32 square feet);
- Cannot obstruct visibility of pedestrians & traffic;

# Voters & Election Day

Election Day is Thursday, October 2, 2025



## Residents can vote by:

- ✓ In person (on Election Day or on Advance Poll Day)
- ✓ Proxy (applications must be made no later than October 1)

## Voters Qualifications:

- ✓ Must be a Canadian Citizen;
- ✓ Must be at least 18 years of age on or before Election Day;
- ✓ Must have been ordinarily resident in the Town for the 30 days immediately preceding Election Day.

It is the voter's responsibility for determining ordinary residency.



# QUESTIONS?

Stay tuned for more details and information as  
we get closer to the election:

[Torbay.ca/elections/](https://torbay.ca/elections/)





# THANK YOU

Kim Osmond  
Town Clerk  
Returning Officer  
Town of Torbay  
709-437-6532 Ext. 262  
kosmond@torbay.ca

