

District of Parry Sound



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**Candidates Information Guide  
for Election to Represent the  
Territory Without Municipal Organization on the  
District of Parry Sound Social Services Administration  
Board**

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## **INTRODUCTION**

Social services in Northern Ontario are delivered by 10 District Social Services Administration Boards (DSSAB). The District of Parry Sound Social Service Administration Board (PSDSSAB) is one of these boards. The PSDSSAB (Board) is responsible for delivering a range of social services. These services are delivered by the employees of the Board. The Board consists of fifteen (15) members. All but two of these members are appointed from the Councils representing municipal jurisdictions within the District. Within the Board's service area there are Territories Without Municipal Organization. The unincorporated territories are made up of geographic townships which have no governing bodies and which are not incorporated as municipalities. These geographic townships are:

Henvey, Blair, Mowat, Wallbridge, Brown, Wilson, East Mills, McConkey, Hardy, Patterson, Pringle, Lount, Harrison, Laurier and part of Shawanaga.

The two Board members who represent these territories are elected every four years by the residents within the territories in accordance with Provincial law under the direction of the Ministry of Community and Social Services. This process is referred to by the Ministry as the election of district social services administration board members to represent Territories Without Municipal Organization or TWOMO elections.

## **WHO IS ELIGIBLE TO BECOME A TWOMO ELECTION CANDIDATE**

In order to be an eligible candidate for TWOMO election you must be:

- (1) A Canadian citizen who is at least eighteen (18) years old
- (2) A permanent resident of the Territory Without Municipal Organization
- (3) The owner or tenant of property in the Territory Without Municipal Organization
- (4) The spouse of an owner or tenant of property in the Territory Without Municipal Organization

## **WHO IS NOT ELIGIBLE TO BECOME A TWOMO ELECTION CANDIDATE**

There are a number of categories of individuals who are otherwise disqualified from seeking election to the Board. These include:

- (a) Employees of the Board
- (b) An employee of any municipality in the Board's service area unless on leave of absence
- (c) A Crown Employee within the meaning of the *Public Service Act* who is a Deputy Minister or who is in a position or classification
- (d) A person serving a sentence of imprisonment
- (e) Persons disqualified under certain provisions of the *Municipal Act* or for conviction of corrupt practices under the *Municipal Elections Act*
- (f) A Judge of any Court
- (g) Any member of the Provincial Legislature, the House of Commons or the Senate

Those who are qualified and wish to become candidates can obtain a nomination paper by going to the PSDSSAB web site at [www.psdssab.org](http://www.psdssab.org) and clicking on the "Election" tab. Forms can also be obtained by contacting the Election Returning Officer or their assistant by e-mail at

[twomo@psdssab.org](mailto:twomo@psdssab.org) or by calling the PSDSSAB Offices at 705 746-7777, Extension 5264. This can be done during the nomination process which runs from May to Nomination Day (August 21, 2026) in an election year. Advertising will appear in the local media advising of the upcoming TWOMO election and nomination process. There will also be information available on the PSDSSAB web site at [www.psdssab.org/election](http://www.psdssab.org/election). Nomination Day is the third Friday in August in an election year (August 21, 2026). Nominations are received at the PSDSSAB Office or by email to [twomo@psdssab.org](mailto:twomo@psdssab.org) up until 4:00 PM on Nomination Day. The Office is located at **1 Beechwood Drive, Parry Sound, Ontario, P2A 1J2.**

A sample of the election nomination paper can be obtained online at [www.psdssab.org/election](http://www.psdssab.org/election) or by contacting the Election Returning Officer or their assistant at 705 746-7777, Extension 5264. Nominations can be withdrawn up until 2:00 PM on Nomination Day. All nominations are reviewed by the Returning Officer for eligibility after which eligible nominations are certified. Should there be less than three nominations certified after 2:00 PM on Nomination Day, the candidates who filed certified nomination papers will be declared elected by acclamation. If there are two certified candidates there will be no election. If there is less than two, the Returning Officer will extend the deadline for nominations. If there are three or more certified nominations there will be an election and the PSDSSAB election policy/procedure manual will be made available to all certified candidates. The Returning Officer will notify all certified candidates by e-mail shortly after nominations close. A formal written notice will also be mailed to candidates.

## **THE TWOMO ELECTION PROCESS**

Voting day is the fourth Monday in October in an election year. Anyone who is eligible to be a candidate for election as a TWOMO representative for the PSDSSAB is also eligible to vote. The preliminary list of electors for residents of the unincorporated territories in the District of Parry Sound is received from Elections Ontario or such other Provincial Office/Agency that may subsequently have responsibility for voter enumeration by September 1<sup>st</sup> in an election year. Once it has been certified by the Returning Officer it becomes the voters' list. Individuals who believe that they are qualified electors can call the PSDSSAB office to inquire if they are on the voters' list. Applications to amend the voters' list can be obtained on the PSDSSAB web site or can be mailed or e-mailed to qualified electors.

The various voting procedures that are authorized in the *Municipal Elections Act* can be used for the TWOMO election except that voting proxies are not allowed. The PSDSSAB uses a vote by mail procedure. This means that each elector will receive a ballot, an inner ballot envelope, a voter qualification declaration and a pre paid business reply envelope by mail. The completed ballot is sealed in the inner envelope and then placed in the pre paid envelope. The completed declaration is placed separately in the pre paid envelope. If requested, the Returning Officer will hold a virtual or in-person information session for all certified candidates to review these procedures. Historically there has been very limited campaigning undertaken by TWOMO candidates. However, a guide has been produced that will provide some fundamentals on campaigning for public office which has been modified to fit the limited parameters of the TWOMO election. This guide will be made available to all candidates and is available on at [www.psdssab.org/election](http://www.psdssab.org/election).

## **THE TERM OF OFFICE**

The TWOMO representatives on the Board serve for a four (4) year term commencing on January 1<sup>st</sup> of the year immediately following the election year. This would mean that TWOMO representatives elected in October of 2026 would begin their term on January 1, 2027. An elected representative will remain in office for the full four (4) years unless they resign or die. The Board can also declare a member's seat vacant if the member fails to attend three (3) consecutive Board meetings without the Board's authorization. In the event that a TWOMO representative's seat becomes vacant, the Board will appoint a new representative for the balance of the term. The Board appoints a Chair and a Vice-Chair at the beginning of the term from among its 15 members.

## **THE SERVICES PROVIDED BY PSDSSAB**

The *District Social Services Administration Boards Act* and its regulations represent the key piece of legislation under which the DSSABs operate. All of the municipalities within the Board's jurisdiction and the residents within the unincorporated territories are assessed costs for the social services provided by the Board. The province is involved with funding support for the unincorporated territories. The specific services that the PSDSSAB provides include Ontario Works which gives financial support along with employment search and sustainability support. PSDSSAB is responsible for managing childcare and social housing in the District of Parry Sound. This includes over 200 units of rent-geared-to-income housing that is owned by PSDSSAB. There is also an emergency shelter for women and children called Esprit Place Family Resource Centre which provides safe and secure residential accommodation twenty-four hours a day.

## **ROLE OF THE BOARD MEMBER**

Prior to making a decision to seek election as a TWOMO Board member it is not only important to be aware of the key services that the Board oversees but also the major roles and responsibilities of the Board member position. In a general sense the Board members are responsible for approving annual budgets and policies and programs under which the PSDSSAB staff operate in the delivery of services are set at the Board level. Meetings of the Board are held virtually with in-person meetings being held as required. In-person meetings will be held at the place designated and used by the Board from time to time for such purposes. The usual Board meeting schedule is twelve (12) per year but the August meeting is often cancelled leaving an average of eleven (11) per year. The PSDSSAB does not have any Sub Committees, but Ad Hoc Committees have been established in the past to deal with one time special projects. Meetings run an average of one to two hours and prep time is no more than two to three hours. The time commitments do increase for the position of Chair. The remuneration rates for Board members are as follows:

Meeting Rate – Regular Board meeting rate is \$150 per meeting if 4 hours or less, \$225 for a meeting over 4 hours and \$185 for a meeting that starts prior to 4 PM. The Vice-Chair is paid \$185 per meeting and the Chair receives \$700 per month plus \$230 per Board meeting. Any Committee meeting held immediately prior to or following a duly called Board meeting is paid at 75% of the regular Board meeting rate. Attendance at outside meetings on behalf of the DSSAB will be reimbursed as authorized by the Board.

Conferences and Training - Attendance at conferences or training is paid at the regular Board meeting rate. When accommodations are needed for health & safety reasons (such as weather conditions, tiredness/fatigue) they should be made in the same location of the meeting/training event and will be reimbursed upon submission of receipts. Airfare, taxi fare and parking are reimbursed by receipt.

Mileage Allowance - \$0.58 per kilometer

Rates are adjusted annually as specified by the consumer price index.

## **CONCLUSION**

We hope that this manual will be of some assistance in making your choice on whether or not to seek election as a TWOMO representative on the PSDSSAB. Should you decide to submit a nomination we urge you to read our other manual which provides information on running for public office. You may also contact the Returning Officer or other designated PSDSSAB staff during regular office hours in an election year from May up to election day which is the fourth Monday in October (October 26, 2026).