



Call for Nominations Package

On Thursday, May 26, 2022, the Ontario College of Social Workers and Social Service Workers (the “College”) will hold an election for social work members and social service work members in Electoral District Nos. 1, 2 and 5. The College invites all members eligible to vote in this district to put their names forward as candidates for election to the College Council.

To stand for election, eligible candidates must review the following:

- **Notice of Election of Members to Council in Electoral District Nos. 1, 2 and 5**
- **Information Regarding Nominations and Eligibility for Candidates**
- **Guidelines for Completion of Candidate’s Acknowledgement Form, Candidate’s Biographical Summary Form and Candidate’s Statement**
- **Guidelines and Procedures for Candidates Regarding an Election of Council Members to Council**

Completion of required training is now a mandatory requirement for members of the College who wish to stand for election to Council. Candidates are required by College bylaw to take this course in order to run for election.

To access the five-part online video series *The Three R’s of Serving on Council: Roles, Responsibilities and Requirements* and the *Candidate Quiz: Serving on Council*, please [click here](#).

After carefully reviewing the documents listed above, and successfully completing the quiz, please complete the following nomination forms:

- **Candidate’s Nomination Form**
- **Certificate of Validation Form**
- **Candidate’s Biographical Summary Form**
- **Candidate’s Statement**
- **Candidate’s Acknowledgement Form**

Note: Before completing the forms in the Call for Nominations Package, please download and save the file and then access it using Adobe Reader.

PLEASE NOTE:

Completed and signed nomination forms must be received by the College no later than 5 p.m. (EST) on **Friday, February 25, 2022.**

Mail:

OCSWSSW
ATTN: Pat Lieberman
250 Bloor Street East, Suite 1000
Toronto, ON M4W 1E6

Email: elections@ocswssw.org

Fax: 416-972-1512



Ontario College of
Social Workers and
Social Service Workers

Notice of Election of Members to Council in Electoral District Nos. 1, 2 and 5

ELECTION DATE:

Thursday, May 26, 2022

TIME:

Ballots must be received by the College or submitted electronically in accordance with the voting procedures by no later than 5 p.m. (EDT) on **Thursday, May 26, 2022**.

SCHEDULE FOR THE 2021 ELECTION OF MEMBERS TO COUNCIL

Wednesday, January 26, 2022	Notice of Election and Call for Nominations sent to members eligible to vote in the election.
Friday, February 25, 2022	Deadline by which Nomination Forms (Candidate's Nomination Form, Candidate's Certificate of Validation, Candidate's Biographical Summary Form, Candidate's Statement, Candidate's Acknowledgement Form and Certificate of Quiz Completion) must be received by the College.
Tuesday, April 26, 2022	Members eligible to vote will be sent: An electronic voting package, including a Ballot, Candidates' Biographical Summaries, Candidates' Statements and an explanation of the voting procedures.
Thursday, May 26, 2022	Election day for members to Council. Voting closes at 5 p.m. (EDT)

All ballots must be submitted electronically in accordance with the voting procedures by no later than 5 p.m. (EDT) on **Thursday, May 26, 2022**.



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Information Regarding Nominations and Eligibility

PLEASE READ CAREFULLY

HOW TO BE NOMINATED AS A CANDIDATE FOR ELECTION TO COUNCIL

A candidate for election to Council must meet the eligibility requirements (see “Eligibility to Stand for Election” below).

All forms in the Call for Nominations Package must be completed and signed by candidates (where applicable).

Candidates who meet the eligibility requirements may nominate themselves to stand for election as a member of Council. Candidates must view the five-part video series *The Three R's of Serving on Council: Roles, Responsibilities and Requirements* and successfully complete the *Candidate Quiz: Serving on Council* in order to run for election.

The Call for Nominations Package includes:

- Candidate's Nomination Form
- Certificate of Validation Form
- Candidate's Biographical Summary Form
- Candidate's Statement
- Candidate's Acknowledgement Form
- Certificate of Quiz Completion

ELIGIBILITY TO STAND FOR ELECTION

A member of the College is eligible to stand for election as a member of Council if, on the date of nomination, the member:

- holds a general certificate of registration for social work or social service work; a member is only eligible for nomination in the membership category in which the member holds a general certificate of registration;
- is nominated in the electoral district where they practise either social work or social service work OR if the member is not practising or is not practising in Ontario, the member must reside in the electoral district in which the member is nominated;
- is not in default of payment of any fees;
- does not hold an inactive or retired certificate of registration;
- has not had a finding of professional misconduct, incompetence or incapacity against them in the three years preceding the date of nomination;
- is not the subject of a disciplinary or incapacity proceeding;
- is not the subject of a complaint in the form prescribed by the bylaws, an investigation by the Registrar or a statutory or non-statutory committee of the Council, or an inquiry by the Registrar or a Committee of the Council unless the Chair of the Election Committee has otherwise determined the member is eligible for election;
- holds a certificate of registration that has not been revoked or suspended in the six years before the date of nomination as a result of a professional misconduct, incompetence or incapacity proceeding;

- I. holds a certificate of registration that is not subject to a term, condition or limitation arising from a professional misconduct, incompetence or incapacity matter;
- J. is not an employee of the College and has not been an employee of the College in the 12 months prior to the date of nomination;
- K. is not an employee of any professional association involving social work or social service work or an employee of any collective bargaining unit involving social work or social service work and has not been an employee of such professional association or collective bargaining unit in the 12 months prior to the date of nomination;
- L. is not a candidate for a position on, nor a member of, the provincial governing body (including any local chapter) of any professional association involving social work or social service work and has not been a member of such provincial governing body (including any local chapter) in the 12 months prior to the date of nomination;
- M. is not a candidate for a position on, nor a member of, the executive of any collective bargaining unit involving social work or social service work and has not been a member of such executive in the 12 months prior to the date of nomination;
- N. has not served as a Council member for ten consecutive years, unless a period of three years has expired since the end of the Council member's last term of office;
- O. is a Council member and, if re-elected, the Council member would be able to serve for the full term of office without the maximum permitted number of consecutive years of service (that is, ten consecutive years) expiring during that term;
- P. is not a Council member who has previously been disqualified from sitting on Council;
- Q. has not previously been disqualified from sitting on a Committee of the Council;
- R. has not been exempted in 2022 from payment of any portion of the registration fee as provided in Section 3.06 of the Fees By-law;¹ and
- S. has not been exempted in 2022 from payment of any portion of the annual fee as provided in Section 4.07 of the Fees By-law.¹

WHAT IS INVOLVED IN BEING A COUNCIL MEMBER?

- Responsibility for protecting the public interest, rather than representing any particular constituency.
- Attendance at Council meetings and meetings of one or more statutory or non- statutory committees.
- Participation in setting policies which regulate the professions of social work and social service work.
- Responsibility for governing and managing the affairs of the College.
- Responsibility to serve a three (3) year term ending at the first regular Council meeting following the election in May 2025.

¹ Sections 3.06 and 4.07 of the Fees By-law provide an exemption from payment of a portion of the registration fee and a portion of the annual fee to a person who is a member of an out-of-province regulatory authority provided that, among other things, the person agrees to restrict their practice in Ontario exclusively to electronic social work practice to clients in Ontario delivered from outside Ontario.

TIME COMMITMENT:

Council members can anticipate a time commitment of approximately **25 days per year**. This includes Council meetings, committee meetings and preparation time. The time involved varies depending on the committee. In addition, some committees require considerable preparation time at home prior to meetings as well as additional time after a meeting. Council members receive a per diem honorarium and reimbursement of all reasonable related travel, accommodation and meal expenses.

WHO IS ELIGIBLE TO VOTE?

A member of the College who is “in good standing” at least 60 days before the election.

- A member is “in good standing” if the member is not in default of payment of the membership fee and if the member’s certificate of registration is not suspended.

In the case of a member who is practising social work or social service work in Ontario, the member may only vote in the electoral district in which, at least 60 days before the election, the member principally practises.

In the case of a member who is not practising in either social work or social service work or who practises outside Ontario, the member may only vote in the electoral district in which, at least 60 days before the election, the member principally resides.

A social work member may only vote for a social work candidate in the member’s electoral district.

A social service work member may only vote for a social service work candidate in the member’s electoral district.

If a member holds a certificate of registration for both social work and social service work, they must advise the Registrar of the membership category in which they wish to vote at least 60 days before the election.

CANDIDATE CHECKLIST

Your Call for Nominations Package must include the following:

- Candidate’s Nomination Form Completed and Signed by Candidate
- Certificate of Validation Form Completed and Signed by Candidate
- Candidate’s Biographical Summary Form Completed
- Candidate’s Statement Completed
- Candidate’s Acknowledgement Form Completed and Signed by Candidate
- Certificate of Quiz Completion Signed by Candidate

The Ontario College of Social Workers and Social Service Workers values and strives to create an inclusive environment which reflects the diversity of the individuals, families and communities served by our members. The College is committed to an inclusive, barrier-free environment/culture. We accommodate the needs of all College members and members of the public under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act* (AODA). Please advise Pat Lieberman, to ensure your accessibility needs are accommodated throughout this process.

PLEASE NOTE:

Completed and signed nomination forms must be received by the College no later than 5 p.m. (EST) on **Friday, February 25, 2022.**



Guidelines and Procedures for Candidates Regarding an Election of Council Members to Council

BACKGROUND:

Under the Election Bylaw, the Election Committee of the Ontario College of Social Workers and Social Service Workers (the College) may determine guidelines and procedures for candidates regarding the election including, without limitation, guidelines regarding campaigning and campaign materials and procedures in relation to campaigning and campaign materials.

The College believes that effective communication by candidates with voters will contribute to informed voting decisions. These guidelines and procedures are intended to assist candidates in their outreach to voters.

These guidelines and procedures apply to any communication regarding the election, whether written or oral, whether transmitted by electronic or other means, or whether published or posted on a website or a social media platform (eg. Facebook, Twitter, LinkedIn, Instagram, YouTube) and includes without limitation:

- candidates' statements;
- campaign materials;
- candidates' presentations;
- candidates' speeches; and
- candidates' general decorum during the election period.

A. Guidelines for Candidates with Respect to their Communications:

1. Be respectful, polite, dignified and professional in all communications regarding the election.
2. Focus on the College's public protection mandate and avoid statements and/or promises that may conflict with that mandate.
3. Emphasize your own qualifications, ideas and the positives that you have to offer, rather than criticizing another candidate's qualifications or any other aspect of their candidacy.
4. Rely on and promote information that is both factual and relevant to members making an informed choice.
5. Ensure that the words you use are inclusive and respectful, and do not offend any specific group.
6. Do not use your outreach to promote a particular agenda, business venture or political platform.
7. Do not use the College's logos or any other College-owned images in your campaign materials.
8. Review the College's Code of Ethics and Standards of Practice and the *Social Work and Social Service Work Act* (the Act), regulations and bylaws and ensure that your communications are consistent with them.
9. Do not ask College staff to support or endorse your candidacy, or assist with your communication or outreach efforts.

B. Procedures with respect to Candidates' Communications:

1. On written request by a candidate, the College will provide the candidate with a list of all eligible voters in their electoral district. This list will include the name, business address and business telephone number of the eligible voters in their electoral district.

Candidate Statements

2. After receipt of candidates' statements, College staff will review them.
3. If the Registrar believes that a candidate's statement does not comply with these guidelines and/or procedures, or may be libellous or may be in breach of the College's Code of Ethics or Standards of Practice or the Act, regulations or bylaws, the Registrar may request the candidate to redraft the statement.
4. The candidate will be given three (3) business days from the date on which the Registrar's request is sent to submit a redrafted statement to the Registrar.
5. If the Registrar does not receive a redrafted statement within three (3) business days or the redrafted statement is not satisfactory to the Registrar, the Registrar may refer the candidate's statement or redrafted statement, as the case may be, to the Election Committee.
6. The Election Committee will consider all candidates' statements and redrafted statements that are referred to it and, in respect of each such candidate's statement, will,
 - a) approve the candidate's statement; or
 - b) if the Election Committee is of the opinion that the candidate's statement does not comply with these guidelines and/or procedures or may be libellous or may be in breach of the College's Code of Ethics or Standards of Practice or the Act, regulations or bylaws,
 - i. provide the candidate a written explanation for its concerns regarding the candidate's statement, and
 - ii. advise the candidate that the candidate may submit a redrafted statement or make written submissions to the Election Committee, or both, provided that the candidate does so within three (3) business days from the date on which the Election Committee's advice is sent.
7. The Election Committee will consider all redrafted candidates' statements and any submissions that are submitted in accordance with paragraph 6 of this Section B, and, in respect of each such candidate's statement, will,
 - a) approve the candidate's statement; or
 - b) if the Election Committee is of the opinion that the candidate's statement does not comply with these guidelines and/or procedures or may be libellous or may be in breach of the College's Code of Ethics or Standards of Practice or the Act, regulations or bylaws,
 - i. provide the candidate a written explanation for its concerns regarding the candidate's statement, and
 - ii. advise the candidate that no candidate's statement shall be provided with the ballot used to vote in the election.

Candidate Materials and Campaigning

8. If the Registrar becomes aware that a candidate's materials and/or campaigning do not comply with these guidelines and/or procedures or may be libellous or may be in breach of the College's Code of Ethics or Standards of Practice or the Act, regulations or bylaws, the Registrar may advise the candidate of the concern(s) and provide the candidate with an opportunity to address the concern(s).
9. If the candidate does not address the concern(s) to the satisfaction of the Registrar within the time specified by the Registrar, the Registrar may refer the matter to the Election Committee.
10. The Election Committee will consider any matter referred to it by the Registrar under paragraph 9 of this Section B.

11. If the Election Committee believes that the candidate's materials and/or campaigning do not comply with the guidelines and/or procedures or may be libellous or may be in breach of the College's Code of Ethics or Standards of Practice or the Act, regulations or bylaws, the Election Committee will provide the candidate with a written explanation for its concern(s), and inform the candidate that the candidate may advise the Election Committee of the action taken by the candidate to address the concern(s) or make a written submission to the Election Committee regarding the matter, or both, within the time specified by the Election Committee.
12. The Election Committee will consider any submission by the candidate received within the time specified by the Election Committee and any action taken by the candidate to address the concern(s) within the time specified by the Election Committee and determine whether the candidate has addressed the concern(s) to its satisfaction.
13. If the Election Committee determines that, in its opinion, the action taken by the candidate does not address the concern(s) to its satisfaction and the candidate's materials and/or campaigning do not comply with these guidelines and/or procedures, or may be libellous or may be in breach of the College's Code of Ethics or Standards of Practice or the Act, regulations or bylaws, it may determine, in its sole discretion, that the candidate has ceased to be eligible to stand for election.
14. In making the determination under paragraph 13 of this Section B, the Election Committee should consider:
 - a) the seriousness of the concern(s) regarding the candidate's materials and/or campaigning;
 - b) whether the candidate's conduct was intentional or inadvertent;
 - c) whether there is reason to believe that the concern(s) regarding the candidate's materials and/or campaigning may affect the results of the election; and
 - d) such other factors as the Election Committee considers appropriate.
15. The Election Committee may obtain legal advice before making any decision under these guidelines and procedures.
16. Nothing in these guidelines and procedures precludes the College, including the Registrar and the President, from taking any other action authorized by the Act, regulations, bylaws or policies or procedures of the College or bylaw.



Guidelines for Completion of Candidate's Acknowledgement Form, Candidate's Biographical Summary Form and Candidate's Statement

Your Candidate's Biographical Summary Form and Candidate's Statement, along with those of other candidates, will be made available online on a site to which members will have access for purposes of the election. Please take the time to complete these forms carefully.

These guidelines were developed by the Election Committee to assist candidates. If you require further assistance, please contact Pat Lieberman at the College office plieberman@ocswssw.org.

GENERAL INSTRUCTIONS

Type or print clearly.

Do not use abbreviations; always spell out the names of organizations in full.

The completed Candidate's Biographical Summary Form and Candidate's Statement will be presented **as is** in the information provided to voters. Should you provide additional sheets of personal information, they **will not** be included with the information provided to voters.

If you wish to submit the Candidate's Biographical Summary Form and the Candidate's Statement (or either of them) in both English and French, both the English and the French versions will be included with the information provided to members.

The College will not translate the completed Candidate's Biographical Summary Form or the Candidate's Statement into English or French. If you would like to do so, you may provide the completed documents in both languages and they will be presented **as is** in the information provided to voters.

Please do not bend or fold the Candidate's Biographical Summary Form or the Candidate's Statement as they will be scanned and made available online to voters, **as is** with the voting package.

Please Note: Documents sent to the College by fax will be accepted, however, the quality of a faxed document may be inferior. All documents will be scanned and made available online to voters, **as is**.

CANDIDATE'S BIOGRAPHICAL SUMMARY FORM

Education

Under education, include programs for which a degree, diploma or certificate was achieved.

You may include programs not directly related to social work or social service work for which a degree, diploma or certificate was achieved.

Employment

Please list the position you hold at the time of completion of the form. Then list positions held prior to your current position, beginning with the most recent employment first. Under “Position”, include specifics (e.g. manager, supervisor, educator, practitioner). Please limit the history to the past 7 years, unless you held a position you consider of particular importance prior to that period.

Under “Area of Practice” include specifics (e.g. research, management, clinical, specialty).

Under “Dates” list years (e.g. 1998–1999) unless a position began and terminated within one year (e.g. June 1990–September 1990).

Professional Memberships and Volunteer Work

Include participation in organizations (associations, interest groups) related to social work or social service work.

List in reverse chronological order with the most recent first. Limit the listing to the previous five years unless you held a position that you considered particularly important prior to that period.

CANDIDATE’S STATEMENT

The Candidate’s Statement should not exceed 200 words. Your statement should include your reasons for running as a candidate for Council, and any other information which may assist voters in making an informed choice when electing members to Council.

Subject to the next two sentences, statements will appear as submitted. If your statement exceeds the 200-word limit, the College reserves the right to edit your statement so that it will conform to the 200-word limit. The Election Committee may require you to redraft your statement if, in its opinion, the statement does not comply with any guidelines and/or procedures for candidates regarding the election, may be libelous, or may be in breach of the College’s Code of Ethics or Standards of Practice or the *Social Work and Social Service Work Act*, regulations or bylaws or guidelines and procedures for candidates regarding an election.

If your Candidate’s Biographical Summary Form and Candidate’s Statement are not received by the due date, “No Information Received” will appear under your name on the ballot.

CANDIDATE’S ACKNOWLEDGEMENT FORM

Sign and date the Candidate’s Acknowledgement Form.

The signed Candidate’s Acknowledgement Form will be retained by the College but will not form part of the information that is made available to members online.

DEADLINES

The deadline for receipt of the completed and signed Candidate’s Acknowledgement Form, Certificate of Quiz Completion Signed by Candidate, Certificate of Validation Form, Candidate’s Biographical Summary Form and Candidate’s Statement at the College is no later than 5 p.m. (EST) on **Friday, February 25, 2022**.



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Candidate's Nomination Form 2022

I, _____ (Print name of candidate), the undersigned member of the Ontario College of Social Workers and Social Service Workers, holding a general certificate of registration for _____ (social work or social service work) hereby nominate myself as a candidate for election in election in Electoral District _____ to the College Council on May 26, 2022.

This nomination will stand until the date of election: May 26, 2022.

Candidate's Business Address:

Candidate's Business Phone No: _____ Registration No: _____

If you are not currently engaged in practice, please provide your home address and phone number below:

Home Address: _____

Phone No: _____

Email: _____

Cell Phone No: _____

Signature: _____ Date: _____

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Candidate's Certificate of Validation Form 2022

RESPECTING ELIGIBILITY TO SERVE ON THE COLLEGE COUNCIL

I, _____ (Print name of candidate), hereby certify that:

- A.** I am currently practising as a **social worker** or **social service worker** (indicate which applies) at:
(Print name of employer and address of place or, if self-employed, print address of place of practice)

OR

- B.** I am not currently practising as a **social worker** or **social service worker** (indicate which applies) and I reside at: (Print address of place of residence)

in the following city, town or municipality (print city, town or municipality): _____

Furthermore:

- I hold a general certificate of registration in the category of **social worker** or **social service worker** (indicate which applies).
- I am not in default of the payment of any fees.
- I am not the subject of any disciplinary or incapacity proceeding.
- I am not the subject of a complaint in the form prescribed by the bylaws, an investigation by the Registrar or a statutory or non-statutory committee of the Council (Committee of the Council), or an inquiry by the Registrar or a Committee of the Council unless the Chair of the Election Committee has otherwise determined I am eligible for election.
- There has not been a finding of professional misconduct, incompetence or incapacity against me in the three years preceding the date of this nomination.
- My certificate of registration has not been revoked or suspended in the six years preceding the date of this nomination as a result of a professional misconduct, incompetence or incapacity proceeding.
- My certificate of registration is not subject to any term, condition or limitation arising from a professional misconduct, incompetence or incapacity matter.
- I am not an employee of the College and have not been an employee of the College in the 12 months prior to the date of this nomination.
- I am not an employee of any professional association involving social work or social service work or an employee of any collective bargaining unit involving social work or social service work and have not been an employee of such professional association or collective bargaining unit in the 12 months prior to the date of this nomination.

- I am not a candidate for a position on, nor a member of, the provincial governing body (including any local chapter) of any professional association involving social work or social service work and have not been a member of such provincial governing body (including any local chapter) in the 12 months prior to the date of this nomination.
- I am not a candidate for a position on, nor a member of, the executive of any collective bargaining unit involving social work or social service work and have not been a member of such executive in the 12 months prior to the date of this nomination.
- I have not served as a Council member for ten consecutive years, unless a period of three years has expired since the end of my last term of office.
- I am not a Council member who has previously been disqualified from sitting on a Committee of the Council.
- I am not a Council member who has previously been disqualified from sitting on Council.
- I have not been exempted in 2022 from payment of any portion of the registration fee as provided in Section 3.06 of the Fees Bylaw.¹
- I have not been exempted in 2022 from payment of any portion of the annual fee as provided in Section 4.07 of the Fees Bylaw.¹

Please check the statement that applies:

I am not a Council member.

I am a Council member and, if re-elected, I would be able to serve for the full term of office without the maximum permitted number of consecutive years of service (that is, ten consecutive years) expiring during that term.

I hereby certify that the Ontario College of Social Workers and Social Service Workers will be relying upon this validation as evidence of my eligibility to serve as a Council member on the College Council.

Date

Signature

¹ Sections 3.06 and 4.07 of the Fees By-law provide an exemption from payment of a portion of the registration fee and a portion of the annual fee to a person who is a member of an out-of-province regulatory authority provided that, among other things, the person agrees to restrict their practice in Ontario exclusively to electronic social work practice to clients in Ontario delivered from outside Ontario.

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Candidate's Biographical Summary Form 2022

CANDIDATE'S NAME:

EDUCATION (In chronological order, beginning with post-secondary school education)

Degree, Diploma, Certificate	Educational Institution

EMPLOYMENT (Beginning with your most recent/current position) If not currently practising, please mark an 'x'

Position	Agency	Dates

PROFESSIONAL MEMBERSHIPS AND VOLUNTEER WORK

Position	Agency	Dates

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Candidate's Acknowledgement Form 2022

To: Ontario College of Social Workers and Social Service Workers (the "College")

From:

_____ (Print Candidate's Name)

Re: Election 2022

I put my name forward to be a candidate for election to the Council of the College and have accepted the nomination for election.

Attached is a copy of my completed nomination forms which I submit to the College for the purpose of this election. I acknowledge and represent that the information set out in my completed nomination documents is true and accurate.

Date
(Must be completed)

Signature
(Must be completed)

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