



TOWNSHIP OF
Southwold

2022 MUNICIPAL
ELECTION

CANDIDATE NOMINATION
PACKAGE



CANDIDATE NOMINATION PACKAGE

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CALENDAR LIST OF ELECTION TIMELINES

May 2, 2022 – Nomination and Registration Period Begins

August 19, 2022 - Nomination Day 9:00 am – 2:00 pm (A candidate who wishes to withdraw their nomination must notify the clerk in writing before 2:00 pm).

August 22, 2022 – Certification of Nominations (before 4:00 pm).

September 1-October 24, 2022 – Revision Period for Voter's List

September 6, 2022 - Reproduction of Voter's List

Week of September 26, 2022 – Ballot packages mailed to Electors

October 21, 2022 - Last day for third party advertisers to file their notice of registration

October 23, 2022 – Last day to provide candidates with a notice of penalties related to campaign finances and the refund of the nomination filing fee

October 24, 2022 – Election Day

October 25, 2022 – Official Declaration of Votes

November 15, 2022 – Council Term Begins

December 5, 2022 - Inaugural Council Meeting

January 3, 2023 – End of election campaign period (Last day for candidates and registered third parties to provide written notice, in the prescribed form, of a deficit and the continuation of their campaign period).

March 31, 2023 – Financial Filing Deadline



OFFICES TO BE ELECTED

One (1) Mayor

One (1) Deputy Mayor

Three (3) Councillors

Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of	Ward Name or Number (if any)
-----------------------------	------------------------------

Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Nominee's full qualifying address within municipality

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Mailing Address Same as qualifying address

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

If nominated for school board, full address of residence within its jurisdiction

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number	Telephone Number 2
---------------	------------------	--------------------

Declaration of Qualification

I, _____, declare that I am presently legally qualified
(or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
----------------------------	---------------	---	---------------------------------

Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature _____

Date Certified (yyyy/mm/dd)

Instructions

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be paid immediately over to the clerk who is responsible for the conduct of the election.

For the campaign period from (day candidate filed nomination)

YYYY	MM	DD
------	----	----

 to

YYYY	MM	DD
------	----	----

Initial filing reflecting finances to December 31 (or 45 days after voting day in a by-election)

Supplementary filing including finances after December 31 (or 45 days after voting day in a by-election)

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for which the candidate sought election

Ward name or no. (if any)

Municipality

Spending Limit - General

\$

Spending Limit - Parties and Other Expressions of Appreciation

\$

I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

I, _____, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution _____
Amount borrowed \$ _____

INCOME

Total amount of all contributions (from line 1A in Schedule 1) + \$ _____
Revenue from items \$25 or less + \$ _____
Sign deposit refund + \$ _____
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2) + \$ _____
Interest earned by campaign bank account + \$ _____
Other (provide full details) _____
1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Campaign Income (Do not include loan) = \$ _____ C1

EXPENSES (Note: include the value of contributions of goods and services)

Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 4 of Schedule 1) + \$ _____
Advertising + \$ _____
Brochures/flyers + \$ _____
Signs (including sign deposit) + \$ _____
Meetings hosted + \$ _____
Office expenses incurred until voting day + \$ _____
Phone and/or internet expenses incurred until voting day + \$ _____
Salaries, benefits, honoraria, professional fees incurred until voting day + \$ _____
Bank charges incurred until voting day + \$ _____
Interest charged on loan until voting day + \$ _____
Other (provide full details) _____
1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Expenses subject to general spending limit = \$ _____ C2

EXPENSES

Expenses subject to spending limit for parties and other expressions of appreciation

1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Expenses subject to spending limit for parties and other expressions of appreciation = \$ _____ C3

Expenses not subject to spending limits

Accounting and audit	+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+ \$	_____
Office expenses incurred after voting day	+ \$	_____
Phone and/or internet expenses incurred after voting day	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	+ \$	_____
Bank charges incurred after voting day	+ \$	_____
Interest charged on loan after voting day	+ \$	_____
Expenses related to recount	+ \$	_____
Expenses related to controverted election	+ \$	_____
Expenses related to compliance audit	+ \$	_____
Expenses related to candidate's disability (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
Other (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
Total Expenses not subject to spending limits	= \$	_____ C4

Total Campaign Expenses (C2 + C3 + C4) = \$ _____ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$	_____ D1
Eligible deficit carried forward by the candidate from the last election (applies to 2018 regular election only)	- \$	_____ D2
Total (D1 – D2)	= \$	_____
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	- \$	_____
Surplus (or deficit) for the campaign	= \$	_____ D3

If line D3 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 - Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$ _____
Contributions in goods and services from candidate and spouse (include value listed in Table 3 and Table 4)	+ \$ _____
Total value of contributions not exceeding \$100 per contributor	
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+ \$ _____
Total value of contributions exceeding \$100 per contributor (from line 1B on page 5; list details in Table 1 and Table 2)	
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+ \$ _____
Less: Contributions returned or payable to the contributor	- \$ _____
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	- \$ _____
Total Amount of Contributions (record under Income in Box C)	= \$ _____ 1A

Part II – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

Table 1: Monetary contributions from individuals other than candidate or spouse

Name	Full Address	Date Received	Amount Received \$	Amount \$ Returned to Contributor or Paid to Clerk
<input type="checkbox"/> Additional information is listed on separate supplementary attachment			Total	

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment	Total	

Table 4: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
 (Note: value must be recorded as a contribution from the candidate and as an expense)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment	Total			

Schedule 2 – Fundraising Events and Activities

Fundraising Event/Activity

Complete a separate schedule for each event or activity held

Additional schedule(s) attached

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person)

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold

\$ _____ 2A
X _____ 2B

Total Part I (2A X 2B) (include in Part 1 of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

(e.g. revenue from goods sold in excess of fair market value)

Provide details

- 1. _____ + \$ _____
- 2. _____ + \$ _____
- 3. _____ + \$ _____
- 4. _____ + \$ _____
- 5. _____ + \$ _____

Total Part II (include in Part 1 of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

(e.g. contribution of \$25 or less; goods or services sold for \$25 or less)

Provide details

- 1. _____ + \$ _____
- 2. _____ + \$ _____
- 3. _____ + \$ _____
- 4. _____ + \$ _____
- 5. _____ + \$ _____

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

- 1. _____ + \$ _____
- 2. _____ + \$ _____
- 3. _____ + \$ _____
- 4. _____ + \$ _____
- 5. _____ + \$ _____
- 6. _____ + \$ _____
- 7. _____ + \$ _____
- 8. _____ + \$ _____

Total Part IV Expenses (include under Expenses in Box C) = \$ _____

Auditor's Report*Municipal Elections Act, 1996 (Section 88.25)*

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality

Date (yyyy/mm/dd)

Contact Information

Last Name or Single Name

Given Name(s)

Licence Number

Address

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

Telephone No. (including area code)

Email Address

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

 Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.



CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST⁹

Municipal Elections Act, 1996 (s.23(4) (5))

I, _____, being a candidate for the office of
_____, hereby request the Clerk to provide
me with the following information when it becomes available:

a paper copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Thursday, September 15, 2022.

AND/OR

an electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Thursday, September 15, 2022.

AND/OR

access to the Voterview software to access elector reports including updated lists of electors and extracts of electors who have voted to date.

I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the Municipal Elections Act, 1996 from using the Voters' List for commercial purposes.

Signature:

Date

Name: _____
(please print)

Please provide an email address where electronic lists can be sent.

NOTICE OF PENALTIES
RE: ELECTION CAMPAIGN FINANCE
UNDER THE MUNICIPAL ELECTIONS ACT, 1996

As a person nominated for an office, to be elected at the October 24, 2022, municipal elections, you are hereby notified, as required by section 33.1 of the *Municipal Elections Act, 1996*, of the following election campaign finance penalties that may be imposed:

- 88.23** (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,
- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
 - (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
 - (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
 - (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60.

- 88. 23** (2) Subject to subsection (7), in the case of a default described in subsection (1),
- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
 - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies. 2016, c. 15, s. 60.

Offences by candidate

- 92** (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
 - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (1).

Name of Candidate: _____

Signature: _____

Clerk Signature: _____
(or designate)

Date: _____

PRELIMINARY ESTIMATE OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATE

Municipal Elections Act, 1996 (s.88.20(13))

TO:

(Name of Candidate)	(Office)
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of The Township of Southwold <hr/> (Name of Municipality)

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of MAYOR in the Municipal Election to be held October 24, 2022, is \$10,563.40.

_____ Date

_____ Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day of the previous election, including changes made that day.

On or before September 26, 2022, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, including changes made on that day, or the number of electors on September 15 in the current election, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

PRELIMINARY ESTIMATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS TO OWN CAMPAIGN

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

(Name of Candidate)	(Office)
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of The Township of Southwold
(Name of Municipality)

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of MAYOR in the Municipal Election to be held October 24, 2022 is \$8,220.80.

Date

Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 26, 2022, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is

* Formula for calculation provided in Section 88.9.1 (1)(2).

PRELIMINARY ESTIMATE OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATE

Municipal Elections Act, 1996 (s.88.20(13))

TO:

(Name of Candidate)	(Office)
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of The Township of Southwold <hr style="width: 80%; margin: 0 auto;"/> (Name of Municipality)

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of DEPUTY MAYOR in the Municipal Election to be held October 24, 2022, is \$8,063.40

Date

Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day of the previous election, including changes made that day.

On or before September 26, 2022, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, including changes made on that day, or the number of electors on September 15 in the current election, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

* Formula for calculation provided in Section 88.20(6) (15).

**PRELIMINARY ESTIMATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS
OWN CAMPAIGN**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

(Name of Candidate)	(Office)
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of The Township of Southwold
(Name of Municipality)

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of DEPUTY MAYOR in the Municipal Election to be held October 24, 2022 is \$5,720.80

_____ Date

_____ Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 26, 2022, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is

* Formula for calculation provided in Section 88.9.1 (1)(2).



PRELIMINARY ESTIMATE OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATE

Municipal Elections Act, 1996 (s.88.20(13))

TO:

(Name of Candidate)	(Office)
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of The Township of Southwold <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> (Name of Municipality)
--

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of COUNCILLOR in the Municipal Election to be held October 24, 2022, is \$8 063.40.

Date

Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day of the previous election, including changes made that day.

On or before September 26, 2022, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, including changes made on that day, or the number of electors on September 15 in the current election, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

* Formula for calculation provided in Section 88.20(6) (15).

**PRELIMINARY ESTIMATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS
OWN CAMPAIGN**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

(Name of Candidate)	(Office)
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of	The Township of Southwold
(Name of Municipality)	

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of COUNCILLOR in the Municipal Election to be held October 24, 2022 is \$5,720.80.

_____ Date

_____ Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 26, 2022, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is

* Formula for calculation provided in Section 88.9.1 (1)(2).



WITHDRAWAL OF NOMINATION

Municipal Elections Act, 1996 (s.36)

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of _____.
(Name of Elected Office)

Date

Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT _____
(time)

THIS _____ DAY OF _____, 2022.

Municipal Clerk or designate



MEETINGS

I _____ as a candidate for the Southwold Township
(Print name)

Municipal Election will commit to attend the following:

- i) **All nomination meetings that are scheduled before Election Day (dates and times to be determined)**
- ii) **All Candidates Information Session** – Tuesday August 30, 2022 – 7:00 p.m. – 9:00 p.m. – Keystone Complex
- iii) **All Candidates Meeting** – Hosted by the Shedden Ag Society – Tuesday October 4, 2022 – 7:00 p.m. – 9:00 p.m. – Keystone Complex.

After elected:

- iv) **Southwold Council Orientation Day**
- v) **Elgin County Orientation Day** – Saturday November 5th, 2022
Masonic Hall, 42703 Fruit Ridge Line, 8:30am -1:00pm.

Signature

Date

DUTIES OF CANDIDATES

Municipal Elections Act, 1996 (Section 88.22)

A candidate shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (iv) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);

(l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

(m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

(n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

(o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;

(p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;

(q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and

(r) each contributor is informed that a contributor shall not make contributions exceeding,

(i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and

(ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

Exclusion of Certain Expenses

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions Paid to Clerk

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

July 14, 2022

To: Financial Institution

Re: Municipal Election Campaign Account

A candidate, running in the 2022 Municipal Election, is required under the Municipal Elections Act, 1996 to open an account in the name of their campaign (for example: "Campaign for John Doe" or "John Doe's Campaign").

The Act does not contain any prohibition against a municipal candidate being a signing officer on the campaign account, nor does it require the candidate to have a chief financial officer, as is the case with provincial and federal candidates.

Section 88.22(1) of the Municipal Elections Act, 1996 states:

"A candidate shall ensure that:

(a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;

(b) all contributions of money are deposited into the campaign accounts;

(c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

(d) all payments for expenses are made from the campaign accounts;"

Should you have any questions on this matter, please contact me directly at 519-769-2010.

Yours truly,

Jeff Carswell
CAO/Clerk

CONSENT TO RELEASE PERSONAL INFORMATION

Municipal Freedom of Information and Protection of Privacy Act

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the Clerk in the administration of the 2022 Municipal Elections.

Questions regarding this collection should be forwarded to the Clerk, (contact information)

Name of Candidate:

Candidate for the office of:

- Mayor
- Councillor
- Trustee English Public
- Trustee English Separate
- Trustee French Public
- Trustee French Separate

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that the Clerk will disclose all or part of it to the general public.

Signature of Candidate

Signature of Clerk or Designate

Dated at _____, this _____ day of _____, 2022



List of Additional Information Available on Township Website

- 2022 Candidates' Guide – Ontario municipal council and school board elections
- Election procedures
- Election sign by-law
- Recount policy
- Accessibility policy
- Use of corporate resources policy