



TOWNSHIP OF
Southwold

Candidate Nomination Submission Checklist

Candidate Name: _____

Check	Document	Action/Notes
	Nomination Form (Form 1)	Keep Original, copy to candidate
		Check ID for qualifying address
	Endorsements Form (Form 2)	Ensure minimum of 25 Valid Endorsements - Keep Original, copy to candidate
	Nomination Fee (Mayor \$200, Councillor/Deputy Mayor \$100) – Cash, Certified Cheque, Money Order or Debit (Only options – no personal cheques or Credit Card)	Provide Receipt Cash Receipt Code ED – Election Deposit
	Preliminary Estimate of Campaign Expenses	Circle/Highlight Amount based on position
	Proper Use of Voters List Form	Keep Original, copy to candidate
	Notice of Penalties Form	Keep Original, copy to candidate
	Consent to Release Personal Information & Supplemental Contact Information (Form EL52)	Keep Original, copy to candidate
	Notice of and Commitment for Meetings Form	Keep Original, copy to candidate
Information Items to Candidates		
	Duties of Candidates Information	FYI
	Form 4 – Financial Statement	Provision will help candidates understand financial reporting requirements

Check	Document	Action/Notes
	Letter to Financial Institutions re: Campaign Account	A separate election account must be set up. Provide this letter to explain why you need an account. If the bank needs a more specific letter, please advise.
	Withdrawal of Nomination Form	Provided if you decide to withdraw before close of nominations.
	Township Additional Resources – Website Resources	FYI
	Ministry of Municipal Affairs Additional Resources – Website Resources	FYI

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