



INFORMATION FOR CANDIDATES 2018 Municipal Election

Serving the public as an elected official requires a considerable commitment of time and energy. You are getting ready to embark on a journey that will be both rewarding and frustrating. If you are a first-time candidate, you will find running for office to be a challenging and exciting experience. We hope that this guide will help make your trip through the election process a little easier.

The *Municipal Elections Act, 1996*, as amended, sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. Please note that the *Municipal Elections Act, 1996* was last amended in 2016 and 2017. The 2018 Candidates' Guide, produced by the Ministry of Municipal Affairs, outlines the amendments made to the *Municipal Elections Act, 1996* in 2016 and 2017. We urge you to obtain your own updated copy of the *Municipal Elections Act, 1996*, which can be downloaded at www.e-laws.gov.on.ca.

This guide has been prepared for the purpose of supplying information that will be of assistance to persons intending to stand for elected office. It is most important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references.

Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified to vote.

As this election year progresses, additional information will be available regarding the specifics of the election process. We will be providing you with this information as soon as it becomes available, or at the appropriate time in the process. You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities as a candidate. Please do not hesitate to contact me with any questions you may have about the election process.

Best wishes for a successful campaign!

Debra McKinstry,
CAO/Clerk

Changes to Election Rules in 2018

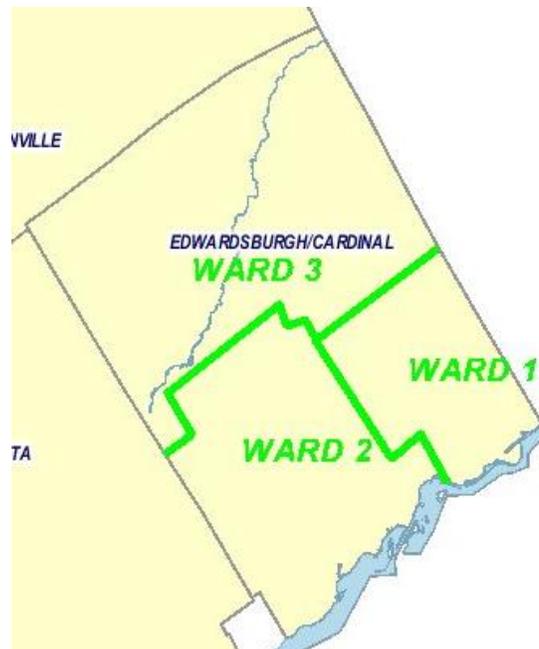
Many changes were made to the *Municipal Elections Act*, 1996 in 2016 and 2017. Those who were familiar with the rules in the 2014 municipal and school board elections should be aware of the following changes:

- Candidates for municipal council in municipalities with more than 4000 electors must collect 25 signatures endorsing their nominations. This regulation applies to Edwardsburgh/Cardinal.
- Nominations may be filed beginning May 1, 2018. Nominations may be filed until 2:00 pm on nomination day, Friday July 27, 2018.
- Candidates must open a bank account **before** incurring any expenses or accepting any contributions of money (including a contribution from themselves or their spouse). A candidate who doesn't spend **any** money or accept any contributions doesn't have to open a campaign bank account. The campaign bank account must be used exclusively for campaign purposes, but the previous requirement that the account be opened "in the name of the campaign" has been removed.
- There is now a limit for contributions that a candidate for municipal council and their spouse can make to the candidate's own campaign. Please see the section below on Maximum Campaign Contributions for details. This limit doesn't apply to school board trustee candidates.
- The limit for campaign contributions to one candidate is now \$1,200, increased from \$750. Corporations and trade unions are not permitted to make contributions to candidates.
- There is a separate spending limit for expenses related to parties and expressions of appreciation after the close of voting.
- Expenses related to an auditor's report accompanying the financial statement can be incurred after the campaign period has ended on December 31, 2018. These expenses should be included in the financial statement.
- There are now rules for third party advertising. Campaigning for a "yes" or "no" answer to a question on the ballot is now considered to be third party advertising.
- Municipal Clerks are now required to review contributions that are reported by candidates and third-party advertisers to see if any contributors have given more than is permitted.
- The council and school board term of office will run from December 1, 2018 to November 14, 2022. Starting in 2022, the term of office will begin on November 15, 2022.

Elected Offices for the Township of Edwardsburgh/Cardinal

At this election, members will be elected for the period commencing December 1, 2018 and ending November 14, 2022 for the following offices:

- a) **MAYOR**
One position to be elected by all electors in the municipality.
- b) **DEPUTY MAYOR**
One position to be elected by all electors in the municipality.
- c) **COUNCILLORS**
One Councillor to be elected for Ward 1 (Cardinal area)
One Councillor to be elected for Ward 2 (Johnstown area)
One Councillor to be elected for Ward 3 (Spencerville area)



It is important to note that you are **not** required to run in the ward where you reside or own property.

Municipal Election 2018 – Important Dates

May 1, 2018	Nomination period commences
July 27, 2018	Nomination Day - Nominations accepted until 2:00 p.m.
July 30, 2018	Nominations to be certified or rejected by the Clerk. List of Candidates to be posted
September 4, 2018	Voters' List available to candidates
September 4, 2018 - October 22, 2018	Revision Period for Voters' List
September 25, 2018	Final expense limits provided
October 15, 2018	Advance Voting commences (10:00 a.m.) (Internet and Telephone Voting only)
October 22, 2018	Voting Day (10:00 a.m. to 8:00 p.m.)
December 1, 2018	Term of Office commences
December 31, 2018	Financial Report Filing Date

Township of Edwardsburgh/Cardinal Meeting Schedule

Regular Council meetings are held the fourth Monday of each month, beginning at 6:30 p.m.

In addition, there are a number of Committees of Council, which meet as follows:

Committee of the Whole (all members)	2 nd & 3 rd Monday, 6:30 p.m.
Port Management (all members)	3 rd Wednesday, 6:30 p.m.
Community Development (3 members)	1 st Monday, 6:30 p.m.
Recreation Advisory (1-2 members)	1 st Tuesday, 6:30 p.m.
Public Library Board (1-2 members)	4 th Tuesday, 7:00 p.m.

Oct. 22, 2018 Election Day
Dec. 3, 2018 Inaugural Council (11:00 a.m.)

The length of these meetings depends on the amount of business to be discussed, but the Procedural By-law calls for a 10:00 p.m. curfew.

Planning Public Meetings, as required under the Planning Act, are often held on the same evening as Community Development Committee meetings. All members are expected to attend. Additional budget meetings may be expected in the winter as the Budget Schedule is adopted.

Time Commitment

The average amount of time per week spent on Council business by Councillors is approximately ten hours. This can vary depending upon how much time an individual is willing to devote to the position. The Mayor's position takes up considerably more time as he/she also sits on Counties Council and various county committees and is an ex officio member of all committees of Township Council.

Nominations

Nominations, accompanied by the filing fee of \$200.00 for Head of Council or \$100.00 for Deputy Mayor or Councillors, can be filed with the Township Clerk during regular office hours, beginning May 1, 2018 and ending on July 27, 2018 at 2:00 p.m. Please note that the fees must be in the form of

cash, certified cheque or money order. Electronic payment of cash by debit card is permitted.

Nominations will be certified by 4:00 p.m. on the Monday following Nomination Day (July 30, 2018).

Please note that you may not raise any monies for a campaign nor undertake any expenditure of funds for a campaign unless you have first submitted your nomination form to the Township Clerk and paid the required nomination filing fee.

Nominations must be submitted in person by the candidate or by his/her authorized agent at the Municipal Office, 18 Centre Street, Spencerville, Ontario. ***Faxed or e-mailed nominations are not permitted.***

The withdrawal of nominations must be made to the Clerk in writing by close of nominations on July 27, 2018 at 2:00 p.m. If you withdraw your nomination, you are still required to file a campaign financial statement reporting. Your nomination fee will be refunded by the Clerk if you file your financial statement by the deadline.

Please note that under current policies, family members of Council members are not eligible to sit on local boards or committees of Council.

Eligibility & Duties of Candidate

It is the responsibility of the candidate to ensure eligibility to hold office. If you are an employee of the municipality or local board that is your current employer as outlined in the s. 30 of the *Municipal Elections Act*, you are disqualified from seeking election to Council or Local Boards except during a leave of absence. If you are an employee of a municipality and wish to run for office in a different municipality, you do not have to take a leave of absence or resign. Further, judges, Senators, Members of Parliament, Members of Provincial Parliament, Crown employees, incarcerated persons or persons acting as executor or trustee or in any other representative capacity are not eligible to seek municipal election. Persons who have been convicted of corrupt practices described in s. 89, 90 (3), 91(1) of the *Municipal Elections Act* or s. 423(1), 424(1) or 424(3) of the *Municipal Act* are also disqualified. Finally, the *Municipal Conflict of Interest Act* provides

that a member can be disqualified from holding municipal office for a period of up to 7 years if convicted under this Act.

Candidates who did not file their financial statements for the 2014 in accordance with the s. 88.23 (2) *Municipal Elections Act*, will not be eligible to run for office until the 2022 election. Candidates who do not file their financial statements for the 2018 municipal election in accordance with the *Municipal Elections Act*, will forfeit their elected office (if they won the election) and will not be eligible to run for office until **after** the next election.

The duties of a candidate with regards to financial reporting are outlined in s. 88.22 of the *Municipal Elections Act*. A candidate shall ensure that a campaign account is opened at a financial institution, exclusively for the purpose of the election campaign. Candidates must also ensure that receipts are issued for every contribution (whether a contribution is in the form of money, goods or services) and that records of the value of every contribution and name and address of each contributor are kept. Any contribution made or received in contravention of this Act must be returned to the contributor as soon as possible. On or before 2 p.m. on the filing date, all candidates shall file with the clerk a financial statement and in some cases an auditor's report. The form and a letter outlining bank account requirements are included in this package. For more information please see s. 88.9, and 88.22 to 88.32 of the *Municipal Elections Act*.

Nomination Deposit Return

Where the number of votes received by a candidate is at least 2% of the votes cast for that particular office, or if the candidate withdraws his/her nomination, the deposit shall be returned by the Clerk, without payment of any interest, no later than ten (10) days after the date of the election.

Election Day

Election Day is Monday, October 22, 2018. Voting Hours will be from 10:00 a.m. until 8:00 p.m.

Election 2018 - The Process

The conduct of municipal elections is governed by the *Municipal Elections Act, 1996*. Policies and procedures regarding various aspects of the election process have been established by the Clerk and will be provided to

all candidates when nominations are filed.

Candidates currently holding office are reminded that use of corporate resources (Township cell phones, Township e-mail addresses, etc.) for campaign purposes is prohibited.

Voters will be offered a choice of voting methods for the 2018 election – Internet, telephone and traditional paper balloting.

Information Updates

Typically, during the course of the election process, additional information becomes available. As this occurs, candidates will be advised promptly and will be provided with the necessary information. Candidates and potential candidates are encouraged to visit the Township's website often: www.twpec.ca.

The Clerk's Department is developing new material to assist candidates on an on-going basis and will make sure that this is provided to you in a timely manner so that you will have the information you need to conduct your campaign.

Campaign Material

Candidates are advised that election campaigning or the distributing of election campaign material in municipal buildings or on municipal property is not permitted.

Enumeration

The Preliminary List of Electors for the Township of Edwardsburgh/Cardinal is prepared by the Municipal Property Assessment Corporation and contains the names and addresses and school support of each person who is listed in the Corporation's data and who meets the qualifications of an elector. The list will be available by September 4, 2018 at the earliest. It is important to note that documents and materials filed with or prepared by the Clerk under the *Municipal Elections Act* are public records. Upon written request (subsection 23(3), (4) and (5) of the Act) all certified candidates shall be entitled to two copies or an electronic format of the List of Electors and shall sign a statement/declaration acknowledging that the Voters' List shall not be used for any commercial or other purposes.

Maximum Campaign Expenses

Ontario Regulation 101/97, as amended, sets limits on campaign spending for municipal elections as follows:

- In the case of a candidate for office of head of Council - \$7,500 plus 85 cents for each elector entitled to vote for office.
- In the case of a candidate for another office - \$5,000 plus 85 cents for each elector entitled to vote for office.

Maximum campaign expense limits for the Township of Edwardsburgh Cardinal are estimated as follows:

Mayor	\$11,787.40
Deputy Mayor	\$ 9,287.40
Councillor Ward 1	\$ 6,350.65
Councillor Ward 2	\$ 6,288.60
Councillor Ward 3	\$ 6,648.15

Please note that these are estimates only, based upon the number of electors on the list in 2014. A final spending limit for Campaign expenses will be provided to certified candidates after the close of nominations.

Maximum Campaign Contribution

Municipal Elections Act, 1996, as amended, sets limits on contributions to a candidate's own election campaign as follows:

- In the case of a candidate for the office of head of Council - \$7,500 plus 20 cents for each elector entitled to vote for office.
- In the case of a candidate for another office - \$5,000 plus 20 cents for each elector entitled to vote for office.

Maximum contribution to a candidate's own campaign limits for the Township of Edwardsburgh Cardinal are estimated as follows:

Mayor	\$8,508.80
Deputy Mayor	\$6,008.80
Councillor Ward 1	\$5,317.80
Councillor Ward 2	\$5,303.20
Councillor Ward 3	\$5,387.80

Please note that these are estimates only, based upon the number of electors on the list in 2014. A final spending limit for Campaign Contribution limits will be provided to certified candidates after the close of nominations.

Third-Party Advertising

Being in the 2018 municipal election, there are rules for third party advertising in municipal council and school board elections. A third-party advertisement is an ad that supports, promotes or opposes a candidate or a “yes” or “no” answer to a question on the ballot. Third-party in the municipal context is a person or entity/organization who is not a candidate. Third-party advertising is separate from any candidate’s campaign and **must** be done independently from a candidate. Third-party advertisers who wish to spend money on any advertisements during the municipal election must register with the municipal clerk and must file a financial statement.

Groups or businesses that are not corporations cannot register as third-party advertisers. Candidates cannot register as third-party advertisers. Advertising about an issue rather than a candidate is not considered to be third-party advertising.

Township Clerk

The Township Clerk is responsible for all aspects of the municipal election. Any questions should be directed to:

Debra McKinstry, CAO/Clerk
Township of Edwardsburgh/Cardinal
18 Centre Street, PO Box 129
Spencerville, Ontario K0E 1X0
Phone: 613-658-3055 ext. 104
Fax: 613-658-3445
E-mail: dmckinstry@twpec.ca
Website: www.twpec.ca

In the Clerk’s absence, the Township Deputy Clerk may assume the Clerk’s responsibilities and provide information to candidates and electors.

Rebecca Williams Deputy Clerk
Township of Edwardsburgh/Cardinal
18 Centre Street, PO Box 129
Spencerville, Ontario K0E 1X0
Phone: 613-658-3055 ext. 105
Fax: 613-658-3445
E-mail: rwilliams@twpec.ca
Website: www.twpec.ca



**CONSENT TO RELEASE PERSONAL INFORMATION
2018 MUNICIPAL ELECTION**

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 2018 Municipal Elections.

Name of Candidate: _____

Candidate for the office of:

- Mayor
- Deputy Mayor
- Councillor Ward 1
- Councillor Ward 2
- Councillor Ward 3
- Trustee English Public
- Trustee English Separate
- Trustee French Public
- Trustee French Separate

I acknowledge that the Nomination Form (Form 1) and the Declaration of Qualifications Form (Form EL18A or EL18B) 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 Spencerville, this _____ day of _____, 2018.



DECLARATION OF QUALIFICATIONS - 2018 MUNICIPAL ELECTION
TOWNSHIP OF EDWARDSBURGH CARDINAL
MUNICIPAL CANDIDATES
Municipal Elections Act, 1996

I, _____, a nominated candidate for the office of:

- Mayor
- Deputy Mayor
- Councillor Ward ____

Do solemnly declare that:

1. I am qualified pursuant to the Municipal Elections Act, 1996 and the Municipal Act, 2001 to be elected to and to hold office of:

- Mayor
- Deputy Mayor
- Councillor Ward ____

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of the Township of Edwardsburgh Cardinal or owner or tenant of land in the Township or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Municipal Act 2001, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3:
 - I am not an employee of the Township of Edwardsburgh Cardinal, or if I am an employee, I am on an unpaid leave of absence as provided for by section 30(1) of the Municipal Elections Act, 1996.
 - I am not a judge of any court.
 - I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk prior to 2:00 p.m on Nomination Day, July 27,

2018. I understand that the Clerk will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
 - I am not a public servant within the meaning of the Public Service of Ontario Act, 2006, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such Act.
 - I am not a Federal employee within the meaning of the Public Service Employment Act, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 7 of such Act.
5. I am not prohibited from voting at the municipal election under subsection 17(3) of the Municipal Elections Act, 1996.
 6. Without limiting the generality of paragraph 5:
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 7. I am not prohibited because of conviction of a corrupt practice described in section 90(1) of the Municipal Elections Act, 1996 from voting in a municipal election.
 8. I am not a person who was convicted of a corrupt practice under the Municipal Elections Act, 1996 or of an offence under the Criminal Code, in connection with an act or omission with respect to a municipal election during the last two (2) regular elections prior to Monday, October 22, 2018.
 9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Township of Edwardsburgh Cardinal, County of Grenville.

This _____ day of _____, 2018.

Signature of Candidate

Signature of Clerk or Designate

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996 and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, until the next municipal election. Questions about this collection of personal information should be directed to Debra McKinstry, CAO/Clerk, 18 Centre St, Spencerville ON K0E 1E0, 613-658-3055, email: dmckinstry@twpec.ca



WITHDRAWAL OF NOMINATION - 2018 MUNICIPAL ELECTION
TOWNSHIP OF EDWARDSBURGH CARDINAL
MUNICIPAL CANDIDATES
Municipal Elections Act, 1996

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 a.m. or p.m.)

This _____ day of _____, 2018.

Signature of Clerk or Designate

*A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 p.m. on Nomination Day, July 27, 2018, if the nomination was filed on or before Nomination Day and by 2:00 p.m. on July 30, 2018, if the nomination was filed under subsection 33(5).

* Clerk may require the candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk will follow up to ensure that the withdrawal was submitted with the nominee's permission.

Instructions

A nomination paper may only be filed in person or by an agent; it may not be faxed or emailed. 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 no. (if any)
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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)
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Nominee's full qualifying address within municipality

Suite/Unit No.	Street No.	Street Name
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Municipality	Province	Postal Code
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Mailing Address Same as qualifying address

Suite/Unit No.	Street No.	Street Name
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Municipality	Province	Postal Code
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If nominated for school board, full address of residence within its jurisdiction

Suite/Unit No.	Street No.	Street Name
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Municipality	Province	Postal Code
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Email Address	Telephone No. (including area code)	Telephone No.2 (including area code)
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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 Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of Clerk or Designate
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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)
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Instructions

- Complete additional forms as needed to obtain 25 signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.

Name of person seeking nomination

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of

_____ in the year _____

Name of person providing endorsement

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Instructions

- Complete additional forms as needed to obtain 25 signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.

Name of person providing endorsement		
Last Name or Single Name	Given Name(s)	
Qualifying Address		
Suite/Unit No.	Street No.	Street Name
Municipality	Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.		
_____ Signature		_____ Date (yyyy/mm/dd)

Name of person providing endorsement		
Last Name or Single Name	Given Name(s)	
Qualifying Address		
Suite/Unit No.	Street No.	Street Name
Municipality	Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.		
_____ Signature		_____ Date (yyyy/mm/dd)

Name of person providing endorsement		
Last Name or Single Name	Given Name(s)	
Qualifying Address		
Suite/Unit No.	Street No.	Street Name
Municipality	Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.		
_____ Signature		_____ Date (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
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 to

YYYY	MM	DD
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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
Total				

Additional information is listed on separate supplementary attachment

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)

	\$ _____	2A	
Number of tickets sold	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)
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Contact Information

Last Name or Single Name	Given Name(s)	Licence Number
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Address		
Suite/Unit No.	Street No.	Street Name

Municipality	Province	Postal Code
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Telephone No. (including area code)	Email Address
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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.