



## **2022 Municipal Election Candidate Package**

### **Forms to be submitted to the Clerk's Office when filing nomination papers:**

- Nomination Paper (Form 1)
  - Nomination Filing Fee (\$200 Head of Council, \$100 Councillor)
  - Declaration of Qualifications (EL18A)
  - Consent to release Personal Information (EL52)
  - Notice of Penalties
  - Interim Maximum amount of Contributions to Own Campaign (MW23)
  - Interim Maximum amount of Campaign Expenses (MW23)
- 

### **Information included for All Candidates:**

- Duties of Candidates
- Broadcaster/Publisher Information Sheet – Candidate
- Use of Corporate Resources for Election Purpose
- 2022 Municipal Elections Candidate's Manual
- Financial Statement – Auditor's Report Candidate (Form 4)
- Withdrawal of Nomination (EL19)

More information regarding the 2022 Municipal Elections can be found on the Village's website

**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   | <input type="checkbox"/> 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)

**VILLAGE OF MERRICKVILLE-WOLFORD  
DECLARATION OF QUALIFICATIONS  
MUNICIPAL CANDIDATES**

*Municipal Elections Act, 1996*

I, \_\_\_\_\_, a nominated candidate for the office of:

Mayor

Councillor

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 the office of:

Mayor

Councillor

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of the Village of Merrickville-Wolford or the owner or tenant of land in the Village of Merrickville-Wolford or the spouse of such owner or tenant.

3. I am not ineligible, disqualified or prohibited 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 Village of Merrickville-Wolford, or if I am an employee of the Village of Merrickville-Wolford I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
- I am not an employee of the Village of Merrickville-Wolford, including the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of the Village of Merrickville-Wolford or a person who is not an employee of the Village of Merrickville-Wolford but who holds an administrative position of the Village of Merrickville-Wolford.
- 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 of the Village of Merrickville-Wolford prior to 2:00 p.m. on Nomination Day, August 19, 2022. I understand that the Clerk of the Village of Merrickville-Wolford will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by

this deadline.

- 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 5 of such Act.

5. I am not prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996*.

- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
- I am not a corporation.
- I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted

6. 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 (Canada)* in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).

7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*. (Section 88.23)

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 Village of Merrickville-Wolford

This \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
(Signature of Candidate)

## **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, Doug Robertson at [cao@merrickville-wolford.ca](mailto:cao@merrickville-wolford.ca) or 613-269-4791 Ext. 229.

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 Village of Merrickville-Wolford, this \_\_\_\_ day of \_\_\_\_\_, 2022



MERRICKVILLE-WOLFORD

*Jewel of the Rideau*

## **NOTICE OF PENALTIES**

*Municipal Elections Act, 1996 (s. 33.1)*

### **EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]**

Take notice that a candidate shall be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) if he or she fails to file documents with the Municipal Clerk 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 Municipal 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 subsection 88.32 by the relevant date.

### **OFFENCES [92 (1)]**

Take notice that a candidate shall be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

### **PENALTIES [88.23 (2)]**

In the case of a default described above:

- (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 the *Municipal Elections Act* applies.

### **REFUND (34)**

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.

Form MW23

Village of Merrickville-Wolford

**ESTIMATED MAXIMUM CAMPAIGN EXPENSES**

*Municipal Elections Act, 1996 [s. 33.0.1(1) and 33.0.2 (1)]*

|                     |               |
|---------------------|---------------|
| _____ / _____       |               |
| (Name of Candidate) | (Office)      |
| _____               | _____         |
| (Address)           | (Postal Code) |

I hereby certify that for the office of Councillor, Wolford Ward in the Municipal Election to be held October 24, 2022, the estimated maximum campaign expenses that a candidate is permitted to incur is \$6423.75\* and the estimated maximum contribution to a candidate's own campaign by the candidate or his/or spouse is \$5335.\*\*

\_\_\_\_\_

Date

\_\_\_\_\_

Municipal Clerk or designate

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses and the estimated maximum contribution to a candidate's own campaign at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2018 election. [Section 33.0.1(1) and 33.0.2(1)]

On or before September 25, 2022; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4iii of subsection 65 (4), the Clerk shall give a Final Calculation of the applicable maximum campaign expenses and the maximum contribution to a candidate's own campaign to each candidate. The number of electors to be used in this final calculation is to be the greater of the following:

- The number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- The number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.20 (11) and 88.0.1(2)]
- Formula for calculation provided in O.Reg. 101/97
- Formula for calculation provided in Section 88.9.1(1)

## DUTIES OF CANDIDATES AND REGISTERED THIRD PARTIES

### Duties of candidates

**88.22** (1) 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;
- (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 and 88.32;
- (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. 2016, c. 15, s. 60; 2017, c. 10, Sched. 4, s. 8 (13).

#### **Candidate for mayor, City of Toronto**

(2) A candidate for the office of mayor of the City of Toronto shall ensure that each of his or her contributors is informed that a contributor shall not make contributions exceeding a total of \$2,500 to any one candidate for the office of mayor of the City of Toronto. 2016, c. 15, s. 60.

#### **Exclusion of certain expenses**

(3) Expenses described in paragraph 2 of subsection 88.19 (3) are not expenses for the purpose of clause (1) (a). 2016, c. 15, s. 60.

#### **Contributions paid to clerk**

(4) Contributions paid to the clerk under clause (1) (p) or (q) become the property of the local municipality. 2016, c. 15, s. 60.

## **Broadcaster/Publisher Information Sheet**

### **Candidates' election campaign advertisements**

**88.3** (1) In this section,

“election campaign advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate. 2016, c. 15, s. 47.

### **Mandatory information in advertisement**

(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. 2016, c. 15, s. 47.

### **Mandatory information for broadcaster, etc.**

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate. 2016, c. 15, s. 47.

### **Prohibition, broadcaster or publisher**

(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided. 2016, c. 15, s. 47.

### **Records**

(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 47.



## Use of Corporate Resources for Election Purposes

### *Introduction*

As leaders of in the community, all members of Village of Merrickville-Wolford Council are held to the highest standards of conduct and ethical behaviour. In practical terms, this obligation requires that during a municipal election year, all members of Council that are also candidates must avoid any conflict between their personal interest and their official duties. Also, any potential conflict must be resolved in favour of the public interest. While the business of the Village of Merrickville-Wolford must continue to be carried out during the entire term of Council, members are responsible to ensure that corporate resources are not used for any election-related purposes. For these reasons, it is necessary to establish guidelines on the appropriate use of corporate resources during an election period. This protects the interests of the members of Council and the Village of Merrickville-Wolford. It also preserves equity and fairness in the electoral process.

### *Legislative Authority*

The Municipal Elections Act, 1996, as amended (the "Act"), permits candidates to file nominations in a municipal election year on May 1<sup>st</sup>. Once a candidate has filed a nomination paper, they can begin to campaign, raise campaign funds or incur campaign expenses in accordance with the provisions of the Act.

Under Campaign Expenses, Subsection 88.19 of the Municipal Elections Act, 1996, expenses are defined as "*costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses*". Further, Subsections 88.8(4) and 88.12(4) states "*the following shall not make a contribution – The Crown in the right of Canada or Ontario, a municipality or local board*".

In defining contributions as money, goods and services, it is apparent that the use of the Corporation's resources relative to an election campaign would be in violation of the Municipal Elections Act. Resources would include, but are not limited to the following: facilities, equipment, supplies, services, staff or other resources of the municipality. Further, the use of staff services, or any person receiving compensation from the municipality, during their regular working hours is also deemed to be in contravention of the Act.

### *Guidelines*

The following guidelines regarding the use of corporate resources for election purposes shall be used for the Corporation of the Village of Merrickville-Wolford, from May 1<sup>st</sup> in the year of a municipal election until Voting Day inclusive, or in the case of a municipal by-election, for the period of sixty (60) days prior to and inclusive of Voting Day, for any members running as candidates in the by-election.

Members of Council, candidates and registered third parties for the municipal election who have submitted their Nomination Paper to the Clerk or are intending to run for re-election shall not:

1. use the facilities, equipment, supplies, services, staff or other resources of the Corporation of the Village of Merrickville-Wolford for any election campaign or campaign-related activities. Such resources could include but are not limited to: postage or the use of fax, scanner or photocopy machines;
2. use municipal funds for electoral purposes or electoral gain;
3. undertake any campaign-related activities on any municipal property unless full market value rent is paid. No campaign-related activities shall be allowed at the Municipal Office, Merrickville Fire Department Fire Hall, Merrickville Community Centre and Fairgrounds, Merrickville Rink, Centennial Hall and outdoor sports facilities, Landfill Site, Sewage or Water Treatment Plants, Merrickville Public Library or other such municipally-owned facility at any time;
4. use Village of Merrickville-Wolford business cards, envelopes, letterhead or any material imprinted with the Village of Merrickville-Wolford municipal logo or crest for election purposes;
5. enlist the use of Village staff to work in support of a municipal candidate during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave;
6. print or distribute any material paid for by the municipality that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
7. profile, or make reference to, in any material paid for by the municipality, any individual who is registered as a candidate in any election;
8. print or distribute any material using municipal funds that makes reference to, or contains the names, photographs or identifies of registered candidates for municipal elections (minutes of Council and/or Committee Meetings exempt);
9. use any website, domain names, email resources or social media account funded by the municipality for the dissemination of election-related messages and material.

To avoid any confusion with any website or social media accounts used for Council work, members of Council who choose to create or use their own websites or social media accounts shall throughout the period from the start of the nomination period in the municipal election year until Voting Day inclusive or, in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day for any members running as candidates in the by-election:

- a) Include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used either solely for Council work, for both Council work and election campaign purposes, or solely for election campaign purposes;
- b) Include the statement referred to in clause a) above for as long as the website or account is accessible by the public.

*Limitation*

Nothing in these guidelines shall preclude a member of Council from performing their duties as Mayor or Councillor nor inhibit them from representing the interests of the constituents who elected them to office. Also, nothing in these guidelines shall preclude a member of Council from participating in a public All Candidates debate regardless of the location.

*Administration*

In accordance with the Municipal Elections Act, 1996, as amended, the Village Clerk or designate shall take the necessary action to give effect to these guidelines. All complaints received from the public shall be in writing and addressed to the Clerk.

The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the policy.



Financial Statement – Auditor's Report Candidate – Form 4 Municipal Elections Act, 1996 (Section 88.25)

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 immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination) [YYYY][MM][DD] to [YYYY][MM][DD]

- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
Supplementary filing reflecting finances from start of campaign to end of extended campaign period

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 Number (if any)

Municipality

Spending Limit

General

\$

Parties and Other Expressions of Appreciation

\$

Contribution Limit

Contributions from Candidate and Spouse

\$

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)

Table with 4 columns: 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<br>(from Part III of Schedule 2) | + \$ | _____ |
| Interest earned by campaign bank account   | + \$ | _____ |
| Other (provide full details)   |      |       |
| 1. _____   | + \$ | _____ |
| 2. _____   | + \$ | _____ |
| 3. _____   | + \$ | _____ |
| 4. _____   | + \$ | _____ |
| 5. _____   | + \$ | _____ |
| 6. _____   | + \$ | _____ |

**Total Campaign Income (Do not include loan)**

= \$ \_\_\_\_\_ **C1**

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

**1. Expenses subject to general spending limit**

|   |      |       |
|---|------|-------|
| Inventory from previous campaign used in this campaign<br>(list details in Table 2 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. _____  | + \$ | _____ |
| 6. _____  | + \$ | _____ |

**Total Expenses subject to general spending limit**

= \$ \_\_\_\_\_ **C2**

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

|          |      |       |
|----------|------|-------|
| 1. _____ | + \$ | _____ |
|----------|------|-------|

|   |       |      |           |
|---|-------|------|-----------|
| 2.  | _____ | + \$ |           |
| 3.  | _____ | + \$ |           |
| 4.  | _____ | + \$ |           |
| 5.  | _____ | + \$ |           |
| <b>Total Expenses subject to spending limit for parties and other expressions of appreciation</b> |       | = \$ | <b>C3</b> |

**3. 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.  | _____ | + \$ |           |
| <b>Total Expenses not subject to spending limits</b>                          |       | = \$ | <b>C4</b> |

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

**Box D: Calculation of Surplus or Deficit**

|   |      |           |
|---|------|-----------|
| Excess (deficiency) of income over expenses<br>(Income minus Total Expenses) (C1 - C5)            | + \$ | <b>D1</b> |
| If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign | - \$ |           |
| Surplus (or deficit) for the campaign   | = \$ | <b>D2</b> |

If line D2 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<br>(include value listed in Table 1 and Table 2)   | + \$        |           |
| Total value of contributions not exceeding \$100 per contributor<br>• 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<br>(from line 1B; list details in Table 3 and Table 4)<br>• 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: Ineligible contributions paid or payable to the contributor  | – \$        |           |
| Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25  | – \$        |           |
| <b>Total Amount of Contributions (record under Income In Box C)</b>  | <b>= \$</b> | <b>1A</b> |

**Part II – Contributions from candidate or spouse**

**Table 1: Contributions in goods or services**

| Description of Goods or Services | Date Received<br>(yyyy/mm/dd) | Value (\$) |
|----------------------------------|-------------------------------|------------|
|                                  |                               |            |
|                                  |                               |            |
|                                  |                               |            |
|                                  |                               |            |
|                                  |                               |            |
| <b>Total</b>                     |                               |            |

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 2: 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<br>(yyyy/mm/dd) | Supplier | Quantity | Current Market Value (\$) |
|--------------|-------------------------------|----------|----------|---------------------------|
|              |                               |          |          |                           |
|              |                               |          |          |                           |
|              |                               |          |          |                           |
|              |                               |          |          |                           |
|              |                               |          |          |                           |
| <b>Total</b> |                               |          |          |                           |

Additional information is listed on separate supplementary attachment, if completed manually.

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

**Table 3: Monetary contributions from individuals other than candidate or spouse**

| Name         | Full Address | Date Received (yyyy/mm/dd) | Amount Received (\$) | Amount Returned to Contributor or Paid to Clerk (\$) |
|--------------|--------------|----------------------------|----------------------|--|
|              |              |                            |                      |  |
|              |              |                            |                      |  |
|              |              |                            |                      |  |
|              |              |                            |                      |  |
|              |              |                            |                      |  |
|              |              |                            |                      |  |
|              |              |                            |                      |  |
|              |              |                            |                      |  |
|              |              |                            |                      |  |
| <b>Total</b> |              |                            |                      |  |

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 4: Contributions in goods or services from individuals other than candidate or spouse**  
 (Note: Must also be recorded as Expenses in Box C.)

| Name         | Full Address | Description of Goods or Services | Date Received (yyyy/mm/dd) | Value (\$) |
|--------------|--------------|----------------------------------|----------------------------|------------|
|              |              |                                  |                            |            |
|              |              |                                  |                            |            |
|              |              |                                  |                            |            |
|              |              |                                  |                            |            |
|              |              |                                  |                            |            |
|              |              |                                  |                            |            |
|              |              |                                  |                            |            |
|              |              |                                  |                            |            |
|              |              |                                  |                            |            |
| <b>Total</b> |              |                                  |                            |            |

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III – Contributions exceeding \$100 per contributor**  
 (Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions)      \$ \_\_\_\_\_ 1B

## Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

### Fundraising Event/Activity 1

Description of fundraising event/activity \_\_\_\_\_

Date of event/activity (yyyy/mm/dd) \_\_\_\_\_

#### Part I – Ticket revenue

Admission charge (per person) \$ \_\_\_\_\_ 2A

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

Number of tickets sold x \_\_\_\_\_ 2B

**Total Part I (2A X 2B) (Include in Part I of Schedule 1)** = \$ \_\_\_\_\_

#### Part II – Other revenue deemed a contribution

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

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

**Total Part II (Include in Part I of Schedule 1)** = \$ \_\_\_\_\_

#### Part III – Other revenue not deemed a contribution

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

|    |       |      |       |
|----|-------|------|-------|
| 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. | _____ | + \$ | _____ |

**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) |
| <b>Contact Information</b> |               |                   |
| Last Name or Single Name   |               | Given Name(s)     |
| Licence Number             |               |                   |
| Address                    |               |                   |
| Suite/Unit Number          | Street Number | Street Name       |
| Municipality               |               | Province          |
| Postal Code                |               |                   |
| Telephone Number           |               | 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.

**WITHDRAWAL OF NOMINATION<sup>12</sup>**

*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 _____<br>(time) |
| THIS _____ DAY OF _____, 2022.                     |
| _____<br>Municipal Clerk or designate              |

*1 A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (July 27, 2018) if the nomination was filed on or before Nomination Day and by 2 p.m. on August 1, 2018, if the nomination was filed under subsection 33(5).*

*2 Clerk may want to require a 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 should follow up to ensure that the withdrawal was submitted with the nominee's permission.*