2014 Municipal Election
Candidates’ Guide
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Section 1 - Introduction

Overview

This Guide has been prepared by the Town’s Legislative Services Division as a supplement to the Candidate’s Guide - 2014 Municipal Election published by the Province of Ontario. The Provincial Guide provides information relating to Qualifications, Financial Responsibilities, Campaign Contributions, Campaign Expenses, and Financial Reporting. This Guide provides additional information that is pertinent to candidates running for office in the Town of Caledon.

It is important to note that the contents of this document are intended only as a guide and may not recite all applicable statutory references. For further assistance on any of the information contained in this Candidate’s Guide, please call the numbers listed below. Alternatively, you may visit the Legislative Services Division in person at Town Hall, 6311 Old Church Road, Caledon East, and speak to a Legislative Services Division staff person.

Prospective candidates must satisfy themselves through their own investigations that they have complied with election financing regulations and that they are not disqualified by law to seek elected office. In regard to the particular circumstance of a candidate, the candidate shall obtain independent legal, financial or other professional advice.

Election Resource Staff

Staff in the Town’s Legislative Services Division would be pleased to assist you with any questions you may have concerning the 2014 Municipal Election.

Carey deGorter 905.584.2272 ext. 4218
Director of Administration/Town Clerk

Debbie Thompson 905.584.2272 ext. 4189
Manager of Legislative Services/Deputy Clerk

Laura Hall 905.584.2272 ext. 4288
Accessibility, Election & Special Projects Manager

General E-mail: vote@caledon.ca

Town of Caledon Website caledon.ca/election

Town of Caledon Fax Number 905.584.4325

Duties of the Clerk

The Town Clerk, Carey deGorter, is responsible for preparing and conducting the 2014 Municipal Election. All inquiries should be directed to the Town Clerk or a member of staff in the Legislative Services Division.
### Schedule of Key Dates

<table>
<thead>
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<th>Date Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, January 2, 2014 to Friday, September 12, 2014</td>
<td><strong>Nomination Period</strong>&lt;br&gt;Nomination forms may be filed by candidates prior to Nomination Day, at any time when the Legislative Services Division is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.).&lt;br&gt;On Nomination Day, September 12, 2014, nomination forms may only be filed between 9:00 a.m. and 2:00 p.m.</td>
</tr>
<tr>
<td>Monday, January 2, 2014 to Friday, December 31, 2014</td>
<td><strong>Campaign Period</strong>&lt;br&gt;The campaign period begins once a candidate has filed a nomination form, and ends on December 31, 2014.&lt;br&gt;Alternative time periods are imposed if the candidate withdraws the nomination, the Town Clerk rejects the nomination, or the candidate is continuing his or her campaign to address a campaign deficit.</td>
</tr>
<tr>
<td>Tuesday, September 2, 2014</td>
<td><strong>Voters’ List</strong>&lt;br&gt;The Town Clerk shall make the list of voters available for election purposes only. In order to maintain confidentiality, public viewing of the voters’ list must be supervised.</td>
</tr>
<tr>
<td>Tuesday, September 9 2014 to Monday, October 27, 2014</td>
<td><strong>Revision - Application to Add, Remove, or Amend an Elector’s Name</strong>&lt;br&gt;An individual may make a written application to the Town Clerk to remove (own name), add, or amend an elector (own) name on the voters’ list. Eligible electors whose names are not on the voters’ list or whose names were shown incorrectly on the list may be added to the voters’ list or have the information on the list amended by filing an application at the Legislative Services Division during the revision period, or at the voting place on Voting Day.</td>
</tr>
<tr>
<td>Tuesday, September 9, 2014 to Friday, September 12, 2014</td>
<td><strong>Revision – Application to Remove another Elector’s Name</strong>&lt;br&gt;An individual may make a written application to the Town Clerk to remove another elector’s name from the voters’ list.&lt;br&gt;A hearing may be required by the Clerk to make a determination on the removal of another elector’s name from the voters’ list.</td>
</tr>
<tr>
<td>Date</td>
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<td>Friday, September 12, 2014</td>
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<td>Monday, September 22, 2014</td>
<td>Certificate of Maximum Campaign Spending Limits</td>
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<td>Monday, September 22, 2014</td>
<td>Interim Changes to Voters’ List</td>
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<tr>
<td>Date</td>
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</tr>
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<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
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<tr>
<td>MONDAY, OCTOBER 27, 2014</td>
<td><strong>VOTING DAY</strong>&lt;br&gt;Voting places will be open from 10:00 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>Week of October 27, 2014</td>
<td><strong>Official Results</strong>&lt;br&gt;The Town Clerk shall, as soon as possible after Voting Day, declare the candidate who received the highest number of votes for each office to be elected.</td>
</tr>
<tr>
<td>Tuesday, December 2, 2014</td>
<td><strong>Inaugural Meeting of Council - Term of Office Commences</strong>&lt;br&gt;All elected members shall take the declaration of office prior to taking his or her seat.&lt;br&gt;The term of office commences December 1, 2014 and requires the declaration of office to be taken and ends on November 30, 2014.</td>
</tr>
<tr>
<td>Friday, December 31, 2014</td>
<td><strong>End of Campaign Period</strong>&lt;br&gt;Candidates may not raise funds or incur expenditures beyond this day, unless the candidate is continuing his or her campaign to address a campaign deficit and has filed the appropriate documentation to do so.</td>
</tr>
<tr>
<td>Friday, December 31, 2014</td>
<td><strong>Extension of Campaign Period</strong>&lt;br&gt;Candidates, if in a campaign deficit, may extend their campaign period by submitting The Extension of Campaign Period Form to the Legislative Services Division no later than 4:30 p.m. on Friday, December 31, 2014.</td>
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<td>Friday, March 27, 2015</td>
<td><strong>Deadline for Filing of Financial Statements</strong>&lt;br&gt;All candidates must file a financial statement by 2:00 p.m. even if the nomination was withdrawn or the campaign period extended.</td>
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<td>Tuesday, June 30, 2015</td>
<td><strong>End of Supplementary Reporting Period</strong> for a campaign that has been extended.</td>
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**NOTE:** “Information Bulletins” will be issued by the Legislative Services Section to provide additional election information as it becomes available.
Section 2 – Council Roles

Municipal Offices to be Elected
On October 27, 2014, voters in the Town will elect candidates to the following offices:

- **Mayor of the Town of Caledon**
  One to be elected at large.

- **Area Councillor for the Town of Caledon**
  Four to be elected, one in each ward. (Note: Wards 3 and 4 are combined)

- **Regional Councillor for the Town of Caledon**
  Four to be elected, one in each ward. (Note: Wards 3 and 4 are combined)

- **Member (Trustee) of Peel District School Board***

- **Member (Trustee) of Dufferin-Peel Catholic District School Board***

- **Member (Trustee) of Conseil scolaire de district du Centre-Sud-Ouest***

- **Member (Trustee) of Conseil scolaire de district catholique Centre Sud***

NOTE: *The school boards are to determine which municipality member (Trustee) nominations are to be submitted.

Municipal Duties and Responsibilities

The *Municipal Act 2001*, Part VI – Practices and Procedures Sections 224 and 225 states as follows:

224. It is the role of council:

- to represent the public and to consider the well-being and interests of the municipality;
- to develop and evaluate the policies and programs of the municipality;
- to determine which services the municipality provides;
- to ensure that administrative practices and procedures are in place to implement the decisions of council;
- to maintain the financial integrity of the municipality; and
- to carry out the duties of council under this or any other Act.

225. It is the role of the head of council (Mayor):

- to act as chief executive officer of the municipality;
- to preside over council meetings;
- to provide leadership to the council;
- to represent the municipality at official functions; and
- to carry out the duties of the head of council under this or any other Act.

Members of Council fulfill a variety of responsibilities from a ward, constituent, municipal and corporate perspective. The Mayor and Members of Council are required to attend Council Meetings, which are currently held on Tuesdays during the day. Meetings of Town Council are held at Town Hall in the Council Chambers. The length of a Council Meeting varies and typically runs a minimum of 4 hours. The 2014 Council Meeting Schedule can be found on the Town's website at [www.caledon.ca](http://www.caledon.ca).
A member of Council will serve as a Council appointee to various Boards and Committees at both the local and regional level. In many instances, citizens also serve on these committees. Examples of such appointments include Heritage Caledon, Accessibility Advisory Committee, Economic Development Advisory Committee, Audit Committee, Environmental Advisory Committee, Seniors’ Advisory Committee. The time these meetings are held varies and the 2014 Committee schedule can also be found on the Town’s website.

Responding to ward constituents’ needs and participating in ward specific initiatives and projects is an ongoing role of each Councillor. Members of Council are also involved in corporate initiatives and receive a variety of invitations to community meetings and events. Members of Council are required to attend many social and Council-related functions during the evenings and on weekends. Candidates should be aware of the significant time commitments for a member of Caledon Town Council.

**Remuneration**

The remuneration rates:

- **Mayor** $63,952.46 (For year ending December 31, 2013)
- **Regional Councillor** $51,464.03 (For year ending December 31, 2013)
- **Caledon Councillor** $28,293.20 (For year ending December 31, 2013)
- **School Board Trustees** Please contact the appropriate school board for current information.

**Section 3 - Nomination Process**

**Qualifications of a Candidate**

Qualifications for election as a Member of Council or Local Board are governed by provisions of the *Municipal Act*, the *Municipal Elections Act*, and the *Education Act*.

**Qualified at Time of Nomination**

A person must be qualified at the time of filing the nomination as provided in Section 29(1) of the *Municipal Elections Act, 1996*. A person may be nominated for an office only if, as of the day the person is nominated,

(a) he or she is qualified to hold that office under the Act that creates it; and

(b) he or she is not ineligible under the *Municipal Elections Act, 1996* or otherwise prohibited by law to be nominated for or to hold the office.
Notwithstanding the above provision, some persons otherwise disqualified at the time of filing the nomination are entitled to file in accordance with Sections 29(1.1) and (1.2) and 30(1) of the Municipal Elections Act, 1996:

29(1.1) Despite subsection (1) and despite section 258 of the Municipal Act, 2001, section 9 of the Legislative Assembly Act and section 219 of the Education Act, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada is not ineligible to be nominated for an office in an election by virtue of being a member of any of those bodies but, if the person is a member of any of those bodies as of the close of nominations on Nomination Day of the election, the nomination shall be rejected by the Clerk under section 35.

29(1.2) Subsection (1.1) does not apply to a member of the Executive Council of Ontario or a federal Minister of the Crown.

30(1) An employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the Council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on Voting Day.

In addition to these provisions in the Municipal Elections Act, 1996, the Education Act provides for parallel changes for a candidate for a district school board or a school authority. (See Section 219(5) of the Education Act).

Qualifications and Disqualifications for a Member of Council

Qualifications (Section 256 and 257 of the Municipal Act, 2001)

256. Every person is qualified to be elected or to hold office as a member of a Council of a local municipality;
   (a) who is entitled to be an elector in the local municipality under section 17 of the Municipal Elections Act, 1996; (see Elector Qualification below); and
   (b) who is not disqualified by this or any other Act from holding such office.

257. Every person is qualified to be elected or to hold office as a member of a Council of an upper-tier municipality,
   (a) who is entitled to be an elector in a lower-tier municipality within the upper-tier municipality under section 17 of the Municipal Elections Act, 1996; and
   (b) who is not disqualified by this or any other Act from holding the office.

Elector Qualifications (Council)
Section 17(2) & (3) of the Municipal Elections Act, 1996 "Qualifications of Electors".

17(2) A person is entitled to be an elector at an election held in a local municipality if on voting date, he or she,
   (a) resides in the local municipality, or is the owner or tenant of land there, or is the spouse of such owner or tenant;
   (b) is a Canadian citizen;
   (c) is at least 18 years old; and
   (d) is not prohibited from voting under subsection (3) or otherwise by law.
Ineligible/Disqualifications
Section 258 of the Municipal Act, 2001

258(1) The following are not eligible to be elected as a member of a council or to hold office as a member of a council:

1. Except in accordance with section 30 of the Municipal Elections Act, 1996,
   i) an employee of the municipality,
   ii) a person who is not an employee of the municipality but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman, or registrar referred to in section 223.11 or an investigator referred to in subsection 239.2(1) of the municipality, or
   iii) a person who is not an employee of the municipality but who holds any administrative position of the municipality.
2. A judge of any court.
3. A member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada.
4. Except in accordance with Part V of the Public Service of Ontario Act, 2006 and any regulations made under that Part, a public servant within the meaning of that Act.

258 (2) A member of council of a municipality is disqualified from holding office if, at any time during the term of office of that member, he or she,

(a) ceases to be a Canadian citizen;
(b) is not a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality; in the case of a member of Council of a local municipality, or in a lower–tier municipality within the upper–tier municipality, in the case of a member of Council of an upper–tier municipality; or
(c) would be prohibited under this or any other Act from voting in an election for the office of member of Council of the municipality if an election was held at that time.

Please note that a candidate must maintain his or her qualifications throughout the election, and if elected, throughout the entire term of office otherwise his or her position will be forfeited and the seat will be deemed vacant.

Qualifications and Disqualifications for School Board Trustees

Qualifications - Section 219 (1) (2) & (3) of the Education Act

(1) A person is qualified to be elected as a member of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is resident in its area of jurisdiction.

(2) A person who is qualified under subsection (1) to be elected as a member of a district school board or school authority is qualified to be elected as a member of that district school board or school authority for any geographic area in the district school board’s or school authority’s area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.
(3) A member of a district school board or school authority is eligible for re-election if otherwise qualified.

**Disqualifications** - Section 219 (4), (5), (9), (10), & (11) of the *Education Act*

(4) Despite Subsection (1), a person is not qualified to be elected or to act as a member of a district school board or school authority if the person is,

(a) an employee of a district school board or school authority;
(b) the Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority;
(c) a member of the Assembly or of the Senate or House of Commons of Canada; or
(d) otherwise ineligible or disqualified under this or any other Act.

(5) Despite Subsection (4), none of the following persons is ineligible to be a candidate for or to be elected as a member of a district school board or school authority if he or she takes an unpaid leave of absence, beginning no later than the day the person is nominated and ending on voting day:

(1) an employee of a district school board or school authority;
(2) the Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of a municipality or upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority.

(5.1) Subsections 30(2) to (7) of the *Municipal Elections Act, 1996* apply with necessary modifications to an individual referred to in subsection (5).

(9) A person is not qualified to act as a member of a district school board or school authority if the person ceases to hold the qualifications required to be elected as a member of the district school board or the school authority.

(10) No person shall run as a candidate for more than one seat on a district school board or school authority and any person who does so and is elected to hold one or more seats on the district school board or the school authority is not entitled to act as a member of the district school board or the school authority by reason of the election.

(11) The seat of a member of a district school board or school authority who is not qualified or entitled to act as a member of that school board or that school authority is vacated.

**When can a Person Become a Candidate (Time for Filing)**

A person can only become a candidate during the nomination period. The nomination period (as noted in the Key Dates Section of this Guide) begins on Monday January 2, 2014 and ends on Friday September 12, 2014 at 2:00 p.m.

From January 2, 2014 to September 11, 2014 nominations are accepted, Monday to Friday, 8:30 a.m. to 4:30 p.m. at the Town Hall, Legislative Services Division, 6311 Old Church Road, Caledon ON L7C 1J6. The last day to file a nomination paper (Nomination Day) is on Friday September 12, 2014 between the hours of 9:00 a.m. to 2:00 p.m. only.
A person cannot raise or spend any money until they become a candidate and they cannot become a candidate until they have filed a nomination paper.

An individual must be qualified as a candidate at the time of filing the nomination.

Nomination Form and Filing Fee

Every person who proposes to be a candidate must file a Nomination Form and Declaration of Qualification. Nomination papers must be filed prior to receiving any campaign contributions and prior to expending any funds on a campaign. Nominations are to be filed in the following manner:

1. In person or through an agent. Faxed/emailed nominations are not acceptable.

2. At the Legislative Services Section during normal office hours, Monday to Friday (8:30 a.m. to 4:30 p.m.) from January 2, 2014 up to September 12, 2014 between the hours of 9:00 a.m. and 2:00 p.m.

3. The nomination must be on the prescribed form and accompanied by the prescribed nomination filing fee of $200.00 (Mayor) or $100.00 (Councillor/School Board Trustee) payable in cash, interac, certified cheque or money order payable to the municipality and appropriate identification. Also, a declaration form regarding qualification for candidacy must be signed.

4. A Freedom of Information release form must be signed to allow posting of names, addresses and telephone numbers on the Town’s web site and for staff to release this information over the telephone and counter.

The onus is on the person nominated for election to an office to correctly file a nomination paper prior to 2:00 p.m. on September 12, 2014. No candidate may be nominated until the clerk is in receipt of filing fee and the prescribed registration form as completed by the candidate.

Agent Filing a Nomination

A person can appoint an agent to file the nomination paper on their behalf. The person who wishes to become a candidate must provide all of the following:

1. Nomination Form
2. Declaration of Qualification
3. Candidate Material Acknowledgement Form
4. Agent Appointment Form
5. Freedom of Information Release Form
6. The nomination filing fee
7. A copy of their identification

The agent must bring in all the above documents and provide their own identification. If any of the documents are not complete or provided, the nomination will not be accepted.
Photocopies, faxes, or e-mailed versions of a signature are not acceptable for this purpose or for any other document submission requirements.

Please note: If the candidate has filed an earlier nomination for an office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. If the person is nominated for more than one office (anywhere in Ontario) and the person’s name appears on more than one ballot, and the candidate is elected to any one or more of the offices, the candidate’s election is void. (see Municipal Act, 2001 Section 261)

How the candidate’s Name will Appear on the Ballot

The name that shows on the candidate’s identification is what will appear on the ballot with the exception of first names which can be shortened, for example, Joseph can be Joe.

Nicknames are not allowed on the ballot. No reference to a candidate’s occupation, degree, title, honour or decoration shall appear on the ballot.

Withdrawal of Nominations

A person nominated for any office may withdraw his or her nomination by submitting a written withdrawal to the Town Clerk before 2:00 p.m. on Friday, September 12, 2014. If an agent files a written withdrawal on behalf of a candidate, the candidate must provide the agent with an original signed letter authorizing him/her to file the withdrawal. A candidate must present identification with the proper form to the election staff.

If, after having filed a Nomination Form, a candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The filing fee is deemed to have been paid with the latest filing, if the two nominations are for the same council/board.

A candidate is entitled to receive a refund of the nomination fee if he or she withdraws the nomination in writing, is elected to the office, or receives more than 2% of votes cast in the election for the office. If a candidate withdraws their nomination, they must submit a financial statement showing all contributions and expenses, including the nomination fee, from the day they filed the nomination paper until the day they withdrew from the office.

Certification of Nominations

Certification of Nomination Forms will occur by 4:00 p.m. on Monday, September 15, 2014. The Clerk’s decision to certify or reject a nomination is final. Once a candidate is certified, his or her name will be placed on the ballot. A candidate’s name will be removed from the ballot in accordance with the Act in the case of ineligibility or death. Nomination Forms are public documents and are available for inspection in the Town of Caledon Legislative Services Division.

Registered Mail/Change of Address/Information

Statutory required election documents are sent to candidates via registered mail. Candidates should ensure that they pick up their letter upon receipt of the notification. It is a candidate’s responsibility to ensure he or she fulfills all the requirements of the Municipal Elections Act, 1996, as amended, and many of the mailings are reminders to candidates of these requirements.
Freedom of Information Release Form

The Municipal Elections Act, 1996 states that all forms and correspondence submitted by the candidate to the Town Clerk are deemed to be public documents and can be viewed, at Town hall at the Legislative Services Section, during regular business hours.

The Freedom of Information Release Form is used as consent to permit other methods of public disclosure of specific contact information in addition to public inspection of forms. By completing and submitting this form you authorize election staff to include on the Town’s website, and make available to any person upon request by all of the following methods: in person, by phone, mail, e-mail or fax, the information below with respect to your candidacy for elected office.

Section 4 – Campaigning

Campaign Period

The candidate’s campaign period commences at the time the Nomination Form is filed with the Town Clerk and ends on December 31, 2014.

Candidates must not spend or receive funds for their election campaign until their Nomination Form is filed with the Town Clerk.

Financial Responsibilities of Candidates

All candidates, including those not elected, those who withdraw their nomination or those whose nomination is rejected by the Town Clerk, must disclose and report their contributions and expenses, using the prescribed form, on or before 2:00 p.m. on Friday, March 27, 2015. A candidate that does not file a financial statement by the deadline forfeits any office to which he/she has been elected, and is ineligible to run in the next election.

Candidates should consult 2014 Candidates’ Guide for Municipal and School Board Elections published by and available through the Ministry of Municipal Affairs and Housing for detailed information relating to financial responsibilities, campaign contributions, campaign expenses, and financial reporting.

A Word about Record Keeping

You are responsible for keeping records of the financial activities related to your campaign. The Municipal Elections Act, 1996 does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

You should also look through the Campaign Financial Statement (Form 4) that you will be required to file to make sure that you are keeping records of all the information that must be included on the Statement. Please see page 34 of the Guide for links to forms.

You are required to keep all of your campaign financial records until December, 2018 when the next council or school board takes office.
You must keep the following records:

- the receipts issued for every contribution including when you accepted the contribution and the date you issued the receipt (Remember to issue receipts to yourself for any contributions you make)
- the value of every contribution, whether it is in the form of money, goods or services, and the contributor’s name and address
- all expenses, including the receipts obtained for each expense
- any claim for payment of an expense that the campaign disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the monies received at a fundraising event or activity by donations of $10 or less
- the terms of any loan received from a bank or other recognized lending institution

**What is my Campaign Period?**

You are only allowed to accept contributions or incur campaign expenses during your campaign period.

Your campaign begins on the day you file your nomination.

In most cases, your campaign will end on December 31, 2014. Exceptions are:

- If you withdrew your nomination, your campaign ends on the date you informed the clerk in writing that you wanted to withdraw
- If you were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (September 12, 2014)
- If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of:
  - the day you notify the clerk in writing that you will be ending your campaign and not accepting any more contributions
  - June 30, 2015

**Bank Account**

Once you have filed your nomination form, you are required to open a separate bank account for your campaign. Even if you are planning a very small campaign, you are not permitted to use your personal bank account for campaign finances.

All contributions – including contributions you make yourself – must be deposited into the campaign bank account. All expenses must be paid for from the campaign account (with the exception of the nomination fee, because you can’t open the campaign account until you have filed your nomination).
Contributions

Campaign contributions are any money, goods or services that are given to you for use in your campaign, including money and goods that you contribute yourself.

If you are given a special discount on a good or service that you are purchasing for your campaign, the difference between what you were charged and what an average person would be charged is considered to be a contribution.

Example:

Your order for campaign signs would normally cost $500, but the vendor agrees to sell them to you for $300. You must record a contribution of $200 in goods or services from the vendor.

If a professional who would normally charge for a service gives you that service for free, the value of the service (i.e. what an average person would pay for it) is considered to be a contribution.

If you sell goods at a fundraising event for more than their market value, the difference between what the person paid you and what they would have normally paid for the item is considered to be a contribution.

If you sell tickets to a fundraising event, the cost of the ticket is considered to be a contribution.

If you have inventory such as signs left out from a previous campaign and you use them again, the current market value of the signs (i.e. what it would cost you to buy those signs today) is considered to be a contribution that you make to your campaign.

If you or your spouse guarantees your campaign loan, and the campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor.

Things that are deemed not to be Contributions

If you have volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

A cash donation of $10 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you.

The value of free political advertising, provided that such advertising is made available to all candidates and is in accordance with the Broadcasting Act (Canada) is not considered to be a contribution.

If you obtain a campaign loan from a bank or a recognized lending institution, the amount of the loan is not considered to be a contribution.
When You Can Receive Contributions

You can only accept contributions after you have filed your nomination, and you cannot accept contributions after your campaign period has finished. Any contributions received outside the campaign period must be returned to the contributor. If you cannot return the contribution to the contributor, you must turn it over to the clerk.

Who Can Make a Contribution

You can accept contributions from:

- individuals who are normally resident in Ontario
- corporations that carry on business in Ontario
- trade unions that hold bargaining rights for employees in Ontario
- yourself and your spouse

If you are going to accept a contribution from a business, you must ensure that the business is a corporation. Other kinds of businesses such as sole proprietorships or LLPs are not eligible to make contributions. If the owner of a sole proprietorship wishes to support your campaign, they may make an individual contribution from their personal funds (as long as they are a resident of Ontario). 2014 Candidates’ Guide for Ontario Municipal and School Board Elections Groups such as clubs, associations or ratepayer’s groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

Note: The City of Toronto has passed a bylaw banning contributions of money, goods and services from corporations and trade unions. This ban applies to the municipal election. It does not apply to any school board candidates.

Ineligible Contributors

The following individuals and organizations are not allowed to make contributions to municipal and school board campaigns:

- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board

Contribution Limits

There is a $750 limit that applies to each person, corporation and union who contributes to your campaign. If a person, corporation or union makes more than one contribution (e.g. contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed $750.

If you are running for mayor in the City of Toronto, the limit is $2,500.

If you accept contributions from corporations, you must determine whether the corporations are associated. Generally, corporations are associated if they are owned or controlled by the same person or persons. For specific details, please see section 256 of the Income Tax Act.
The contribution limits apply to associated corporations as if they were all a single corporation.

The maximum total amount that a contributor can give to candidates in the same jurisdiction (i.e. running for the same council or the same school board) is $5,000.

Only a contribution that is $25 or less can be made in cash. All contributions above $25 must be made by cheque, money order, or by a method that clearly shows where the funds came from.

**Contributions from Yourself and Your Spouse**

There are no limits on how much you and your spouse can contribute to your campaign. Contributions that you and your spouse make to your campaign do not count toward the $5,000 limit.

If your campaign ends with a surplus, you can withdraw the value of contributions that you and your spouse made from the surplus. If you still have a surplus once you have withdrawn your contributions, the surplus remaining must be turned over to the clerk.

You are not permitted to refund contributions made by anyone other than yourself or your spouse.

**Contribution Receipts**

You must issue a receipt for every contribution you receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, you must determine the value of the goods or services and issue a receipt for the full value.

If you receive a cheque from a joint personal account, the receipt must be issued only to the person who signed the cheque. The contribution can only come from one person.

You are required to list the names and addresses of every contributor who gives more than $100 total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than $100.

Note: Contribution receipts are not tax receipts. Contributions to municipal and school board campaigns cannot be credited against provincial or federal income taxes.

**Returning Ineligible Contributions**

You are required to return any contribution that was made or accepted in contravention of the Act as soon as you learn that it was an ineligible contribution. If you cannot return the contribution, you must turn it over to the clerk.

Contributions should be returned or paid to the clerk if the contribution is:

- made outside your campaign period
- from an anonymous source (except for donations of $10 or less at a fundraising event)
• from an ineligible source (e.g. someone who doesn’t live in Ontario, a business that is not a corporation, etc.)
• greater than the $750 limit or the $5,000 total limit
• a cash contribution greater than $25
• from funds that do not belong to the contributor who gave them to you

Contribution Rebates

Contributions to municipal and school board campaigns are not income tax-deductible. Municipalities have the authority to establish programs to provide rebates to contributors. You should contact your clerk to find out if your municipality has a contribution rebate program in place.

Fundraising

Fundraising functions are events or activities held by you or on your behalf for the primary purpose of raising money for your campaign. If you hold an event to promote your campaign and you happen to receive some contributions or ask people to consider contributing to your campaign, this would not qualify as a fundraising event.

Similarly, if you have a sentence in your campaign brochure asking people to make a contribution or giving them information about how to contribute, this would not be a fundraising brochure since its primary purpose is to promote your campaign, not to raise money.

Fundraising events and activities can only be held during your campaign period. You must record the gross income (including ticket revenue and other revenue) and the expenses related to each event and activity on your campaign financial statement.

If you sell tickets to the event, the ticket price is considered to be a contribution to your campaign and you must issue a receipt to each person who purchases tickets. If the ticket price is higher than $25, tickets cannot be paid for in cash.

If your ticket price is more than $100, you must include these contributions in Table 1 on your campaign financial statement (Form 4). If your ticket price is less than $100 and a person who buys a ticket makes other contributions totalling more than $100 (including the cost of the ticket), you must record these contributions – including the cost of the ticket – in Table 1 of the Guide.

If you raise funds by selling goods or services for more than fair market value, the difference between the fair market value and the amount paid is considered to be a contribution.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution, but must still be recorded on your campaign financial statement as “revenue not deemed a contribution”.

Expenses

Campaign expenses are the costs that you incur (or that a person such as your campaign manager incurs on your behalf) during your campaign.

The first expense that you will incur is your nomination fee. It is the only expense that does not have to be paid from your campaign bank account (since you cannot open your campaign bank account until after you have paid the fee). The nomination fee must be reported on your campaign financial statement.
You can only incur expenses during your campaign period.

Goods and services that are contributed to your campaign are also expenses. They should be treated as if the contributor gave you money and you went out and purchased the goods and services – you must record both the contribution and the expense.

If you are given a special discount on a good or service that you are purchasing for your campaign, you should record the expense as if you were not given the discount (since the value of the discount is considered to be a contribution of the good or service to your campaign).

Example:

Your order for campaign signs would normally cost $500, but the vendor lets you have them for $300 because he wants to help out your campaign. You should record an expense of $500 for the signs, and record a contribution of $200 in goods or services from the vendor. (Note: if the business is not a corporation, the contribution would have to be a personal contribution from the vendor.)

Expenses must be paid from your campaign bank account. If you use a credit card to pay for purchases you should make sure that you keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Spending Limit

The spending limit for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: $7,500 plus $0.85 per eligible elector
- for council member or trustee: $5,000 plus $0.85 per eligible elector

When you file your nomination the clerk will give you an estimate of your campaign spending limit. This estimate will be based on the number of electors in the last election.

Note: Remember that any materials, events or activities must have fundraising as the primary purpose in order to be exempt from the spending limit. An incidental mention of contributions is not enough to qualify as fundraising.
When the Spending Limit Applies

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit.

Note: If you incur an expense before voting day, but don’t get around to paying for it until after voting day, it would still be subject to the spending limit.

Campaign Inventory

If you ran in the last election and you want to reuse leftover goods such as signs or office supplies you must establish the current market value of the goods – what it would cost you to purchase them today.

You must record the current market value as an expense.

If you have inventory left at the end of your campaign it becomes your personal property. If you wish to store materials such as signs for use in another election, any costs related to storage are personal costs, not campaign expenses.

A note to accountants: the value of all goods must be recorded as an expense regardless of whether the campaign ends with used or unused goods in inventory. Do not deduct the value of unused goods from the campaign expenses, as this will result in the campaign having a surplus on paper that the candidate does not actually have.

Campaign Financial Statement

It is your responsibility as a candidate to file a complete and accurate financial statement on time. The filing deadline is 2 p.m. on the last Friday in March following the election (March 27, 2015).

If you have a bookkeeper or accountant to complete the financial statement for you, you are still responsible for ensuring that it is complete and accurate and filed on time.

If you filed a nomination form, you must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

If you did not receive any contributions (including contributions from yourself) or incur any expenses other than the nomination filing fee, you are only required to fill out the first page of the financial statement and sign it.

If you received contributions or incurred any expenses beyond the nomination fee, you must complete the relevant parts of the financial statement.

If your campaign contributions (including contributions from yourself) or campaign expenses are greater than $10,000 you must have your financial statement audited and include the auditor’s report when you submit your financial statement to the clerk.

If you think that you will be unable to file your financial statement by the deadline, you may apply to the Ontario Court of Justice for an extension before March 27, 2015.
If, at 2 p.m. on March 27, 2015, you have not given the clerk your financial statement or written notice that you have applied to the court for an extension, you will forfeit your elected office (if you won the election) and you will be ineligible to run for office or be appointed to fill a vacancy until after the 2018 election.

**Separate Statement for Each Office**

If you filed a nomination and then changed your mind and filed a nomination for a different office, you may be required to file a separate financial statement for each campaign. Please see “Changing your mind – Running for a different office” on page 4 of the Guide.

**Extended Campaigns**

Your campaign period ends on Wednesday, December 31, 2014. However, if your campaign has a deficit, you can extend your campaign in order to do some additional fundraising. If you want to extend your campaign, you must notify the clerk using the Notice of Extension of Campaign form (Form 6) on or before Wednesday, December 31, 2014. Please see page 34 of the Guide for links to forms.

Your campaign may be extended until June 30, 2015.

If you extend your campaign you must file two financial statements:

- a financial statement reflecting your campaign until December 31 (due March 27, 2015)
- a supplementary financial statement which includes the information from your primary statement and adds financial information from your extended campaign.

The supplementary financial statement must be filed with the clerk by 2 p.m. on Friday, September 25, 2015.

**Surplus and Deficit**

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the clerk when you file your financial statement. The surplus will be held in trust, and you can use it if you incur expenses related to a recount, an application for a controverted election, or a compliance audit. If the surplus is not needed for these expenses it becomes the property of the municipality or the school board.

If your campaign expenses are greater than your campaign income, your campaign will be in deficit. You are allowed to carry forward this deficit to your next campaign if you run again for an office on the same council or school board. The campaign deficit exists on paper. You are still obligated to pay any vendors that you owe money to.

**Auditor’s Report**

If your campaign expenses or the contributions you received total more than $10,000 you must have an auditor review your financial statement and provide a report.

The auditor’s report must be prepared by an auditor licensed under the *Public Accounting Act, 2004.* Before you hire someone to prepare the report, you should ensure that they are properly qualified.
Campaign Extension

The campaign period begins when a nomination paper has been filed and ends on December 31, 2014.

A candidate may extend the campaign period to eliminate a deficit by completing the Extension of Campaign Period Form and submit it to the Clerk on or before December 31, 2014. The campaign may be extended to June 30, 2015.

Please refer to the Provincial – Municipal Elections 2014 Guide for further details regarding the extension of a campaign period and the supplementary filing requirements.

Use of Corporate Resources During an Election Period

The use of Corporate resources during an Election shall be in accordance with the Council Code of Conduct (see Council Code of Conduct) which contains specific restrictions regarding use of Corporate Resources during an Election.

Use of Corporate Logo, Crest and Images

Candidates are prohibited from using the Town of Caledon’s logo, crest, photos, graphics or any other item of Town intellectual property for any campaign-related purposes or materials including, but not limited to, signs, printed and electronic publications, flyers, brochures, email, website, business cards, postcards, letterheads, leaflets, posters, fridge magnets and all other promotional items.

Any disregard of this prohibition will be acted upon by the Corporation and could result in legal action.

Campaign Staff

Candidates may recruit staff to work on their campaign and assign them duties. While a candidate may designate staff to perform certain duties, the ultimate responsibility for compliance for the Municipal Elections Act, 1996, and any Town By-laws rests with the candidate.

Scrutineers

Appointment

Candidates may appoint in writing on the prescribed form persons to act as scrutineers to represent them in a voting location.

Only one scrutineer per candidate will be allowed at each voting location or one scrutineer per ballot box per location.

A person appointed as a scrutineer prior to being admitted to a voting location shall produce and show his/her appointment in the prescribed form to the Deputy Returning Officer for the voting location. The scrutineer will be issued an identification badge which must be returned to the Deputy Returning Officer before leaving the voting location.
Rights

Candidates and scrutineers have a number of rights, including the following:

- to be present when materials and documents related to the election are delivered to the Town Clerk at the end of each voting day;
- to enter the voting place 15 minutes before it opens and to inspect the vote tabulator stand, the ballots and all other forms and documents relating to the vote (but not so as to delay the timely opening of the voting place);
- to place his or her seal (which may not in any way identify the candidate) on the ballot box immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal;
- to place his or her own seal (which may not in any way identify the candidate) on the ballot box immediately after the close of voting on each day of an advance vote, so that ballots cannot be deposited or withdrawn without breaking the seal;
- to object to an elector receiving a ballot on the grounds that the issuance of the ballot does not comply with the prescribed rules (objection to be decided by the deputy returning officer); and
- to sign the statement of the results of an election, printed at the close of voting.

Prohibitions

While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes;

No person shall display a candidate’s election campaign material or literature (including buttons, pins, and clothing) in a voting place;

Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of voting; and

No person shall:

a) interfere or attempt to interfere with an elector who is marking a ballot;

b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; and/or

c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

The role of a candidate or a scrutineer in the voting place is to scrutinize the integrity of the process. It is not a communicative role.

Should an elector require the assistance of an interpreter, the elector must make his or her own arrangements to provide the interpreter. Candidates and scrutineers will not be permitted to serve as an interpreter for an elector.

If an elector requires assistance to vote for any reason other than language, the election staff will provide such assistance.
Accessibility or Persons with Disabilities

The Ministry of Economic Development, Trade and Employment had provided information about how candidates can make their meetings, literature, campaign offices, etc. more accessible for persons with disabilities. Candidates should familiarize themselves with the following guides:

Removing Barriers to Political Participation
- Accessible Campaign Information and Communication
- Accessible All Candidates Meetings
- Accessible Constituency, Riding Association, Central Party and Campaign Offices

These guides are available at: http://www.mcss.gov.on.ca/en/mcss/programs/accessibility/

National Do Not Call List

The Canadian Radio-television and Telecommunications Commission (CRTC) has established a National Do Not Call List (DNCL). The following is an excerpt of the Telecom Regulatory Policy CRTC 2009-200:

“In addition to the exemption set out in section 3(d), the National DNCL Rules do not apply to telemarketing telecommunication made by or on behalf of a candidate as defined in subsection 2(1) of the Canada Elections Act or a candidate under provincial law for the purposes of a provincial or municipal election, or by or on behalf of the official campaign of such a candidate.”

Prohibition of Campaigning in Voting Locations on Voting and Advance Voting Days

No campaign material, literature or advertising of any nature whatsoever of any candidate in the Election shall be displayed at, or within, the voting location.

The Town Clerk is the lessee of the premises used as voting places. As the lessee of such premises, the Clerk will not permit electioneering of any nature in or on the premises used as a voting place on election day or during advance voting times. The premises are deemed to include the entire building and the property on which it is located. Election staff are instructed to remove immediately from any voting place any material or literature of any nature which may be at the voting place.

The Municipal Elections Act, 1996, as amended, provides that while an elector is in a voting place, no one shall attempt, directly or indirectly, to influence how the elector votes, and that no one shall display a candidate’s campaign material or literature in a voting place. Election officials will remove, or have removed all campaign material or literature found in a voting place. This material includes campaign buttons, pins, and persons wearing campaign clothing or any other advertising material.

In light of the fact that school buildings may be used for voting purposes the attention of candidates is also drawn to the policies of the school Boards and provisions of the Education Act which provides as follows:

1. No agent or representative may canvass in the schools, nor exhibit advertising material in the schools or on the school property, without the approval in writing of the Director of Education.

2. All visitors to schools must report to the office.
3. It is the duty of a principal of a school, in addition to his duties as a teacher, to maintain a visitors’ book in the school when so determined by the Board.

Only persons attending a school building for the purpose of casting their ballot, duly qualified election officials, candidates or their authorized agents in, or going to or from the voting place, may be present on school premises.

Candidates who are providing rides to constituents should ensure that their vehicles do not display election campaign material if they are entering the voting location property.

Access to Rented Premises by Candidates or their Authorized Representatives

Excerpt from the Residential Tenancies Act, 2006, Section 28:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material. 2006, c.17, s.28”

If candidates are experiencing difficulty in gaining access to these premises, they should contact the landlord of the building.

Access to Condominiums by Candidates or their Authorized Representatives

Excerpt from the Condominium Act, Section 118:

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material. 1998, c.19, s.118”

Despite these legislative provisions, candidates may experience difficulty in gaining access to certain premises. If this occurs, candidates should contact the owner of the rental building or the board of directors of the condominium and request they advise their staff of the legislative right of candidates to have access to these buildings for canvassing purposes.

If candidates are experiencing difficulty in gaining access to these premises, they should contact the board of directors of the condominium.

❖ Please note: The Town Clerk will not act or intervene on behalf of any candidate to secure access to any buildings for the purpose of canvassing or distributing election material.

Access to Co-operative Housing Units

Excerpt from the Co-operative Corporations Act, 1990, section 171.24:

“No non-profit housing co-operative or servant or agent of such a cooperative shall restrict reasonable access to the housing units of the cooperative by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, any office in a municipal government or a school board for the purpose of canvassing or distributing election material.”
If candidates are experiencing difficulty in gaining access to these premises, they should contact the housing co-operative representative.

Note: This does not permit canvassing in the building during voting hours if it is being used as a voting location.

The Town Clerk is not responsible for securing access to any buildings for the purpose of canvassing or distributing election material.

**Enforcement and Penalties**

There are penalty provisions in the *Municipal Elections Act, 1996* that are applicable to candidates who fail to meet the disclosure and reporting requirements of the Act.

If a candidate fails to pay over a surplus to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for or to be appointed to any office in Ontario until after the 2018 election.

Candidates may make an application to the Ontario Court of Justice **prior** to the filing deadline to extend the time for filing the financial statement. If the court is satisfied that the circumstances justify a later date for filing, an extension may be granted. The document from the court must be submitted to the Clerk on or before 2:00 p.m. on the filing due date. If a candidate fails to file the financial statement by the extended deadline, the above noted penalties apply.

A corporation or trade union that contravenes the campaign financing provisions of the *Municipal Elections Act, 1996*, is liable to fines up to $50,000.

An individual, including the candidate, who contravenes the provisions of the *Municipal Elections Act, 1996*, is liable to fines up to $25,000.

**Notice of Penalties**

In accordance with the *Municipal Elections Act, 1996*, the Clerk shall before voting day, notify all candidates of the penalties under subsection 80(1) and 92(5) related to election campaign finances.

The following are the above mentioned penalties:

**‘80(1) Additional penalties**

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 he or she fails to file a document as required under Section 78 or 79.1 by the relevant date;

(b) a document filed under section 78 shows on its face a surplus, as described in section 79, and the candidate fails to pay the amount required by section 79(4) to the clerk by the relevant date;

(c) a document filed under section 78 shows on its face that The candidate has incurred expenses exceeding what is permitted under section 76; or
(d) if a document filed under section 79.1 shows on its face a surplus and the candidate fails to pay the amount required by section 79.1(7) by the relevant date.

80(2) Penalties – additional

In the case of the defaults described in clauses (1)

(a) the candidate forfeits any office to which he or she was elected and the office shall be 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.’

‘92(5) Offences by candidate

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 80(2), if he or she,

(a) files a document under section 78 or 79.1 that is incorrect or otherwise does not comply with that section; or

(b) incurs expenses that exceed what is permitted under section 76.’

The penalties refer to sections 76, 78 and 79 of the Municipal Elections Act, 1996. The following is a reference to those sections:

- Section 76 – Expenses
  - Candidates are not to exceed the maximum expense limit

- Section 78 – Financial filings
  - Outlines the financial filing requirements

- Section 79 – Surpluses
  - Surpluses must be paid to the Clerk

Section 5 - Voting Information

Elector qualifications

A person is entitled to be an elector at an election held in a local municipality if, on voting day, he or she:

- resides in the local municipality or is the owner or tenant of land there, or is the spouse of such owner or tenant;
- is a Canadian citizen;
- is at least 18 years old; and
- is not prohibited from voting by law under the prohibitions listed below, or otherwise by law.
Prohibitions

The following are prohibited from voting:

- a person who is serving a sentence of imprisonment in a penal or correctional institution;
- a corporation;
- a person acting as executor or trustee or in any other representative capacity, except as a voting proxy (See section on Voting Proxies);
- a person who was convicted of the 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 he or she was convicted.

Residence

The following rules apply to determining a person’s residence:

- a person may only have one residence at a time;
- the place where a person’s family resides is also his or her residence, unless he/she moves elsewhere with the intention of changing his/her permanent lodging place;
- if a person has no other permanent lodging place, the place where he/she occupies a room or part of a room as a regular lodger or to which he/she habitually returns is his/her residence.

Under subsection 2(1) of the Municipal Elections Act, 1996, as amended, a person’s “residence” is the permanent lodging place to which, whenever absent, he or she intends to return.

A “tenant” includes an occupant and a person in possession other than the owner.

A “time share contract” means a contract by which a person acquires the right to use a property for residential purposes:

- a period of time each year, or other interval; and
- as part of a plan that provides for the use of the property to circulate among persons participating in the plan.

A voter is only entitled to vote once in a municipality even though he or she may have more than one qualifying property address within the municipality.

Voter Notification

The Town Clerk will give one notice to all electors residing at a given address advising of the date and time of voting, including advance voting, and the location for voting at which an elector is eligible to vote on voting day.

Voting Locations

The Town Clerk will establish the locations of voting for the election as he/she considers most convenient for the electors. In choosing a location for voting, the Town Clerk shall consider the needs of electors with disabilities. All Voting locations must be fully accessible. In the event that any voting location is subsequently changed due to circumstances beyond the Town Clerk’s control, a notice of the change will be mailed to the candidates.
Voters’ List

The Preliminary List of Electors for the Town of Caledon is prepared by the Municipal Property Assessment Corporation (MPAC) 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 preliminary list, as corrected, constitutes the voters’ list.

On or before September 2, 2014, the Clerk will have the voters’ list reproduced. On written request, the Clerk will provide to any candidate a copy of the list that contains the names of the electors who are entitled to vote for the office for which the person has been nominated. The voters’ list is to be used solely for the purposes of the 2014 Municipal Election and may not be utilized for any other purpose.

Candidates who have their agents pick up their copy of the voters’ list, must make sure they have completed the Appointment of Agent form. A candidate may also obtain an electronic copy of completing an application form available in the Legislative Services Division and paying the prescribed fee.

Elector’s Not On Voters’ List

Persons who qualify and are not on the Voters’ List may still vote on Voting Day by attending at the appropriate voting location and requesting an Election Official to add their name to the Voters’ List. Electors must bring prescribed identification such as an Ontario driver’s licence.

A comprehensive list of the prescribed proof of identity and residence that a person may present is outlined in Ontario Regulation 500/09 (Appendix A to this Guide).

Revision of Voters’ List

Applications for amendments to the Voters’ List will be accepted by the Town Clerk commencing on September 9, 2014 and ending on Voting Day (October 27, 2014).

Eligible electors will be included on the Voters’ List for the municipal election if the elector is listed on the preliminary list of electors received by the Town Clerk from the Municipal Property Assessment Corporation (MPAC) and is a qualified elector. If not included, the elector may have the list amended to include his/her name as follows:

1. The elector may apply to the Town of Caledon, Legislative Services Section to be added (or deleted) to the Voters’ List up to Voting Day, October 27, 2014. The Voters’ List will be revised upon receipt of the completed application. (An individual may apply for the addition or deletion of another electors’ name. The Town Clerk will address these applications in accordance with the procedures outlined in the Municipal Elections Act, 1996. NOTE: Applications to delete another electors’ name must be made no later than September 12, 2014).

2. The elector may apply to be added to the Voters’ List at the voting place in accordance with the procedure below.
Application for Addition of Name on Voters’ List at the Voting Place

All qualified electors attending at a voting place are entitled to vote. Where the qualified elector’s name does not appear on the Voters’ List, the deputy returning officer or designate at the voting location will issue the elector an Application to Amend the Voters’ List. The Deputy Returning Officer or designate will require the person to complete the application, provide proof of identity and residence, and verify qualifications. Once the Application to Amend the Voters’ List is completed and accepted, the Deputy Returning Officer or designate will add the voter name to the list and issue the voter a ballot.

Languages/Assistance to Vote

Posters containing instructions on how to vote will be available in the voting places.

Should an elector require the assistance of an interpreter, the elector must make his or her own arrangements to provide the interpreter. Candidates and scrutineers will not be permitted to serve as an interpreter for an elector.

If an elector requires assistance for any reason other than language, the election staff will be able to provide such assistance. Candidates and scrutineers will not be permitted to provide this assistance.

Proxy Voting

A person who is entitled to be an elector in the municipality may appoint another qualified elector within the municipality as his or her voting proxy, using the prescribed form.

A person shall not:

- appoint more than one voting proxy;

- act as a voting proxy for more than one other person (this restriction does not apply if the appointed proxy is the spouse, sibling, parent, child, grandparent or grandchild of the appointees).

The voting proxy is entitled to vote in his or her own right. A voting proxy may act for one other person or the specified family members, but not both.

A person who has been appointed a voting proxy shall:

- complete an application in the prescribed form, including a statutory declaration that he or she is the person appointed as a voting proxy; and

- present the application and the appointing document to the Town Clerk, or designate, in person at the Legislative Services Division or any place designated by the Town Clerk.

For the purpose of issuing proxy voting certificates, the Town’s Legislative Services Division or any other place designated by the Town Clerk, will be open as follows:

- Weekdays - Monday, September 15, 2014 to Monday, October 27, 2014 between the hours of 8:30 a.m. to 4:30 p.m.
• Advance Voting Days - between the hours of 12 noon to 5:00 p.m.

A person may vote as a voting proxy only if he/she:

• submits the appointing document with the Clerk’s Certificate to the deputy returning officer at the voting location; and

• takes the prescribed oath.

❖ Please note: A person shall not appoint a voting proxy for an election until after the time for the withdrawal of nominations has expired. The first date for appointing a voting proxy is September 15, 2014.

Identification at the Voting Location

Voters whose names appear on the Voters’ List will be required to show identification at the voting location. If the identification is not acceptable or none is available, then the voter will be required to take and sign an oath of qualification.

A list of the prescribed proof of identity and residence that a person may present is outlined in Appendix A of this Guide.

Alternative Voting Days and Election Day

Alternative voting days will be held during the month of October. Election Day is Monday October 27, 2014 and voting places will be open from 10:00 a.m. to 8:00 p.m. on this day.

Electors are encouraged to Vote Early!

A By-law with respect to reduced voting hours in voting locations in institutions that have 20 beds or more, and retirement homes that have 50 beds or more will be passed later this year.

Regulations and Procedures for Voting Days

Designated voting times will be advertised in advance of advance voting days. Voting locations will open and close at the designated time for the advance voting days. On Monday, October 27th, voting locations will open at 10:00 a.m. and close at 8:00 p.m. Any elector in the Voting Location at 8:00 p.m. will be permitted to vote.

Persons who may be present at the voting location include:

• Town Clerk or designate
• Location Manager/Deputy Returning Officer
• Tabulator Operator
• Deputy Returning Officer/Revision Officer
• Greeter

• Security Officer
• Candidate or Scrutineer
• Voters (only while casting their vote)
Election Night

Information on the count of votes and returns made by Location Manager/Deputy Returning Officers to the Clerk may be viewed in the Council Chambers, 6311 Old Church Road, Caledon ON L7C 1J6 as soon as they are received and checked. Candidates and their election workers are welcome to attend.

The results displayed on Election Night are for information only. Election night results are unofficial results.

Section 6 – Further Information

Publications

The following websites contain information and or publications relating to Municipal Elections:

- www.caledon.ca/vote
- www.mah.gov.on.ca
- www.gov.on.ca
- www.e-laws.gov.on.ca
- www.amo.on.ca
- www.municipalworld.com/election

Contacts

Additional information to candidates, upon request, about their duties and responsibilities can be obtained from:

- Region of Peel
  Kathryn Lockyer, Director of Clerks/Regional Clerk
  10 Peel Centre Drive, Suite A and B, Brampton, ON L6T 4B9
  905-791-7800 Toll-free: 1-888-919-7800
  Website: www.peelregion.ca

- Ministry of Municipal Affairs and Housing
  Central Municipal Services Office
  777 Bay Street, 2nd Floor, Toronto, ON M5G 2E5
  416-585-6226 Toll-free: 1-800-668-0230
  Website: www.mah.gov.on.ca/Page11.aspx

- Dufferin-Peel Catholic District School Board
  John B. Kostoff, Director of Education
  40 Matheson Boulevard West, Mississauga, ON L5R 1C5
  905-890-1221 Toll-free: 1-800-387-9501
  Website: www.dpcdsb.org

- Peel District School Board
  Tony Pontes, Director of Education
  HJA Brown Education Centre
  5650 Hurontario Street, Mississauga, ON L5R 1C6
  905-890-1010 Toll-free: 1-800-668-1146
  Website: www.peel.edu.on.ca
Conseil scolaire de district du Centre-Sud-Ouest
Gyslaine Hunter-Perreault, Director of Education
116 Cornelius Parkway, North York, ON M6L 2K5
416-614-0844
Website: www.csdcso.on.ca

Conseil scolaire de district catholique Centre-Sud
Réjean Sirois, Director of Education
10 Drewry Avenue, Toronto, ON M2M 1C8
416-397-6564
Website: www.csdccs.edu.on.ca
Appendix A

Identification

Proof of identity and residence
The following is prescribed as the proof of identity and residence that a person may present.

An original, or a certified or notarial copy, of a document that is listed below and shows the person’s name and qualifying address.

- An Ontario driver's licence.
- An Ontario Photo Card.
- An Ontario motor vehicle permit (vehicle portion).
- A cancelled personalized cheque.
- A mortgage statement, lease or rental agreement relating to property in Ontario.
- An insurance policy or insurance statement.
- A loan agreement or other financial agreement with a financial institution.
- A document issued or certified by a court in Ontario.
- Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
- Any document from a Band Council in Ontario established under the Indian Act (Canada).
- An income tax assessment notice.
- A Child Tax Benefit Statement.
- A Statement of Employment Insurance Benefits Paid T4E.
- A Statement of Old Age Security T4A (OAS).
- A Canada Pension Plan Statement of Contributions.
- A Statement of Direct Deposit for Ontario Works.
- A Statement of Direct Deposit for Ontario Disability Support Program.
- A Workplace Safety and Insurance Board Statement of Benefits T5007.
- A property tax assessment.
- A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
- A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
- A hospital card or record.
- A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
- A document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home.
- A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
- A cheque stub, T4 statement or pay receipt issued by an employer.
- A transcript or report card from a post-secondary school.