



The Corporation of the Township of Ignace

Candidates Information Package 2022 Municipal Elections

Enclosed you will find reference material and forms with regard to the upcoming 2022 Municipal Elections as follows:

- 1. Letter to Potential Candidates**
- 2. Township of Ignace Disclaimer**
- 3. List of Municipal Election Key Dates**
- 4. Letter to Financial Institutions – Municipal Campaign Accounts**
- 5. Ministry of Municipal Affairs & Housing 'Municipal Elections Guide 2022' (Appendix "A")**
- 6. Form 1 – Nomination Paper (Appendix "B")**
- 7. Form EL 18 – Declaration of Qualification (Appendix "C")**
- 8. Municipal Election Campaign Accounts Memo to Financial Institutions (Appendix "D")**
- 9. Freedom of Information (FOI) Release Form (Appendix "E")**
- 10. Form 4 – Financial Statement (Appendix "F")**
- 11. Election Sign By-law 102.2021 – Signs Guide (Appendix "G")**

Should you have any questions please contact:

**Lynda Colby
Returning Officer/Clerk
34 Hwy 17 West
PO Box 248
Ignace, ON, P0T 1T0
807-934-2202 ext. 1022
clerk@ignace.ca**



Dear Potential Candidate,

On behalf of the Township of Ignace residents and ratepayers, I thank you for your interest in running for Municipal Office. With the ever-changing landscape of Municipal Government, the role of the elected official is critical and may seem daunting at times. I can assure you it is a challenge, one which if elected you will find enlightening and rewarding.

This package has been prepared for the purpose of supplying information, which may be of assistance to you as you contemplate running for elected office. Candidates for school board offices are encouraged to contact the Director of Education of the appropriate school board or the Clerk responsible for the election of these positions.

The attached 'Candidates Guide' prepared by the Ministry of Municipal Affairs and Housing, will offer some basic information on the nomination and election process. A number of online and printed resources are available to you also. Municipal World (www.municipalworld.com), the Association of Municipalities of Ontario (www.amo.on.ca), the Government of Ontario (www.gov.on.ca), and Ontario Statutes and Regulations (www.e-laws.gov.on.ca) are four (4) valuable references. I encourage you to research these resources for a greater understanding of the role of a Municipal Councillor, the jurisdiction of Municipal Government, the relationships between levels of government and current Municipal issues. Fellow candidates, current and past elected officials in this and other Municipalities may also offer some insight and guidance.

Information on the specifics of Ignace's voting process will be provided to registered candidates on or before September 1st, 2022. This is a requirement of the Municipal Elections Act. The list of eligible voters will be made available to view to the general public and upon written application to registered candidates on or before September 1st, 2022.

Enclosed you will find the Nomination Form, the Declaration of Qualifications and a Municipal Freedom of Information and Protection of Privacy Waiver Form. All three (3) documents are required at the time of filing. In addition, you will be required to provide photo identification and the prescribed filing fee (\$200.00 for 'Head of Council' and \$100.00 for Councillor positions) which can be paid in cash, certified cheque or money order made payable to: 'The Corporation of the Township of Ignace'.

The documents may be signed by you in front of the Returning Officer at the time of filing, or you may choose to have the 'Declaration' signed elsewhere in front of a 'Commissioner of Oaths' and filed by someone you have appointed in writing to be your agent. The agent will be responsible for providing proof of agency, all three (3) documents listed above, the filing fee and the candidate's identification.

The attached list of important dates for the 2022 Municipal Election provides helpful information about the election process. Please note the deadline for filing of nominations is **Friday, August 19th, 2022 by 2:00pm**. The deadline for withdrawal of nominations is **Friday, August 19th, 2022 by 2:00pm**. Upon being presented with



nomination forms, the Returning Officer will receive those that are deemed to be complete as to form and content, or will return all incomplete forms immediately to the candidate or agent. An unofficial list of nominations received will be made available to the public shortly thereafter; however, certification of nominations and the posting of the certified list of candidates will not take place until **4:00pm on Monday August 22nd, 2022**.

Campaigning for elected positions shall not commence until after you have filed your nomination forms with the Returning Officer. The Municipal Elections Act establishes a maximum amount for campaign expenditures as follows:

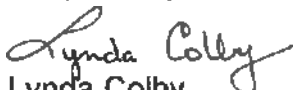
Note: These amounts will be confirmed by the Returning Officer in mid-September.

- **Head of Council:** \$7,500.00 plus \$0.20 per elector
- **Councillor:** \$5,000.00 plus \$0.20 per elector

A detailed report of all revenues and expenditures must be kept throughout the campaign period. To aid in your understanding of the financial reporting requirements of all candidates, we have enclosed a blank Financial Statement (required of candidates whose expenses total \$10,000.00 or less). Candidates whose campaign expenses exceed \$10,000.00 are required to file a 'Financial Statement' and an Auditor's report. Detailed records including receipts are to be kept by the candidate regardless of your success in the election.

If you require further explanation of any information contained herein, please do not hesitate to contact the Township of Ignace. If we can be of any assistance please ask.

Respectfully,


Lynda Colby
Returning Officer/Clerk
807-934-2202 ext. 1022
clerk@ignace.ca



Disclaimer

The Township of Ignace Municipal Elections Office has prepared this information package for those persons seeking election or re-election for Municipal Council or School Board Trustee on February 11, 2022.

The information in this package is general in nature and candidates should refer to the Municipal Elections Act, 1996 for specific provisions and additional information. You may obtain a copy of the Act from Publications Ontario 1-800-668-9938, or online at www.elaws.gov.on.ca.



Key Dates

<u>Subject</u>	<u>Date</u>
Nomination and Campaign Period Begins	May 2, 2022
Nomination Day (last day to be nominated)	August 19, 2022
Final Day for Withdrawal of Nomination	August 19, 2022
Voting Day	October 24, 2022
Council Term Begins (4yr period)	November 21, 2022
Campaign Period Ends	January 3, 2023
Financial Filing Deadline	March 31, 2023



The Corporation of the Township of Ignace
34 Hwy 17 West, P.O. Box 248
Ignace, ON, P0T 1T0

Appendix “A”

2022 Candidates' Guide - Ontario municipal council and school board elections

2022 Candidates' Guide – Ontario municipal council and school board elections

This guide provides information to candidates for the 2022 municipal council and school board elections. The information also applies to any by-elections that may be held during the 2022-2026 council and school board term.

This guide is not meant to replace provincial legislation. It provides general information about the rules contained in the [Municipal Elections Act, 1996](#) and other legislation and regulations, such as:

- [Municipal Act, 2001](#)
- [City of Toronto Act, 2006](#)
- [Education Act](#)

New election rules for 2022

Nominations may be filed electronically if permitted by your municipal clerk. [Contact your municipal clerk](#) to find out if nominations can be filed electronically in your municipality, and for information about how to file your nomination.

The deadline for filing your nomination is August 19, 2022 at 2 p.m.

The council and school board term of office will run from November 15, 2022 to November 14, 2026.

Contact us

If you have further questions or would like to give feedback on this Guide, please contact us at mea.info@ontario.ca.

You can also contact your regional [Municipal Services Office at the Ministry of Municipal Affairs and Housing](#).

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General information

Every four years, voters across Ontario elect municipal councillors and school board trustees.

The Province of Ontario sets out common rules that all candidates and voters must follow. However, municipalities are responsible for conducting elections to their council and for conducting the election of school trustees to Ontario's school boards. This guide contains information about the rules that are the same for all municipal elections, such as who is eligible to run for office, and rules about campaign spending.

Your municipality may have specific rules on issues such as:

- where and when election signs may be displayed
- whether campaign activities may occur on municipal property
- whether those who make contributions to candidates may receive a rebate

Contact your municipal clerk if you have questions about the election in your municipality.

To learn more about the duties of municipal councillors and the role of council, please see the [Ontario Municipal Councillor's Guide](#).

The municipal clerk

Every municipality has a municipal clerk who is in charge of running the election.

Contact the municipal clerk if you are interested in becoming a candidate. You must file any election forms, such as the nomination form and campaign financial statements, with your municipal clerk. The clerk is also responsible for providing information about spending limits and filing deadlines to candidates.

[If your municipality does not have a website](#) you could visit or contact your municipality's offices for more information.

Public health and safety at the voting place

The municipal clerk is responsible for setting up and running the voting places used in a municipal election. The clerk must follow any provincial or local public health measures that are in effect. They may also put in place additional procedures that they consider necessary for conducting the election. If you have questions about public health and safety at the voting place, you should contact your municipal clerk.

Emergency declaration by the clerk

If the municipal clerk believes that circumstances have arisen that prevent the election from being conducted appropriately, they may declare an emergency. This declaration is specific to the election and separate from an emergency that may be declared by the municipality or the province.

Once the clerk has declared an emergency, they can decide what arrangements to make to allow the election to proceed appropriately. The arrangements that the clerk makes will depend on the nature of the emergency.

If your municipal clerk has declared an emergency in relation to an election or by-election in your municipality, you should contact the clerk for information about the arrangements that they have put in place and how those arrangements may affect voting and campaigning.

Eligibility to run for election

Running for municipal council

To run for a position on council you must be eligible to vote in that municipality. On the day you file your nomination, you must be a Canadian citizen aged 18 or older, and qualify as a resident or non-resident elector. For more information about eligibility to vote, please see [the 2022 Voters' Guide](#).

You must be eligible to hold office on the day you file your nomination. For example, a person who is 17 years old but will turn 18 before nomination day must wait until they have turned 18 to file their nomination.

If your municipality has wards, you can run in any ward – you do not have to live in a particular ward in order to be its councillor. However, if you run in a ward where you do not live, you will not be able to vote for yourself. Having a campaign office or a business in a ward where you would not otherwise be eligible to vote does not make you eligible to vote in that ward.

Municipal employees

You cannot work for a municipality and be on its council at the same time. If you are an employee of a municipality and you want to run for office on that municipality's council, you must take a leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

If you are an employee of a municipality and you want to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you should check with your employer to see if there are any policies in place that could affect you.

If you are an employee of an upper-tier municipality, you can run for office in a lower-tier municipality without taking a leave of absence or resigning unless being elected to the lower tier council means that you would also be a member of the upper-tier council.

Who is not eligible?

The following people are disqualified from being elected to municipal office:

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Running for school board trustee

To run for a trustee position on a school board you must be a resident within the jurisdiction of the board and you must be eligible to vote in a school board election. On the day you file your nomination, you must be a Canadian citizen aged 18 or older and you must meet any other qualifications to vote for the school board (for example, being a Roman Catholic, or holding French language rights). For more information about eligibility to vote, please see [the 2022 Voters' Guide](#).

Additional information about [French-language rights](#) is available from the Ministry of Education.

School board employees

You cannot work for a school board and be a trustee in Ontario at the same time.

If you are an employee of any Ontario school board and you want to run for a trustee position on any school board in the province, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

Municipal officials

If you are a clerk, deputy clerk, treasurer or deputy treasurer of a municipality within the jurisdiction of a school board, you are not permitted to run for office as a trustee of that board unless you take a leave of absence. If you are elected, you must resign from your job.

Who is not eligible?

The following people are disqualified from being elected as a school trustee:

- any person who is not eligible to vote in the school board election
- an employee of a school board or a municipal official who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Note for MPs, MPPs and senators

If you are an MP, MPP or senator, you may file your nomination for municipal or school board office without resigning your current seat in parliament, the legislature or the senate. However, you must resign your seat by the close of nominations (2 p.m. on Friday August 19, 2022). If you are a federal or provincial cabinet minister, you must step down from cabinet prior to filing your nomination and must resign your seat by the close of nominations.

If you have not resigned by nomination day, your nomination will be rejected and your name will not appear on the ballot.

Nominations

Filing your nomination

To file your nomination you must give the following to your municipal clerk:

- a completed [nomination form \(Form 1\)](#)
- the nomination fee
- completed [endorsement of nomination forms \(Form 2\)**](#)

****If you are running for municipal council and your municipality has more than 4,000 electors, you must submit original endorsement signatures from 25 people who are eligible to vote in the municipality. Candidates for school board trustee and candidates for municipal council in municipalities with 4,000 or fewer electors do not have to submit endorsement signatures.**

When you fill out the nomination form, write down your name as you want it to appear on the ballot. If you normally go by a different name than your legal first name, you may use that name provided that the clerk agrees.

You do not have to provide all of your names under the box entitled "Given Name(s)" on the form. Only provide the one(s) that you want to appear on the ballot. If your legal name is a single name you do not have to provide any given names.

Clerks can decide to allow nominations to be filed electronically. If your municipality allows electronic filing, contact the clerk for more information about how to file your nomination.

If electronic filing is not allowed in your municipality, you must file the nomination form that you have signed – the form may not be a copy and may not be scanned and submitted electronically. You must file the nomination form in person or have an agent file it on your behalf.

The clerk may require you to show identification or fill in an additional form to prove that you are eligible to be nominated. If an agent is going to file the form on your behalf you should check with the clerk to see if you are required to provide identification or additional paperwork.

Your campaign period begins when the clerk has received your nomination. If you file your nomination electronically at a time when the clerk's office is not open, you may have to wait to begin your campaign. You should contact the clerk for more information.

The nomination fee

The fee to file a nomination is \$200 to run for head of council and \$100 for all other positions. This fee must be paid to the clerk at the time you submit your nomination form.

Your nomination fee will be refunded if you file your campaign financial statement by the deadline.

Endorsement signatures

If you are running for municipal council in a municipality that has more than 4,000 electors, you must submit 25 original signatures endorsing your nomination.

You must use [Form 2](#) to collect the endorsement signatures.

Anyone providing an endorsement signature must also fill in their name and address, including the postal code.

Anyone providing an endorsement signature must be eligible to vote in the municipality on the day that they signed the endorsement. In addition to their endorsement, they will also be required to sign a declaration that they are eligible to vote in the municipality.

A person who is eligible to vote in the municipality may provide endorsements to as many candidates as they would like and may endorse candidates for any office on the municipal council. A person who is running for a ward councillor office may submit signatures from voters who do not live in that ward.

Collection of signatures should be undertaken safely by following guidance related to and in compliance with all applicable laws and emergency orders, as well as any [guidance and safety standards established by the province for COVID-19](#). These measures are intended to keep Ontarians safe.

If you submit 25 original endorsement signatures and find out later that a person (or persons) was not eligible to vote on the day that they signed the endorsement, you will not lose your nomination. The person who supplied false information (by declaring that they were eligible to endorse your nomination when they were not eligible) could be subject to prosecution.

If the clerk has allowed electronic filing, you must still collect the endorsement signatures in person. You can submit an electronic copy of the forms when you file your nomination. You must keep the forms with the original signatures as part of your campaign records.

School board trustee candidates are not required to submit endorsement signatures.

The [Endorsement of Nomination Form \(Form 2\)](#) is a public document. Endorsements of candidates cannot be revoked if the document has already been filed with the clerk.

Deadline to file your nomination

The nomination period begins on May 1, 2022. As May 1 is a Sunday, you may not be able to file your nomination until May 2, 2022 when the clerk's office is open. The last day to file a nomination is Friday, August 19, 2022 by 2 p.m.

The clerk has until 4 p.m. on Monday, August 22, 2022 to certify or reject your nomination. The clerk must be satisfied that you are eligible to run in order to certify your nomination. If your nomination is not certified, your name will not appear on the ballot.

Where to file

If you are running for council office in a single-tier or lower-tier municipality (city, town, township, village, etc.), you must file your nomination with the clerk of that municipality.

If you are running for an office in an upper-tier municipality (region or county) that does not also sit on a lower-tier council, you must file your nomination with the clerk of the upper-tier municipality. For example, a person running for chair of Durham Region would file their nomination with the clerk of Durham Region rather than the clerk of a lower-tier municipality such as Oshawa or Pickering.

If you are running for a school trustee position that represents more than one municipality, contact your municipal clerk for information about where to file your nomination.

Changing your mind – withdrawal

If you decide to withdraw your nomination, you must notify the clerk in writing by the close of nominations (2 p.m. August 19, 2022).

If you withdraw your nomination, you are still required to file a campaign financial statement covering all the financial transactions you made in your campaign.

If your campaign did not have any financial transactions, you must file a financial statement reporting this. Your nomination fee will be refunded by the clerk if you file your financial statement by the deadline.

Changing your mind – running for a different office

You can only run for one office at a time. If you decide to run for a different office, your first nomination is deemed to be withdrawn when you file your second nomination.

If you decide to run for a different office on the same council or school board, and both offices are elected at large (for example, an office such as the mayor, which everyone in the municipality may vote for), everything (contributions, expenses, etc.) from your first campaign is simply transferred to your second campaign.

Example:

You file your nomination to run for deputy mayor on May 12, 2022. During the summer you decide to run for mayor instead, and file your second nomination form on June 29, 2022.

- Your first nomination for deputy mayor is deemed to be withdrawn.
- The nomination fee you paid on May 12 is transferred to your second nomination (in this case, you would have to pay an additional \$100 to make up the \$200 fee to run for head of council).

- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- Your campaign for mayor is deemed to have started on May 12.
- Any campaign contributions or expenses that occurred prior to June 29 are transferred to your mayoral campaign.
- You must file one campaign financial statement covering your campaign finances from May 12 until January 3, 2023.
- Your nomination fee will be refunded if you file your campaign financial statement by the filing deadline.

If you decide to run for a different office on the same council or school board, and one or both of the offices is elected by ward, then you must keep the two campaigns separate.

Example:

You file your nomination to run for mayor on May 12, 2022. During the summer you decide to run for councillor in ward 1 instead and file your second nomination form on June 29, 2022.

Your first nomination for mayor is deemed to be withdrawn, and your campaign for mayor ends. You may not transfer any contributions or expenses from your mayoral campaign to your ward councillor campaign.

- You must pay a separate nomination fee when you file your nomination for ward councillor.
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- You must file a campaign financial statement covering your campaign for mayor (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign for ward councillor (June 29 to January 3) – your second nomination fee will be refunded if you file this financial statement by the filing deadline.

If you decide to run for office on a different council or school board, then you must keep the two campaigns separate. If you decide to run for council in a municipality that has more than 4,000 electors, you will need to submit original endorsement signatures from electors eligible to vote in that municipality. If you are unsure if the municipality has more than 4,000 electors, you should contact the municipal clerk.

Example:

You file your nomination to run for school board trustee on May 12. During the summer you decide to run for councillor instead, and file your second nomination form on June 29, 2022.

- Your first nomination for school board trustee is deemed to be withdrawn.
- You are required to pay a nomination fee when you file your nomination for ward councillor.
- If the municipality where you are running for ward councillor has more than 4000 electors, you must submit 25 endorsement signatures.
- Your campaign for school board trustee ends. You may not transfer any contributions or expenses from your trustee campaign to your ward councillor campaign .
- You must file a campaign financial statement covering your campaign for school board trustee (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign for ward councillor (June 29 to January 3) – your second nomination fee will be refunded if you file this financial statement by the filing deadline.

Acclamations

If there is only one certified candidate running for an office at 4 p.m. on Monday, August 22, that candidate will be declared elected by acclamation. Similarly, in a municipality where multiple candidates are elected at large, if the number of certified candidates is the same as or less than the number of offices, those candidates will be declared elected by acclamation.

If you are elected by acclamation, you must still file a campaign financial statement.

Additional nominations

If there are positions that no candidates have run for or positions that are still vacant after the candidates who did run have been acclaimed, the clerk will call for additional nominations.

Additional nominations for the remaining vacant seats must be filed between 9 a.m. and 2 p.m. on Wednesday, August 24, 2022. The clerk must either certify or reject each nomination by 4 p.m. on Thursday, August 25, 2022.

Campaigning

Signs

Your municipality may have rules about when you can put up campaign signs and how signs may be displayed on public property.

All of your campaign signs and other advertising must identify that you are responsible for the sign. This is so that people seeing the sign or advertisement can tell that it is from your campaign, rather than from a third party advertiser.

Please see [Leftover campaign inventory](#) (page 23) if you plan to reuse signs from the last election.

You are responsible for ensuring that your campaign signs are removed after voting day. Your municipality may require a sign deposit or have penalties for failing to remove your signs. Contact your local clerk for more information.

You are entitled to have your nomination fee refunded if you file your campaign financial statement by the filing deadline. The clerk cannot make removing your signs a condition for receiving your refund.

Getting information out

It is up to you to provide voters with information about you as a candidate and about your campaign. The municipal clerk is not responsible for providing your contact information to voters.

All candidates' debates

The *Municipal Elections Act, 1996* does not require candidate debates to be held, and the municipal clerk is not responsible for organizing meetings or debates. Debates can be organized by community groups, media outlets, candidates or any other interested persons.

Joint campaigns / running on a slate

There is nothing in the *Municipal Elections Act, 1996* that would prevent like-minded candidates from campaigning on the same platform or identifying themselves as a group or slate. However, each candidate must keep their campaign finances separate and any joint expenses (for example, signs with two candidates' names on them) must be divided between the campaigns.

For information on campaign finance rules please see [Campaign Finance](#) (page 16).

Third party advertising

General information

There are rules for third party advertising in Ontario's municipal council and school board elections.

A third party advertisement is an ad that supports, promotes or opposes a candidate or a "yes" or "no" answer to a question on the ballot.

The meaning of "third party" in this context means a person or entity who is not a candidate. Eligible individuals, corporations and trade unions can register to be third party advertisers. Third party advertising is separate from any candidate's campaign and must be done independently from a candidate.

Third party advertisers who want to spend money on advertisements during the election must register with the municipal clerk and must file a financial statement.

For more information about third party advertising rules, including eligibility, spending limits and enforcement, see the [Third Party Advertisers' Guide](#).

On voting day

Campaigning on voting day

The *Municipal Elections Act, 1996* does not prohibit campaigning on voting day. While there are restrictions on advertising for federal and provincial elections on voting day, these “blackouts” do not exist for municipal council and school board elections.

The Act prohibits the display of campaign material inside a voting place. The “voting place” could include the entire property of a building that has a voting place inside it, including the parking lot. You are not allowed to have campaign brochures, campaign buttons, signs or any other material inside the voting place.

Remaining in a voting place

As a candidate, you are allowed to stay in a voting place to observe but you are not allowed to interfere with voters, attempt to influence how they vote or ask a voter how they voted. Scrutineers may also stay in the voting place.

You and your scrutineers are entitled to be in the voting place 15 minutes before it opens and to inspect the ballot boxes, the ballots and any other papers or forms relating to the vote. However, you may not delay the opening of the voting place.

You and your scrutineers are entitled to place a seal on the ballot box so that ballots put in the box cannot be removed without breaking your seal.

Note: If you have been acclaimed, you are not allowed to be in the voting place or to appoint scrutineers.

Scrutineers

You may appoint a scrutineer for each ballot box in a voting place. You do not have to appoint that many scrutineers, or any scrutineers at all. If you have appointed one scrutineer for each ballot box, a scrutineer must leave while you are in the voting place.

Scrutineers may observe but they are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted.

You must provide each of your scrutineers with an appointment in writing. Scrutineers may be required to show their appointment document to election officials at the voting place.

Scrutineers may be required to take an oath of secrecy.

There are no general restrictions on who you can appoint as a scrutineer (for example, a scrutineer can be any age and does not have to be a citizen). However, an acclaimed candidate cannot be appointed as a scrutineer for another candidate.

Counting votes

If your municipality is using voting machines or vote counting equipment, the clerk must have the processes and procedures for use of this equipment in place by June 1, 2022. If vote counting equipment is used, the clerk will be able to provide you with information on how the votes will be counted and how many scrutineers may be present.

The vote count begins immediately after the close of voting at on October 24, 2022 at 8 p.m.

If the votes are counted manually, you and your scrutineers are entitled to view the ballots as they are counted, but you cannot touch the ballots. You and your scrutineers may object to a ballot or how it is counted (for example, if it is unclear who the vote is for or if the ballot has extra markings on it). The deputy returning officer is responsible for deciding whether to accept the objection and must keep a list of all the objections raised.

Results

After the votes have been counted, the deputy returning officer will prepare a statement showing the results and seal all the other election documents, including the ballots, inside the ballot box. You and your scrutineers are entitled to put your or their own seal on the ballot box at this time, and are entitled to sign the statement showing the results.

The sealed ballot box and the statement of the results will then be delivered to the municipal clerk, who will compile the results and declare who has been elected.

Note: results announced on voting night are unofficial. It may take the clerk a few days or more to make the official declaration.

After voting day

Recounts

The *Municipal Elections Act, 1996* requires an automatic recount only if the votes are tied.

Your municipal council or school board may have a policy in place that sets out other specific circumstances under which the clerk must conduct an automatic recount. For example, a council may decide that if two candidates are within 10 votes of each other, an automatic recount will be held. The policy must be adopted at least 60 days before voting day.

A municipal council or school board may also order a recount within 30 days after the clerk has officially declared the results of the election. If you feel there should be a recount, you must either persuade council (or the school board) to order one or you may apply to the Superior Court of Justice to request that a judge order a recount. This application may be made by any eligible elector, and must be made within 30 days of the clerk declaring the results of the election.

Recounts must be conducted in the same way that the votes were originally counted, unless the recount is ordered by the court. For example, if the votes were counted by a vote tabulator, they may not be counted by hand during the recount.

If the recount is ordered by the court, the judge may order that the votes be counted in a different manner if the judge believes that the way the votes were counted the first time was an issue.

Tied votes

If two or more candidates get the same number of votes and they cannot all be elected, there is an automatic recount. The recount must be held within 15 days of the clerk declaring the results of the election. If you are one of the candidates in the tie, you are entitled to be present at the recount.

If the recount shows that there is still a tie, then the legislation states that the clerk will choose the winner by lot. This means putting the names of the tied candidates into a hat (or other suitable container) and drawing the name of the winner.

Wrapping up your campaign

After voting day, remove any election signs that have been put up and take down your campaign website, if you have one. If you would like to keep using your website, remove any references to the campaign. Websites that say "Vote for me" which are left up for years after the election can make it look like you are attempting to campaign for the next election early.

Usually, campaigns must end on December 31. However, since December 31, 2022 is a Saturday, the deadline moves to January 3, 2023. Your campaign must end on January 3, 2023 unless you have a deficit and inform the clerk in writing that you are going to extend your

campaign. Once your campaign has ended, you should close your campaign bank account and prepare your campaign financial statement.

Financial statements must be filed with the clerk by 2 p.m. on Friday, March 31, 2023.

Term of office

The council and school board term of office will run from November 15, 2022 to November 14, 2026.

Campaign finance

General information

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.

You are required to keep all of your campaign financial records until November 15, 2026 when the next council or school board takes office.

You must keep the following campaign records:

- 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 or 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 terms of any loan received from a bank or other recognized lending institution

Campaign period

You may accept contributions or incur campaign expenses during your campaign period only.

Your campaign period begins on the day the clerk receives your nomination.

In most cases, your campaign will end on January 3, 2023. Exceptions are if you:

- withdrew your nomination, your campaign ends on the date you informed the clerk in writing that you wanted to withdraw
- were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (August 19, 2022)

- know you will not have any more financial activity, you can end your campaign at any time after voting day and before January 3, 2023

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, 2023

Bank account

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. You do not have to open a campaign bank account if you do not spend any money and do not receive any contributions of money. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.

You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

All contributions – including contributions you make to yourself – must be deposited into the campaign bank account. All expenses must be paid for from the campaign account.

The nomination fee is considered to be a personal expense, not a campaign expense. You do not need to have a campaign bank account in order to pay the nomination fee.

Contributions and campaign income

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 to 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 the market value would be is considered to be a contribution.

Corporations and other businesses are not permitted to make contributions to candidates. If you are being offered a discount, you should make sure that whoever is offering the discount is entitled to make a personal contribution to your campaign.

If a professional who would normally charge for a service gives you that service for free, the market value of the service 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 sell goods at a fundraising event for more than their market value, the difference between what the person attending the fundraising event paid you and what they would have normally paid for the item is considered to be a contribution.

If you have inventory such as signs left over from a previous campaign and you use them again, the current market value of the signs (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 not 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 \$25 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. You will have to report the total amount of money that you received from these donations on your financial statement.

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.

Who can make a contribution

You can accept contributions only from individuals who are residents of Ontario. Corporations and trade unions are not permitted to make contributions to candidates.

If your spouse is not a resident of Ontario, they can still make contributions to your campaign. They may not make contributions to any other candidate.

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).

Who cannot make a contribution

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

- a corporation
- a trade union
- an individual who is not normally a resident in Ontario
- 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

When you can receive contributions

You can only accept contributions after the clerk has received 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.

Contribution limits – contributions from yourself and your spouse

If you are running for municipal council, there is a limit on the total amount that you and your spouse may collectively contribute to your own campaign. The contribution limit 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 \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000. If the formula results in a number greater than \$25,000, the limit will still be \$25,000.

The clerk will tell you what your self-funding limit is.

All of the contributions that you and your spouse make to your own campaign count towards this limit, including:

- contributions of money
- the value of goods or services that you or your spouse donate to the campaign
- the value of any inventory from the previous election that you use again in this campaign

This limit does not apply to school board trustee candidates.

Contribution limits – contributions from other people

There is a \$1,200 limit that applies to contributions from other individuals. If a person makes more than one contribution (for example, contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

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

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

You are required to inform every contributor of the contribution limits. An easy way to make sure that this is done is to include the contribution limits on the receipt that you provide for each contribution.

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 (such as certain debit, credit or electronic transfer transactions).

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 contribution from a joint account, the contribution can only come from one person. You must determine who is making the contribution and issue the receipt to that 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 council 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 *Municipal Elections Act, 1996* 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 \$25 or less at a fundraising event)
- from an ineligible source (someone who doesn't live in Ontario, a corporation, etc.)
- greater than the individual \$1,200 limit or the \$5,000 total limit per jurisdiction
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Unused contributions

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 remaining surplus must be turned over to the clerk.

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

Contribution rebates

Your municipality may have a contribution rebate program. Contact your clerk for more information.

Contributions to municipal council and school board campaigns are not tax deductible.

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.

Fundraisers 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 an 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.

Campaign income

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 the good or service is sold for \$25 or less, the amount paid is considered to be campaign income that is not a contribution.

Campaign expenses

Expenses

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

Reminder: the nomination fee is a personal expense rather than a campaign expense. It should not be reported on your campaign financial statement.

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.

Any taxes such as HST paid on purchases should be included in the amount of the expense.

You can incur expenses only during your campaign period, except for expenses related to the preparation of an auditor's report. If you are required to include an auditor's report with your financial statement, you may incur these expenses after the campaign period has ended. These expenses must also be reported on your financial statement.

Goods and services

Goods or 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.

Spending limits

Candidates are subject to two spending limits – a general limit, and a separate limit for expenses relating to parties and expressions of appreciation after voting day.

General spending limit

The general 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 general spending limit. This estimate will be based on the number of electors in the previous election.

On or before September 25, 2022, the clerk must give you a final general spending limit which is based on the number of electors on the voters' list for the current election.

If the spending limit estimate that you received when you filed your nomination is higher than the final spending limit you receive in September, the estimate becomes your official spending limit.

While most of your expenses will be subject to the general spending limit, the following expenses are not:

- expenses related to holding a fundraising event or activity
- expenses relating to a recount
- expenses relating to a court action for a controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- audit and accounting fees

Note: 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 general 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.

Spending limit for parties and expressions of appreciation

The spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting is calculated as 10% of the amount of your general spending limit.

Expenses related to parties and expressions of appreciation are subject to the specific spending limit regardless of whether they are incurred before or after voting day.

Leftover campaign inventory

If you ran in the last municipal council or school board 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 want to store materials such as signs for use in another election, any costs related to storage are personal costs, not campaign expenses.

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.

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 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.

Note: Ending your campaign with a deficit may result in questions being raised about how expenses were paid for, and whether you contributed more than your self-funding limit by paying outstanding expenses with personal funds.

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 31, 2023**).

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

Financial statements are not required to have original signatures. You should contact your clerk for information about whether you can file your financial statement electronically if you are not able to file your statement in person.

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, 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 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.

Filing early

You can file your campaign financial statement after you have ended your campaign. If you file your statement early and then discover that there is an error in it, you can submit a corrected statement at any time before the filing deadline on March 31, 2023. Your original statement is deemed to be withdrawn when you file the corrected statement. You cannot withdraw a financial statement without submitting a corrected one.

Applying for an extension

If you think that you will be unable to file your financial statement by the deadline, you may apply **before March 31, 2023** to the Superior Court of Justice for an extension. If the court grants the extension, you will receive the refund of your nomination fee if you file by the deadline given to you by the court.

Grace period for filing

If you have not filed your financial statement by the deadline, you may file your financial statement within 30 days after the deadline if you pay the municipality a \$500 late filing fee. This grace period ends at 2 p.m. on Monday, May 1, 2023. You will not receive a refund of your nomination fee if you file during the 30-day grace period.

If you have not filed your financial statement by the end of the 30-day grace period and you did not apply to the court for an extension prior to the deadline, automatic penalties apply:

- you will forfeit your elected office (if you won the election)
- you will be ineligible to run for office or be appointed to fill a vacancy until after the 2026 election

If you did not file your financial statement by the end of the grace period, you may still file it for the purposes of having your finances on the record. The clerk will accept the financial statement and make it available to the public. The penalties will still apply.

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.

Extended campaigns

Your campaign period ends on January 3, 2023. 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 on or before January 3, 2023 using the [Notice of Extension of Campaign Period form \(Form 6\)](#).

Your campaign may be extended until June 30, 2023.

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

- a financial statement reflecting your campaign until January 3, 2023 (due March 31, 2023)
- a supplementary financial statement that includes the information from your initial 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 29, 2023.

Auditor's report

You must have an auditor review your financial statement and provide a report if any of the following are true:

- your campaign expenses exceed \$10,000
- the contributions you received (including contributions from yourself) exceed a total of \$10,000
- both your expenses and your contributions exceed \$10,000 each

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, ensure that they are properly qualified.

You can incur expenses relating to the auditor's report after January 3, 2023. These expenses do not count toward your spending limit. Include these expenses on the financial statement that you are filing.

Compliance and enforcement

Enforcement of the *Municipal Elections Act, 1996* is done through the courts. The Ministry of Municipal Affairs and Housing does not have a role in investigating elections or in determining penalties.

Automatic penalties

There are three contraventions of the *Municipal Elections Act, 1996* where penalties apply automatically:

1. if you fail to file a financial statement by the end of the 30-day grace period or fail to apply to the court before March 31, 2023 for an extension by the filing deadline
2. if your financial statement shows that you exceeded your spending limit
3. if you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or be appointed to fill a vacancy until after the 2026 election.

Compliance audits

Each municipality and school board must appoint a compliance audit committee.

If an eligible elector believes that you have contravened the election finance rules, they may apply for a compliance audit of your campaign finances. The application must be in writing and must set out the reasons why they believe you contravened the rules.

An application for a compliance audit must be submitted to the municipal clerk who conducted the election within 90 days of the deadline to file the campaign financial statement.

The compliance audit committee will consider the application and decide whether to grant or reject the application. You may appeal the committee's decision to the Superior Court of Justice within 15 days after the decision is made.

If the committee grants the application, it will appoint an auditor to conduct a compliance audit of your campaign finances. The auditor is entitled to have access to all of the financial records related to your campaign. The auditor will produce a report, which you are entitled to receive.

The compliance audit committee will meet to consider the auditor's report. If the report concludes that there is an apparent contravention of the *Municipal Elections Act, 1996* the committee will decide whether to commence legal action.

The compliance audit committee does not have any authority to set penalties. Only the court can decide if you contravened the Act and, if so, which penalties should apply.

A person who does not want to or who is not able to apply for a compliance audit may decide to commence legal action on their own. A prosecution related to the 2022 election must be commenced before November 15, 2026.

Penalties

If you are convicted of an offence, you may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to vote or run in the next general election
- up to six months in prison
- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

Completing the financial statement

General information

All candidates 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.

Candidates must use Form 4.

All candidates must complete Box A: Name of Candidate and Office and Box B: Declaration.

- **If you did not receive any contributions** (including contributions from yourself) or incur any expenses, check the box indicating this, and complete the Declaration in Box B. No further information is required.
- **If you did receive contributions** (including contributions from yourself) or incur expenses, you must fill in the information in Box C, Box D, Schedule 1 and Schedule 2, as appropriate. You may find it easier to fill out the form if you start with the more detailed sections such as the tables in Schedule 1 before filling in Box C (Statement of Campaign Income and Expenses).

If you received contributions or incurred expenses in excess of \$10,000, you must include an auditor's report with your financial statement.

Your completed financial statement must be submitted to the clerk by **2 p.m. on the last Friday in March (March 31, 2023)**.

Supplementary financial statements must be submitted to the clerk by **2 p.m. on the last Friday in September (September 29, 2023)**.

Tips for completing Form 4

Learn more about how to correctly fill out the campaign financial statement.

Box A: Name of Candidate and Office

Record your general spending limit and your spending limit for parties and other expressions of appreciation.

Note: automatic penalties will apply if the form reports that either of the spending limits have been exceeded.

If you are running for a council position, record your self-funding limit.

Box B: Declaration

By signing the form, you are declaring that the information recorded in the financial statement is true and accurate. If your financial statement was prepared by someone else, you as the candidate are still responsible for its accuracy.

Box C: Statement of Campaign Income and Expenses

Loan

If you obtained a loan for your campaign you must record the name of the bank or recognized lending institution and the amount borrowed.

You are permitted to get a loan only from a bank or other recognized lending institution in Ontario, and it must be paid directly into your campaign bank account. You may not receive a loan from family members or from any corporate accounts that you may have access to.

The loan is not considered to be campaign income, and paying it back is not a campaign expense. However, if you or your spouse guarantee the loan and the campaign does not repay all of it, the remaining balance is considered to be a contribution (since the guarantor is basically providing the campaign the means to repay the loan). This amount counts towards your self-funding limit.

Any interest that the campaign pays on the loan is a campaign expense.

Income

Your campaign income includes all contributions received from yourself, your spouse and other eligible contributors. This includes the value of contributions of goods and services. Income also includes any refunds of deposits, interest earned by your campaign bank account, and revenue from fundraising events or activities that is not deemed a contribution (for example, if you sold refreshments at market value).

Example:

You have 100 t-shirts printed to sell at a fundraiser. The cost to the campaign is \$10 per shirt, and you sell them for \$25 each.

The \$25 is not a contribution. You do not have to collect names and contact information, or issue a contribution receipt to anyone who buys a shirt.

The \$1,000 that you spent on the shirts must be recorded as a campaign expense.

The \$2,500 that you raised by selling the shirts must be recorded as revenue from fundraising events not deemed a contribution.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution and must be recorded as revenue from fundraising events not deemed a contribution.

Sign deposit

If your municipality requires a deposit for election signs, this should be recorded as a campaign expense and paid for using campaign funds. If your deposit is refunded, record the amount under Income.

Expenses

Your campaign expenses include the value of any goods or services that have been contributed to your campaign (it is as if the contributor gave money to the campaign, which the campaign then spent on acquiring the goods or services).

The general spending limit applies only to expenses incurred until the end of voting day. Expenses incurred after voting day are not subject to the spending limit.

Note: An expense subject to the general spending limit that was incurred prior to voting day but not paid for until after voting day is still subject to the limit.

Some types of expenses are not subject to the general spending limit even if they are incurred prior to voting day.

Expenses related to parties and expressions of appreciation after voting day are subject to that spending limit regardless of when they are incurred.

Box D: Calculation of Surplus or Deficit

Campaign deficit

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your expenses are greater than your income, your campaign is in deficit.

If you have extended your campaign in order to fundraise, you must still file a financial statement reflecting your campaign finances to January 3, 2023.

Campaign surplus

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your income is greater than your expenses, your campaign has a surplus.

You are entitled to reimburse contributions made by yourself or your spouse out of the surplus. For example, if the surplus was \$500 and you contributed \$400 to your campaign, you may deduct that \$400, leaving your campaign with a surplus of \$100. If the surplus was \$500 and you contributed \$600, you may deduct \$500 of your contribution, leaving your campaign with \$0. You may not deduct more than the value of the surplus.

If, after deducting contributions made by yourself or your spouse, the campaign still has a surplus, these funds must be turned over to the clerk.

Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

The following tables are included in Schedule 1 and need to be filled in, if applicable:

- Table 1: Contributions in goods or services from candidate or spouse
- Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
- Table 3: Monetary contributions from individuals other than candidate or spouse where contributions exceed \$100 per contributor
- Table 4: Contributions in goods or services from individuals other than candidate or spouse where contributions exceed \$100 per contributor

Contributions from yourself and/or your spouse

If you are running for municipal council, you and your spouse are subject to limits on how much you can contribute to your campaign. This limit applies to contributions of money, goods and services, as well as the value of any inventory from a previous campaign that you have used in your current campaign.

Record these amounts on the lines provided in Schedule 1. Do not include them in the tables of contributions (Table 1 or Table 2). The other reason to identify the contributions from you and your spouse is because those contributions can be reimbursed by you and your spouse if the campaign ends with a surplus.

Note: you must report the full amount of the contributions made by you and your spouse, including any amounts that have been reimbursed from a surplus.

Contributions totalling \$100 or less

If the total amount contributed (including the value of goods and services) from a single contributor is \$100 or less, you do not need to provide details on the form. Simply indicate the total value of all such contributions on the line provided at the top of Schedule 1.

If an anonymous contribution is \$100 or less, include it in the total value of contributions not exceeding \$100 per contributor. Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Goods and services from candidate or spouse

If you or your spouse contribute goods and services to your campaign, this must be recorded as a contribution. Record any contributions in Table 1 of Schedule 1.

Inventory from previous campaign

Any inventory from a previous campaign that you are using again is a contribution in goods that you make to your campaign and counts towards your self-funding limit. You must calculate the

current market value (for example, if you have 100 signs left over from 2018 and use them again, you must calculate how much it would cost to purchase those same signs in 2022) and record it in Table 2. This inventory must also be recorded as a campaign expense.

Contributions totalling more than \$100

If a contributor makes 1 or more contributions totalling more than \$100 (including the value of goods and services and the cost of tickets to fundraising events), you must record all of these contributions in the tables provided in Schedule 1 (Tables 3 and 4).

If an anonymous contribution is more than \$100, include it in the total value of contributions exceeding \$100 per contributor, and include it in Table 3 (listing "anonymous" as the name of the contributor). Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Note: it is the total amount contributed that matters – if an individual buys a ticket to a fundraising event for \$50, and then later in the campaign contributes \$75, each of these contributions must be recorded in Table 3 because the total exceeds \$100.

Goods and services from individuals other than candidate or spouse

Eligible contributors may donate goods and services to the campaign. These must be recorded as a contribution and as an expense (as if the contributor donated money, which the campaign then spent on the goods and services).

Corporations and trade unions are not permitted to make contributions to candidates. This includes contributions of goods and services.

Example:

Your friend spends \$150 on coffee and baked goods which they donate for a campaign event. You should record a contribution of \$150 in goods or services from your friend and record an expense of \$150.

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:** As businesses are not permitted to make contributions, the contribution would have to be a personal contribution from the vendor.

Contributions in goods or services from individuals other than the candidate or spouse must be recorded in Table 4 of Schedule 1.

Schedule 2: Fundraising Events and Activities

The cost of holding fundraising events or activities is not subject to the spending limit. However, in order to be considered a fundraising cost, the primary purpose for the expense must be related to fundraising rather than promoting the candidate. Incidental fundraising that happens to occur during a promotional event is not sufficient to make it a fundraising event. Similarly, a line at the bottom of a campaign brochure asking people to donate does not make the production of the brochure a fundraising expense.

If you have included costs of fundraising events/activities as an expense in Box C, you must provide details of these events and activities in Schedule 2.

Contributions received at a fundraising event may include:

- the price of the ticket
- if goods or services are offered for sale, any amount of money paid that exceeds their market value (for example, if a \$100 item is sold for \$175, the purchaser has made a \$75 contribution to the campaign)
- personal cheques collected from contributors at the event

If contributors have donated goods or services for the fundraising event, these must be recorded as contributions and as expenses.

These contributions must be recorded in Schedule 1, and where the total from a contributor exceeds \$100, be detailed in the appropriate tables. Refer to [Schedule 1: Contributions](#) (page 32) for more information.

The fundraising event may also generate revenue that is not considered to be a contribution:

- donations of \$25 or less
- if goods or services are offered for sale, the market value of those goods and services sold (for example, if a \$100 item is sold for \$175, \$100 is revenue)
- the amount paid for goods or services offered for sale for \$25 or less

Anonymous contributions

You may keep anonymous contributions that do not exceed \$25 each that are received at a fundraiser (such as those collected by passing the hat or having a tip jar). Report the total amount of money received from these donations in Schedule 2 for that fundraiser.

All other anonymous contributions must be turned over to the clerk.

You will then subtract the contribution as paid or payable to the clerk to arrive at the Total for Part II Contributions in Schedule 2.

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.

Forms referred to in this guide

You can get copies of forms from your municipal clerk, or you can download them from the [Government of Ontario's Central Form Repository](#).

- [Nomination Paper \(Form 1\)](#)
- [Endorsement of Nomination \(Form 2\)](#)
- [Financial Statement – Auditor's Report – Candidate \(Form 4\)](#)
- [Financial Statement – Subsequent Expenses \(Form 5\)](#)
- [Notice of Extension of Campaign Period \(Form 6\)](#)



The Corporation of the Township of Ignace
34 Hwy 17 West, P.O. Box 248
Ignace, ON, P0T 1T0

Appendix “B”

Instructions

A nomination paper may only be filed in person or by an agent; it may not be faxed or emailed. It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

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

Nominated for the office of			Ward name or no. (if any)		
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 No.	Street No.	Street Name			
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit No.	Street No.	Street Name			
Municipality			Province		Postal Code
If nominated for school board, full address of residence within its jurisdiction					
Suite/Unit No.	Street No.	Street Name			
Municipality			Province		Postal Code
Email Address		Telephone No. (including area code)		Telephone No.2 (including area code)	

Declaration of Qualification

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

Signature of Nominee

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of Clerk or Designate
-------------------------	------------	-----------------------------	---------------------------------

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) _____



Appendix “C”



Form EL 18A

The Corporation of the Township of Ignace Declaration of Qualifications – Council 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 years of age, a Canadian citizen, a resident of the Township of Ignace or the owner or tenant of land in the Municipality of Ignace or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Municipal Act, 2001, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office.
4. Without limiting the generality of Paragraph 3,
- I am not an employee of the Township of Ignace, or if I am an employee of the Township of Ignace, I am on an unpaid leave of absence as provided for by Section 30 of the Municipal Elections Act, 1996.
 - I am not a judge of any court.
 - I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Ignace prior to 2:00 p.m. on Nomination Day, Friday August 19th, 2022. I understand that the Clerk of the Township of Ignace will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
 - I am not a public servant within the meaning of the Public Service of Ontario Act, 2006, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such Act.

- I am not a Federal employee within the meaning of the Public Service Employment Act, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 7 of such Act.
5. I am not prohibited from voting at the municipal election under Subsection 17(3) of the Municipal Elections Act, 1996.
 6. Without limiting the generality of Paragraph 5,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 7. I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3) of the Municipal Elections Act, 1996 from voting in a municipal election.
 8. I am not a person who was convicted of a corrupt practice under the Municipal Elections Act, 1996 or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election during the last two regular elections prior to Monday October 24th, 2022.
 9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996.

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

Declared before me at the Township of Ignace

This _____ day of _____, 2022.

Signature of Candidate

Signature of Clerk or Designate

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Township of Ignace until the next municipal election. Questions about this collection of personal information should be directed to the Office of the Clerk, Township of Ignace.



Form EL18B

The Corporation of the Township of Ignace
Declaration of Qualifications – Boards of Education
Municipal Elections Act, 1996

I, _____, a nominated candidate for the office of
Trustee, School Board Ward _____, for the (check one):

☐

Keewatin-Patricia District School Board
– English Public Trustee

☐

Conseil scolaire de district catholique des Aurores Boréales
- French Language Separate Trustee

Do Solemnly Declare That:

1. I am qualified pursuant to the Municipal Elections Act, 1996 and the Education Act to be elected to and to hold the office of Trustee, Ward _____ for the above noted School Board.
2. Without limiting the generality of Paragraph 1, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen years of age.
3. I am qualified under the Education Act to vote for members of the School Board to which I am seeking office.
4. I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Education Act, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office.
5. Without limiting the generality of Paragraph 4,
 - I am not an employee of the School Board or if I am an employee of the School Board, I am on an unpaid leave of absence as provided for by Section 219 of the Education Act and Section 30 of the Municipal Elections Act, 1996.
 - I am not a clerk or treasurer or deputy clerk or deputy treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by Section 219 of the Education Act and Section 30 of the Municipal Elections Act, 1996.
 - 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 Township of Ignace prior to 2:00 p.m. on Nomination Day, August 19, 2022. I understand that the Clerk of the Township of Ignace will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a member of the Executive Council of Ontario or a Federal Minister of the Crown.
- 6. I am not prohibited from voting at the municipal election under Subsection 17(3) of the Municipal Elections Act, 1996.
- 7. Without limiting the generality of Paragraph 6,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the Municipal Elections Act, 1996, during an election that occurred less than four years prior to Monday, October 24, 2022.
- 8. I am not a person who was convicted of a corrupt practice under the Municipal Elections Act, 1996 or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election during the last two regular elections prior to Monday, October 24, 2022.
- 9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996.

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

Declared before me at the Township of Ignace.

This _____ day of _____, 2022.

Signature of Candidate

Signature of Clerk or Designate

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Township of Ignace until the next municipal election. Questions about this collection of personal information should be directed to the Office of the Clerk, Township of Ignace.



Appendix “D”



Date: February 11, 2022

Number of Pages: 1

To: Financial Institutions

From: Lynda Colby, Clerk/Returning Officer

Subject: Municipal Campaign Accounts

The Municipal Elections Act, 1996 requires a Municipal Election Candidate to ensure that:

69(1)(a) one or more campaign accounts are opened at a financial institution, exclusively for the purposes of election campaign and in the name of the candidate's election campaign;

69(1)(b) all contributions of money are deposited into the campaign accounts;

69(1)(c) all payments for expenses, except for a nomination filing fee, are made from the campaign accounts.

The Municipal Election Act, 1996 does not contain any prohibition against a candidate being a signing officer on the campaign account, nor does it require a candidate to have a chief signing officer, as is the case with the Provincial and Federal candidates.

Should you have any further questions on this matter, please contact Lynda Colby, Clerk/Returning Officer for the Township of Ignace at:

34 Hwy 17, West
PO Box 248
Ignace, ON, P0T 1T0

807-934-2202 ext. 1022
clerk@ignace.ca



**The Corporation of the Township of Ignace
34 Hwy 17 West, P.O. Box 248
Ignace, ON, P0T 1T0**

Appendix “E”



Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) – Access/Correction Form

Please Note:

An access/correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.

If paying by cheque, please make the cheque payable to the "Corporation of the Township of Ignace"

Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

Part A: To be completed in full by the requester

<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Directed to: The Corporation of the Township of Ignace Clerks Office 34 Hwy 17 West, Ignace Ontario P0T 1T0
--	---

Details

Last Name:		First Name:	
Address:		City:	Province:
Postal Code:	Telephone Day:	Telephone Night:	
Email:			

Detailed description of requested records, personal information records or correction of personal information
(if request is for correction of personal information, please indicate the desired correction and attach any supporting documentation)

Preferred Method of Access to Records: <input type="checkbox"/> Receive a copy <input type="checkbox"/> Examine original (on site only)	Signature:	Date (yyyy/mm/dd):
---	------------	--------------------

Part B: For Office Use Only

<input type="checkbox"/> \$5.00 Application Fee Received	Date Application Fee Received:	yyyy/mm/dd	Received By:	Extension #
--	--------------------------------	------------	--------------	-------------

Comments:



Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) – Access/Correction Form

Fee Schedule and Instructions for Completion

Summary of Fees for Information Requests Under the Municipal Freedom of Information and Protection of Privacy Act

Note:

If you are requesting information about yourself, your request is considered a "Personal Information Request". All other requests for information, whether about a person other than yourself, or about a Government Program or Activity, are considered "General Information Requests".

Fee Charges for Requests for General Information

If paying by cheque, please make the cheque payable to: The Corporation of the Township of Ignace

Application Fee: _____ \$5.00 to be paid when you submit your request
Search Time: _____ \$7.50 per ¼ hour required to search and retrieve records
Record Preparation: _____ \$7.50 per ¼ hour required to prepare records for release
Photocopying: _____ \$0.75 per page

Fee Charges for Requests for Personal Information

If paying by cheque, please make the cheque payable to: The Corporation of the Township of Ignace

Application Fee: _____ \$5.00 to be paid when you submit your request
Search Time: _____ \$7.50 per ¼ hour required to search and retrieve records
Record Preparation: _____ \$7.50 per ¼ hour required to prepare records for release
Photocopying: _____ \$0.75 per page

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit. Please note that the fee charges are prescribed by Section 45 of the Municipal Freedom of Information and Protection of Privacy Act and Section 6 of the Regulations Guidelines for Municipalities and Local Boards; By-law 17.2003. All monies are payable by cash, money order or by cheque only.

Please Forward your request and the \$5.00 application fee, directly to:

Clerks Office
The Corporation of the Township of Ignace
34 Hwy 17 West,
Ignace, Ontario,
POT 1T0
807-934-2202
clerk@ignace.ca



Appendix “F”

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

For the campaign period from (day candidate filed nomination)

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

 to

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

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

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

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for which the candidate sought election

Ward name or no. (if any)

Municipality

Spending Limit - General

\$

Spending Limit - Parties and Other Expressions of Appreciation

\$

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

Box B: Declaration

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

Signature of Candidate

Date (yyyy/mm/dd)

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

Box C: Statement of Campaign Income and Expenses**LOAN**

Name of bank or recognized lending institution _____

Amount borrowed \$ _____

INCOME

Total amount of all contributions (from line 1A in Schedule 1) + \$ _____

Revenue from items \$25 or less + \$ _____

Sign deposit refund + \$ _____

Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2) + \$ _____

Interest earned by campaign bank account + \$ _____

Other (provide full details) _____

1. _____ + \$ _____

2. _____ + \$ _____

3. _____ + \$ _____

4. _____ + \$ _____

5. _____ + \$ _____

Total Campaign Income (Do not include loan) = \$ _____ **C1****EXPENSES (Note: include the value of contributions of goods and services)****Expenses subject to general spending limit**

Inventory from previous campaign used in this campaign (list details in Table 4 of Schedule 1) + \$ _____

Advertising + \$ _____

Brochures/flyers + \$ _____

Signs (including sign deposit) + \$ _____

Meetings hosted + \$ _____

Office expenses incurred until voting day + \$ _____

Phone and/or internet expenses incurred until voting day + \$ _____

Salaries, benefits, honoraria, professional fees incurred until voting day + \$ _____

Bank charges incurred until voting day + \$ _____

Interest charged on loan until voting day + \$ _____

Other (provide full details) _____

1. _____ + \$ _____

2. _____ + \$ _____

3. _____ + \$ _____

4. _____ + \$ _____

5. _____ + \$ _____

Total Expenses subject to general spending limit = \$ _____ **C2****EXPENSES****Expenses subject to spending limit for parties and other expressions of appreciation**

1. _____ + \$ _____

2. _____ + \$ _____

3. _____ + \$ _____

4. _____ + \$ _____

5. _____ + \$ _____

Total Expenses subject to spending limit for parties and other expressions of appreciation = \$ _____ **C3**

Expenses not subject to spending limits

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

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

Box D: Calculation of Surplus or Deficit

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

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

Schedule 1 - Contributions

Part I - Summary of Contributions

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

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

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

Name	Full Address	Date Received	Amount Received \$	Amount \$ Returned to Contributor or Paid to Clerk
Total				

☐ Additional information is listed on separate supplementary attachment

Table 2: 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 \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment				Total

Total for Part II - Contributions exceeding \$100 per contributor
(Add totals from Table 1 and Table 2 and record the total in Part 1 - Summary of Contributions)
\$ _____ 1B

Part III – Contributions from candidate or spouse

Table 3: Contributions in goods or services

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

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

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

Schedule 2 – Fundraising Events and Activities

Fundraising Event/Activity

Complete a separate schedule for each event or activity held

☐ Additional schedule(s) attached

Description of fundraising event/activity _____

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

Part I – Ticket revenue

Admission charge (per person)

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

Number of tickets sold

\$ _____ 2A
X _____ 2B

Total Part I (2A X 2B) (Include in Part 1 of Schedule 1)

= \$ _____

Part II – Other revenue deemed a contribution

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

Provide details

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

Total Part II (include in Part 1 of Schedule 1)

= \$ _____

Part III – Other revenue not deemed a contribution

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

Provide details

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

Total Part III (include under Income in Box C)

= \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

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

Total Part IV Expenses (include under Expenses in Box C)

= \$ _____

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

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

Professional Designation of Auditor

Municipality	Date (yyyy/mm/dd)
--------------	-------------------

Contact Information

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

Address		
Suite/Unit No.	Street No.	Street Name

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

Telephone No. (including area code)	Email Address
-------------------------------------	---------------

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

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

☐ Report is attached

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



Appendix “G”

The Corporation of the Township of Ignace

By-law 102.2021

**Being a By-law to Regulate the Use, Size, Location and Removal of Election Signs
Within the Corporation of the Township of Ignace**

WHEREAS subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS subsection 8(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the powers of a municipality under this Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS subsection 8(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a by-law may regulate or prohibit respecting the matter, require persons to do things respecting the matter, and provide for a system of licences respecting the matter;

AND WHEREAS subsection 10(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting: 5. Economic, social and environmental well-being of the municipality; 6. Health, safety and well-being of persons; 7. Services and things that the municipality is authorized to provide under subsection (1); 8. Protection of persons and property, including consumer protection; 10. Structures, including fences and signs;

AND WHEREAS section 23.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS Council for The Township of Ignace is of the opinion that the delegation of legislative powers under this by-law to the Clerk, including without limitation the power to prescribe procedures for the retrieval and/or destruction of Election Signs removed under this by-law are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended;

AND WHEREAS section 63 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that a by-law may prohibit or regulate the placing or standing of an

object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

AND WHEREAS section 425 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, establishes that any person who contravenes any by-law of The Corporation of the Township of Ignace is guilty of an offence;

AND WHEREAS section 445 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

AND WHEREAS section 446 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

NOW THEREFORE the Municipal Council of The Corporation of the Township of Ignace enacts as follows:

1.0 Definitions

Billboard means an outdoor sign erected and maintained by a person, firm, corporation, or business engaged in the sale or rental of the space on the sign to a clientele, upon which space is displayed copy that advertises goods, products, or services not necessarily sold or offered on the property where the sign is located, and the sign is either single faced or double faced.

Boulevard means the portion of every street which is not used as a sidewalk, driveway access, travelled roadway or shoulder.

Campaign Office means a building or structure, or part of a building or structure, used by a Candidate to conduct an election campaign.

Candidate(s) means:

- I. A Candidate within the meaning of the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, as amended; and
- II. Shall be deemed to include a person seeking to influence other persons to vote for or against any question or By-law to the electors under Section 8 of the Municipal Elections Act, 1996, as amended.

Clerk means the Clerk of the Corporation of the Township of Ignace or a person designated by them for the purpose of this By-law.

Crosswalk means:

- I. That part of a street at an intersection that is included within the connections of the lateral lines of the Sidewalks on opposite sides of the street measured from the curbs, or in the absence of curbs from the edges of the roadway; or
- II. Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, school crossing signs (as per the Ontario Traffic Manual – Book 5 Regulatory Signs) or by lines or other markings on the surface thereof; and
- III. Shall include pedestrian crossovers.

Election Sign(s) means any sign, including posters, promoting, opposing or taking a position with respect to:

- I. Any Candidate or Political party in an election under the Canadian Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; and
- II. An issue associated with a person or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; or
- III. A question, law or By-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996.

Electoral District means a geographic area represented by a member of Municipal Council, Member of a School Board, Member of Provincial Parliament in the Legislative Assembly of Ontario, and Member of Federal Parliament in the House of Commons.

Enforcement Officer means a Municipal Law Enforcement Officer appointed by the Council of the Corporation of the Township of Ignace.

Median Strip means the portion of a street so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by a physical barrier or a raised or depressed paved or unpaved separation area that is not intended to allow crossing vehicular movement and includes a central island in a roundabout.

Nomination Day means the deadline to file a nomination with the Clerk under the Municipal Elections Act, 1996, as amended.

Owner means the registered Owner of the property on which an Election sign is placed; any person described on or whose name, image, address or telephone number appears on the Election sign; any person who is in control of the Election sign; any person who benefits from the message on the Election sign; and for the purpose of this By-law there may be more than one Owner of an Election sign.

Park means land and land covered by water and all portions thereof under the control or management or joint management of the Township; that is or hereafter may be established, dedicated, set apart, or made available for use as public open space, including a natural park area and an environmentally significant area as defined in this By-law, including any buildings, structures, facilities, erections and improvements located in or on such land.

Place means attach, install, erect, construct, reconstruct, move, display or affix.

Public Property means real property owned by or under the control of the Township, including a Park, or any of its agencies, local boards, commissions or corporations but, for the purposes of this By-law, does not include a Street.

Roadway means the part of a street that is improved, designed or ordinarily used for vehicular traffic and includes a shoulder.

Sidewalk means any Municipal walkway, or that portion of a street between the roadway and the adjacent property line, primarily intended for the use of pedestrians.

Sign Area means the area of one side of a sign where copy can be placed.

Sign Height means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign.

Street means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the Township of Ignace and this term includes all road works and appurtenant to Municipal land.

Township means the Corporation of the Township of Ignace.

Utility means water, sewer, artificial or natural gas, petrochemical, electrical power or energy, steam or hot/chilled water, and telecommunication networks, and includes the works, structures, buildings and appurtenances necessarily incidental to the supplying of such services.

Voting Place means a place where electors cast their ballots and:

- I. When a voting place is located on Public Property, includes any Street abutting; or
- II. When a voting place is located on Private Property, includes any Street abutting.

Writ of Election means the date as defined in the Canada Elections Act and the Elections Act (Ontario).

2.0 General Prohibitions

2.1 No person shall place or permit to be placed an election sign except in accordance with this By-law.

2.2 No person shall place or permit to be placed an election sign that:

- I. Is illuminated;
- II. Has a sign area of more than six (6) square meters;
- III. Interferes with the safe operation of vehicular traffic or the safety of pedestrians;
or
- IV. Impedes or obstructs the Township's maintenance operations

2.3 Subsections 2.2 (I.) and (II.) do not apply to an election sign promoting a Candidate on a campaign office or a billboard.

2.4 no person shall place or permit to be placed an election sign outside of the 'electoral district' where a Candidate is running for office.

2.5 Section 2.4 does not apply to an election sign within fifty (50) meters of any 'electoral district' that is adjacent to the 'electoral district' where the Candidate is running for office.

2.6 No person shall place or permit to be placed an election sign on or in a 'voting place'.

2.7 No person shall display on any election sign a logo, trademark or official mark, in whole or in part, owned or licensed by the Township.

3.0 Timing

3.1 No person shall place or permit to be placed an election sign for a Federal or Provincial election or by-election earlier than the day the Writ of Election or by-election is issued.

3.2 No person shall place or permit to be placed an election sign for a Municipal election, except an election sign which is placed on a campaign office:

- I. Earlier than Nomination Day in the year of a regular election; or
- II. Earlier than Nomination Day for a by-election.

3.3 No person shall place or permit to be placed an election sign for a Municipal election on a campaign office earlier than the day that Candidate has filed their nomination with the Clerk.

3.4 No owner shall fail to remove their election sign after the expiry of ninety-six (96) hours immediately following 11:59pm of the day of the election.

4.0 Election Signs on Public Property

4.1 No person shall place or permit to be placed an election sign on Public Property.

4.2 No person shall place or permit to be placed an election sign in a park.

4.3 No person shall place or permit to be placed an election sign:

- I. In a roadway;
- II. Within three (3) meters of a roadway;
- III. Between a roadway and a sidewalk;
- IV. That impedes or obstructs the passage of pedestrians on a sidewalk;
- V. In a median strip;
- VI. Less than three (3) meters from a crosswalk;
- VII. On a tree, or a fence, or a wall, or a gate, or utility pole located on Public Property or a street;
- VIII. In a boulevard that abuts a park;
- IX. Within ten (10) meters of another election sign of the same candidate.

4.4 No person shall place or permit to be placed an election sign that has a sign height:

- I. Of more than one point eight (1.8) meters when placed within three (3) to eight (8) meters of the roadway.
- II. Of more than four (4) meters when placed beyond eight (8) meters of the roadway.

4.5 No person shall injure or foul public structures or permit the injuring or fouling of public structures on a street when placing an election sign.

4.6 No person shall injure or foul a Utility or permit the injuring or fouling of a Utility when placing an election sign.

4.7 No person shall injure or foul a Utility or permit the injuring or fouling of a Utility when placing an election sign.

5.0 Removal and Return of Election Signs – Powers of the Township Clerk and/or Enforcement Officer

5.1 The Clerk and/or an Enforcement Officer may remove any election sign erected in contravention of this By-law without notice.

5.2 The Clerk and/or Enforcement Officer may destroy any election signs which have been removed and not claimed and retrieved by the Candidate, person(s), or owner within the time period as prescribed by the Clerk.

5.3 The Clerk may make regulations under this by-law prescribing the rules and procedures for the retrieval and destruction of election signs removed under sections 5.1 and 5.2 including, without limitation, the form of and any information required to be provided to the Clerk and/or an Enforcement Officer to authorize the release of an election sign, dates on or by which an election sign may be retrieved or destroyed, and the manner in which notice may be given to an Owner relating to the retrieval and destruction of an election sign.

6.0 Administration

6.1 The administration of this By-law is delegated to the Clerk or designate thereof.

7.0 Enforcement

7.1 This By-law may be enforced by the Clerk or an Enforcement Officer.

8.0 Offence and Penalty

8.1 Every person who contravenes any provision of this By-law is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O. 1990, c P.33, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.

8.2 Every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

8.3 Every person who contravenes the provisions of any section of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended and is liable on conviction to a penalty where the minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$100,000 exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

8.4 For the purpose of continuous offences, every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence and is liable on conviction to a penalty not exceeding \$10,000 per day or part thereof, exclusive of costs, under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

8.5 For the purpose of multiple offences, every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence and is liable on conviction to a penalty not exceeding \$10,000 per offence, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

8.6 Notwithstanding Section 9.5.0.0.0, and in accordance with the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the total of all fines for the continuous offences or multiple offences is not limited to \$100,000.

9.0 Short Title of this By-law

9.1 This By-law may be referred to as the "Election Signs By-law".

10.0 Force and Effect

10.1 That this By-law hereby rescinds By-law 36.2018 and any other By-law referring to 'Election Signs'.

10.2 This By-law shall come into force and effect upon the third and final reading thereof.

Read a First and Second Time this 15th Day of November, 2021.

Read a Third and Finally Passed this 15th Day of November, 2021.



Penny Lucas, Mayor

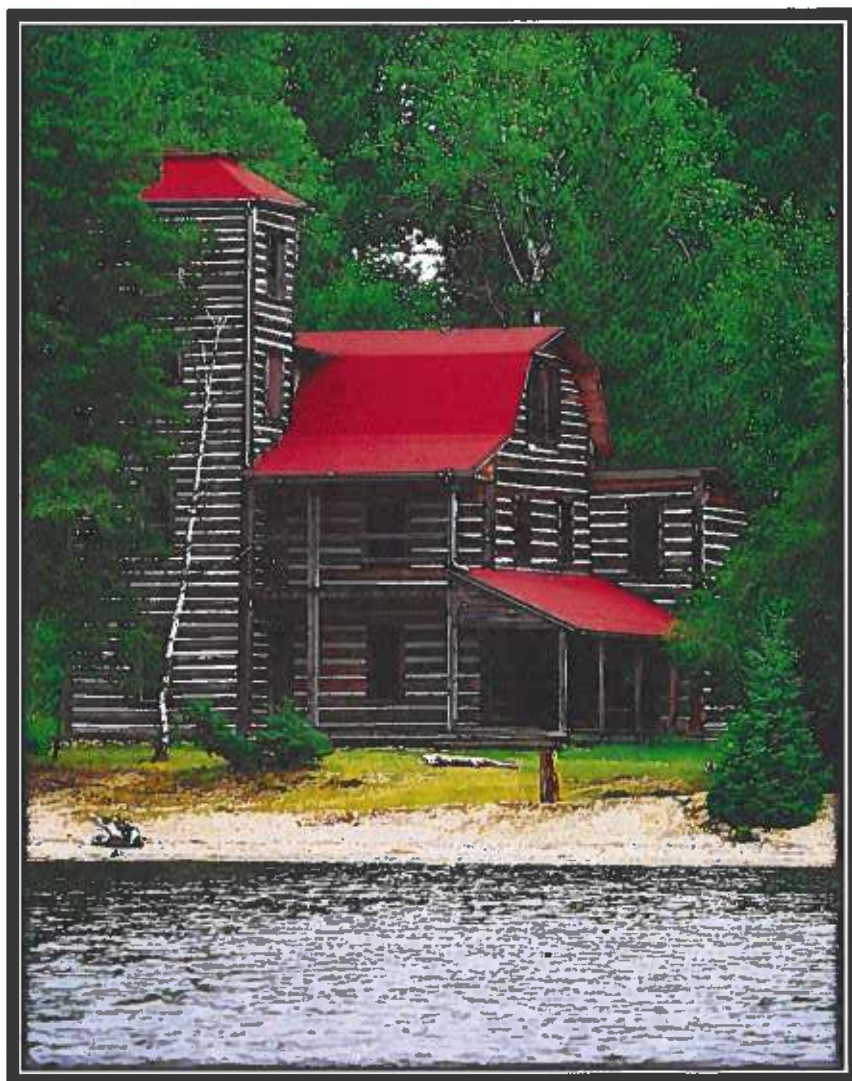


Lynda Colby, Clerk



Election Signs

Guide for Candidates and Registered Third Parties



Municipal Elections 2022

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Introduction

Congratulations on your decision to participate in the upcoming election! This is an exciting opportunity for you to engage with eligible Ignace voters and promote the democratic process.

There are many important components to an election campaign, one of which is signage. Election signs serve an important function in the electoral process. Often, election signs are a primary means by which citizens become aware of an upcoming election as well as an important platform through which voters engage with candidates and/or issues facing the community.

Election signs are subject to both local municipal and regional sign By-law regulations. The Township of Ignace administers and enforces election sign regulations for Municipal, Provincial and Federal elections in accordance with Ignace's Election Sign By-law [102.2021](#). These rules are designed to address challenges related to public nuisance and public safety by preventing sign pollution and hazardous conditions for road users.

This Guide has been designed to assist you and your campaign team by presenting the regulations contained in the Township of Ignace's Sign By-law in the style of "Frequently Asked Questions". This Guide also includes maps and graphics to help illustrate the rules for permitted and prohibited use of election signs so that you may ensure your campaign's compliance with the By-law.

Further information on election signs can be obtained from the Clerk's Office at clerk@ignace.ca.

We wish you the best of luck on your campaign!

Getting Started

What are the general prohibitions regarding election signs?

In general, no person shall place or permit to be placed an election sign that is illuminated, greater than 6 square meters in size, interferes with vehicular traffic or the safety of pedestrians, or impedes or obstructs the Township's maintenance operations.

What size can an election sign be?

No person shall place or permit to be placed an election sign that has a sign area of more than six (6) square meters.

How high can an election sign be from ground level?

An election sign that has a sign height of more than 1 point 8 meters when placed within 3 to 8 meters of the roadway. An election sign that has a height of more than 4 meters when placed beyond 8 meters of the roadway.

Note: Though the current Election Sign By-law [102.2021](#) does not state a specific size requirement other than stated above a guideline for sign dimensions is shown below.

Dimension	Size
Sign Area	432 square inches (3 square feet)
Height	18 inches
Width	24 inches
Height off the ground	2 feet

Putting up Election Signs

When can I start putting up election signs?

No person shall place or permit to be placed an election sign for a Municipal Election, except an election sign which is placed on a campaign office. Yard signs and billboards cannot be placed until the day that the Candidate or Third-Party Advertiser has registered their nomination with the Clerk.

Are there any design or content restrictions on election signs?

No person shall display on any election sign a logo, trademark or official mark, in whole or in part, owned or licensed by the Township. Signs should not be confusing to motorists or pedestrians. This is referring to directional arrows or similar street sign type graphics.

In general, content and messaging on election signs is not regulated by By-law. Messaging that rises to the level of libel or hate speech is regulated by the Criminal Code and Enforced by the Ontario Provincial Police.

Can I put up election signs on private property?

Candidates and registered Third-Parties may place election signs on private property, provided that:

- The property owner or occupant consents to the placement of the sign
- The sign is planted in the ground
- Only 1 sign per candidate or registered third party is placed on the property
- The sign does not interfere with the safe operation of vehicular traffic or impair the safety of pedestrians
- The sign does not prevent or impede the access of emergency personnel to any part of the building, including emergency water connections and fire hydrants
- The sign does not obstruct a fire escape, fire exit, door, window, scuttle, skylight, flue, air intake or exhaust
- If the sign is on rural property, it is placed only on the portion of the property that is being maintained for residential purposes.

Can I put up election signs on public property?

Candidates and registered Third-Parties shall not place an election sign or permit to be placed on public property, in a park, in a roadway, within 3 metres of a roadway, between the roadway and sidewalk, a median strip, on a tree or fence or wall or a gate or utility pole located on public property or a street or within 10 metres of another election sign.

Please see Appendix "B" of this guide.

Can I put up an election sign on public property adjacent to a private residence?

Election signs are permitted on Municipal boulevards abutting the front yard of a residential lot, provided that the property owner or occupant consents to the placement of the sign and the sign does not impede vehicular traffic or pedestrian safety.

Can I put up election signs along Township streets and regional roads?

Election signs are only permitted on public property at designated local and regional road intersections. Election signs are not permitted on Municipal boulevards between intersections, except in cases as described above.

What signage can I put up at my campaign office and when?

On the day that the Candidate has filed their nomination with the Clerk. Signs may not be larger than 6 square metres and can be illuminated when on a campaign office or billboard.

I ran for office in a previous election. Can I use the signs from my previous campaign in this election?

Candidates and registered third-parties are subject to specific limits on what they can spend during their campaign period.

How will the election sign By-law be enforced?

During the campaign period, the MLEO (Municipal Law Enforcement Officer) will patrol Township streets to ensure compliance with the election signs By-law [102.2021](#). Election signs will be removed and impounded without notice if:

- The sign has been placed in a non-permitted location
- The sign has been removed from its grounding and/or has fallen into a state of disrepair
- The sign poses a hazard to public safety

What are the penalties for violating the Township's election sign By-law?

Please see By-law [102.2021](#) for section numbers.

Every person who contravenes any provision of this By-law is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O 1990, c P.33, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.

Every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

Every person who contravenes the provisions of any section of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended and is liable on conviction to a penalty where the minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$100,000 exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

For the purpose of continuous offences, every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence and is liable on conviction to a penalty not exceeding \$10,000 per day or part thereof, exclusive of costs, under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

For the purpose of multiple offences, every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence and is liable on conviction to a penalty not exceeding \$10,000 per offence, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

Notwithstanding Section 9.5.0.0.0, and in accordance with the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the total of all fines for the continuous offences or multiple offences is not limited to \$100,000.

What should I do if I see an election sign placed in violation of the By-laws?

Potential violations should be reported in writing to the Township's MLEO at bylaw@ignace.ca. Complaints will be investigated by the MLEO within 2 business days upon receipt.

Please see By-law [41.2021](#) the Handling of Complaints.

Anonymous complaints should be assigned the lowest priority for investigation for a number of practical and legal reasons:

- Frequently anonymous complaints are without merit. They are often the result of personal disputes. The Township of Ignace should not be wasting its resources on investigating baseless complaints. The Township of Ignace is not obligated to do any follow up on anonymous complaints.
- To properly investigate a complaint, it is often necessary for the authority having jurisdiction to obtain additional or clarifying information from the complainant. It is also vital to close the circle and inform the complainant when there is a violation, so they both understand the issue and the Township of Ignace's response and position. This follow-up is impossible if the complainant wishes to remain anonymous.

How will I be notified if one of my election signs is impounded or destroyed and how do I get them back?

The Clerk and/or Enforcement Officer may destroy any election signs which have been removed and not claimed and retrieved by the Candidate, person(s), or owner within the time period as prescribed by the Clerk.

The Clerk may make regulations under this by-law prescribing the rules and procedures for the retrieval and destruction of election signs removed under sections 5.1 and 5.2 (of By-law [102.2021](#)) including, without limitation, the form of and any information required to be provided to the Clerk and/or an Enforcement Officer to authorize the release of an election sign, dates on or by which an election sign may be retrieved or destroyed, and the manner in which notice may be given to an Owner relating to the retrieval and destruction of an election sign.

One of my election signs was vandalized, moved without my permission, or stolen. What should I do?

Incidents of vandalism, theft, and other forms of tampering with election signs are regulated by the private property provisions of the Criminal Code and should be reported to the Ontario Provincial Police.

What should I do with my election signs after the election?

Candidates and Registered Third-Parties shall be given 96 hours immediately following 11:59pm of the day of the election to remove ALL signs. Failure to do so may result in penalty as prescribed above.

Appendix "A" Definitions

Billboard means an outdoor sign erected and maintained by a person, firm, corporation, or business engaged in the sale or rental of the space on the sign to a clientele, upon which space is displayed copy that advertises goods, products, or services not necessarily sold or offered on the property where the sign is located, and the sign is either single faced or double faced.

Boulevard means the portion of every street which is not used as a sidewalk, driveway access, travelled roadway or shoulder.

Campaign Office means a building or structure, or part of a building or structure, used by a Candidate to conduct an election campaign.

Candidate(s) means:

- I. A Candidate within the meaning of the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, as amended; and
- II. Shall be deemed to include a person seeking to influence other persons to vote for or against any question or By-law to the electors under Section 8 of the Municipal Elections Act, 1996, as amended.

Clerk means the Clerk of the Corporation of the Township of Ignace or a person designated by them for the purpose of this By-law.

Daylight Triangle (or sight triangle) is the triangular space of a corner lot formed by the street lines and a line drawn from a point in one street line to a point in the other street line, measured 5 meters (or 16.4 feet) along the street from the point of intersection of the street lines.

Election Sign(s) means any sign, including posters, promoting, opposing or taking a position with respect to:

- I. Any Candidate or Political party in an election under the Canadian Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; and
- II. An issue associated with a person or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; or
- III. A question, law or By-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996.

Electoral District means a geographic area represented by a member of Municipal Council, Member of a School Board, Member of Provincial Parliament in the Legislative

Assembly of Ontario, and Member of Federal Parliament in the House of Commons.

Enforcement Officer means a Municipal Law Enforcement Officer appointed by the Council of the Corporation of the Township of Ignace.

Median Strip means the portion of a street so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by a physical barrier or a raised or depressed paved or unpaved separation area that is not intended to allow crossing vehicular movement and includes a central island in a roundabout.

Nomination Day means the deadline to file a nomination with the Clerk under the Municipal Elections Act, 1996, as amended.

Owner means the registered Owner of the property on which an Election sign is placed; any person described on or whose name, image, address or telephone number appears on the Election sign; any person who is in control of the Election sign; any person who benefits from the message on the Election sign; and for the purpose of this By-law there may be more than one Owner of an Election sign.

Park means land and land covered by water and all portions thereof under the control or management or joint management of the Township; that is or hereafter may be established, dedicated, set apart, or made available for use as public open space, including a natural park area and an environmentally significant area as defined in this By-law, including any buildings, structures, facilities, erections and improvements located in or on such land.

Place means attach, install, erect, construct, reconstruct, move, display or affix.

Public Property means real property owned by or under the control of the Township, including a Park, or any of its agencies, local boards, commissions or corporations but, for the purposes of this By-law, does not include a Street.

Roadway means the part of a street that is improved, designed or ordinarily used for vehicular traffic and includes a shoulder.

Sidewalk means any Municipal walkway, or that portion of a street between the roadway and the adjacent property line, primarily intended for the use of pedestrians.

Sign Area means the area of one side of a sign where copy can be placed.

Sign Height means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign.

Street means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the Township of Ignace and this term includes all road works and appurtenant to Municipal land.

Third-Party Advertiser is an individual, corporation, trade union, or group that prints, broadcasts, and/or distributes paid advertisements during an election that promote, support, or oppose a candidate or issue on the ballot. Third-Parties are required to register with the applicable federal, provincial or municipal election authority before engaging in any paid election-related advertising.

Township means the Corporation of the Township of Ignace.

Utility means water, sewer, artificial or natural gas, petrochemical, electrical power or energy, steam or hot/chilled water, and telecommunication networks, and includes the works, structures, buildings and appurtenances necessarily incidental to the supplying of such services.

Voting Place means a place where electors cast their ballots and:

- I. When a voting place is located on Public Property, includes any Street abutting; or
- II. When a voting place is located on Private Property, includes any Street abutting.

Appendix “B” Election Signs at Designated Intersections

Note: Appendix “B” is a guideline only for vehicular and pedestrian safety.

