

# 2022 Municipal Election Basics

**Ministry of Municipal Affairs and Housing**

**Date: November 16 and 17, 2021**

# Disclaimer

- These slides are provided by the Ministry of Municipal Affairs and Housing for convenience only.
- The slides should not be relied on for legal or official purposes and are not meant to replace provincial legislation or regulations.
- As local facts and circumstances vary, users should consider obtaining their own legal advice when particular legal issues arise.
- For more specific information, please refer to the relevant legislation and regulations which can be found online at: [www.ontario.ca/laws](http://www.ontario.ca/laws)

# Key Terms

## Campaign Period

- The time during which a candidate can incur expenses related to an election campaign.
- The earliest a nomination can be filed is May 1 of any year.

## Nomination Day

- The last day for a candidate to file a nomination or withdraw a nomination. [August 19, 2022].

## Voting Day (Election Day)

- The day of the election. For a regular election, voting day is the fourth Monday in October in the year of the election [October 24, 2022].

## Restricted Acts Period

- The period of time after either nomination day or voting day during which a council *may* be restricted from certain actions, depending upon local circumstances

# Key Terms (cont'd)

## Preliminary List of Electors (PLE)

- An initial list prepared by Municipal Property Assessment Corporation of persons who are eligible to vote in your community.

## Voters' List

- The PLE as corrected by the clerk to reflect eligible electors in your community (this may include changes made up to and including voting day).

## Acclamation

- The election to office of certified candidates at close of nomination day if there are no more candidates than offices.

## Campaign Expenses

- The amounts spent by a candidate on their campaign, subject to some exceptions.

# Key Terms (cont'd)

## Proxy

- An elector that has been appointed by another elector to vote on their behalf

## Scrutineer

- A person appointed by a candidate to be present during the vote and vote count (including any recount).

## Elector

- A Canadian citizen, 18 years of age or older, who resides in your municipality, or an owner or tenant of land (or their spouse) in your municipality, and who is not otherwise disqualified.

## Contribution

- Money, goods or services given to and accepted by an election campaign (i.e. the candidate or a person they have authorized)

# Key Terms (cont'd)

## Financial Statement

- A statement in prescribed form reflecting campaign expenses.

## Voting Place

- A location established by the clerk for voting during an advanced voting day or on election day.

## Ballot

- A form used by electors to cast their vote.

## Compliance Audit Committee

- A committee established by council or a school board that reviews applications made by electors and determines if a compliance audit of a candidate's or third party advertiser's campaign finances should be conducted and/or court proceedings should be commenced in a particular situation.

# Key Terms (cont'd)

## Third Party Advertisement

- An advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing,
  - a candidate, or
  - a “yes” or “no” answer to a question on a ballot,but does not include an advertisement by or under the direction of a candidate or an advertisement if the person or entity that causes the advertisement to appear incurs no expenses or the advertisement is distributed to the third party’s own employees or members.

# Legislation/Regulations

## *Municipal Elections Act, 1996*

- O.Reg. 101/97 – General
- O.Reg. 4/00 – Transitional Matters Affecting a Regular Election Arising Out of Restructuring
- O.Reg. 425/00 – Provincial Interest
- O.Reg. 304/13 – Voter Identification

## *Municipal Act, 2001*

## *Education Act*

- O.Reg.412/00 – Elections to and Representation on District School Boards

[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)

[www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca)

<https://www.amcto.com>

# Language of notices, forms and other information

- All notices, forms and other information related to the election must be provided in English only, unless council has passed a by-law allowing the use of French or other languages, in addition to English
  - Council may pass a by-law allowing the use of French in prescribed forms
- For a French-language district school board or relevant school authority the notices, forms and other information related to the election must be provided in both English and French.
  - Council may pass a by-law allowing the use of other languages in addition to English and French, in notices, forms (other than prescribed forms) and other information

# Principles



- Secrecy and confidentiality of individual votes



- Fair and non-biased



- Accessible



- Integrity of the process

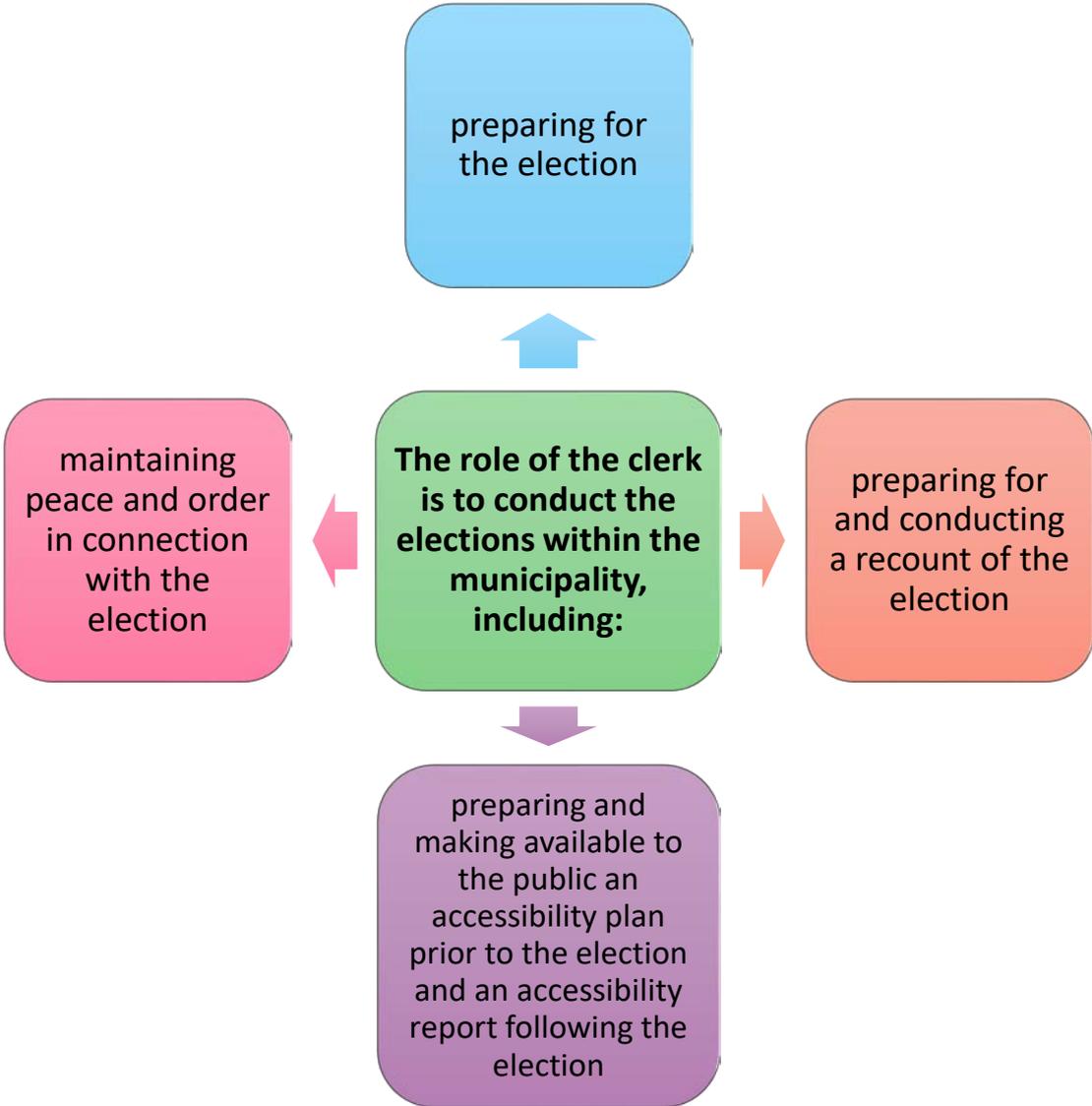


- Certainty of results



- Voters and candidates treated fairly and consistently

# Role of the Clerk



# Role of the Clerk – General

- A clerk who is responsible for conducting an election may provide for any matter or procedure that,
  - is not otherwise provided for in an Act or regulation
  - in the clerk's opinion, is necessary or desirable for conducting the election
  - includes the power to establish forms
- The clerk must also:
  - establish notice provisions
  - provide sufficient information for people to exercise their rights
  - when necessary, appoint deputy returning officers and other election officials and delegate appropriate authorities.

# Role of the Clerk – Specific



- Receive nominations from candidates



- Register third party advertisers



- Manage the voters' list



- Determine voting locations



- Establish advance voting dates and voting hours.



- Prepare accessibility plan and post publicly prior to voting day



- Prepare and make the post-election accessibility report available to public



- Provide advice to council on voting methods and other election related decisions, where applicable

# Role of the Clerk – Campaign Finances

Calculate and provide spending limits to candidates and third party advertisers

Calculate and provide spending limits for parties and expressions of appreciation

Receive and review financial statements from candidates and third party advertisers for compliance with filing date and contribution limits

Make public a list of which candidates and third party advertisers filed campaign financial statements and which did not

Review contributions and prepare reports for consideration by the compliance audit committee

Forward applications for audits of candidates and third party advertisers to compliance audit committee

Send reports regarding contributors to trustee candidates to secretary of the school board

# Election Administration

- Municipalities and school boards are required to establish policies before May 1, 2022 regarding the use of municipal or board resources during a campaign.
- Councils and boards may establish policies by May 1, 2022 setting out additional conditions for an automatic recount.
- Clerks determine dates and times for advance voting, reduced voting hours in certain institutions, and early opening on voting day.
- Advance voting cannot begin more than 30 days before voting day.
- Clerks are given the authority to provide for electronic filing of candidate's and third party advertiser's financial statements.

# Election Administration – Personnel

- Where necessary, the clerk must appoint a deputy returning officer (DRO) for each voting place.
- Clerk may appoint other election personnel.
- Clerk can delegate all or some election powers to election personnel.

# Deputy Returning Officer

- The clerk shall make the appointment of the deputy returning officer (DRO) in writing.
- The clerk may wish to:
  - administer an oath of secrecy
  - ensure that the DRO and all election staff are trained and understand their duties and powers
- The DRO is responsible for the conduct of the vote at the assigned voting subdivision.
- The duties of the DRO are assigned by the clerk in writing.
- Commonly assigned duties of DROs include:
  - checking and reading election materials
  - documenting receipt of ballots
  - checking and counting ballots for accuracy
  - preparing list(s) of voters who voted at the close of the advance vote and remitting them to the clerk with all election materials, ballot box, unused ballots and supplies.

# Plans and Policies

## Mandatory:

- Accessibility plan and report
  - Accessibility plan must be made available to the public before voting day (October 24, 2022)
  - Accessibility report must be prepared within 90 days after voting day
- Use of municipal resources policy (by May 1, 2022)

## Other policies or procedures to consider:

- Election signage (election sign by-law)
- Voting places
- Election staffing and training
- Compliance audit
- Communications, including social media
- Municipal procurement policies

# Budget and Delegations

- There are some items the clerk may wish to consider as part of the 2022 budgeting process including (but not limited to):
  - Election costs
    - Materials (e.g. ballots, ballot boxes, privacy screens, etc.)
    - Election planning staff and voting day staff
    - Training costs and overtime
    - Post-election costs
    - Contingency reserves
  - Delegations
    - Potential for extended restricted period (e.g. restricted acts of council after nomination day)
    - Ensure budget is passed prior to nomination day to minimize the impact of a potentially restricted council.



# Communication and Outreach

- Communication resources:
  - Ministry's Candidates' Guide, Third Party Advertisers' Guide and Voters' Guide
  - Municipal website / social media/ other communication resources
  - Local events that could be used to provide voters' with information
  - Physical signage at voting places
- Consider local needs with respect to communications.
- Keep accessibility in mind in developing communications strategies and products.
- Key dates and deadlines can be helpful milestones in developing communications and outreach plans.
- If the municipality is making a significant change to the method of voting or the voting process, consider how to best communicate this change to the community.



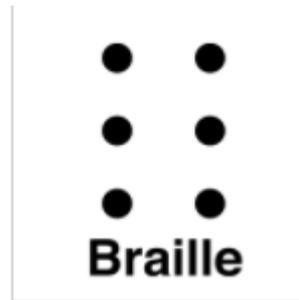
# Accessible Elections

- Clerks must have regard to the needs of electors and candidates with disabilities.
- The Integrated Accessibility Standards regulation (O.Reg. 191/11) establishes the accessibility standards for information and communications, employment, transportation and the design of public spaces.
- Prior to voting day, the clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
- Within 90 days after voting day in a regular election, the clerk shall report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
- Both the plan and the report must be made available to the public.



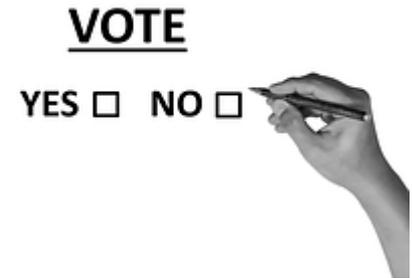
# Accessible Elections (cont'd)

- The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in partnership with the Accessibility Directorate of Ontario has developed:
  - Clerk's Guide to Conducting Accessible Elections
  - Voter's Guide to Accessible Elections



# Question on the Ballot

- A question may be placed on the ballot by:
  - municipal councils (upper, lower, or single tier)
  - school board
  - Minister of Municipal Affairs and Housing
- Single or lower tier municipalities are required to provide at least 10 days notice before the meeting to pass the by-law is held. This by-law must be passed on or before March 1st.
- Upper tier municipalities, local boards and the Minister must comply with the requirements by May 1st.
- There must be at least one public meeting before passing a by-law.
- Notice and appeal process to be provided to electors and the Minister on the wording of the question within 15 days of the passing of the by-law.



# Question on the Ballot (Continued)

VOTE

YES  NO



- Municipal questions must:
  - be about a matters that the municipality has authority for and can implement
  - cannot deal with a matter of Provincial interest
  - be phrased to result in a “yes” or “no” answer
  - be clear and concise, and neutral
- Wording of municipal question may be appealed within 20 days of the by-law being passed.
- Clerk has 15 days to forward appeals to the Chief Electoral Officer of Ontario.
- Hearing to be held within 60 days of receiving notices
- Binding if 50% of eligible electors vote on the question and:
  - Council is obligated to implement if “yes” receives the majority of votes
  - Council cannot implement for four years if “no” receives the majority of votes
- *Liquor License Act* and *Fluoridation Act* have specific provisions.

# Who is Eligible to Hold Municipal Office?

- A resident, non-resident owner or tenant or spouse
- A Canadian citizen
- At least 18 years of age
- Not prohibited from voting
- Not disqualified by any legislation from holding municipal office
- Must remain qualified as of the day they are nominated and throughout the election period

# Who is Ineligible to Hold Municipal Office?

- 
- Any person not eligible to vote in the municipality

- 
- An employee of the municipality (unless a leave of absence is taken before the nomination is filed and the employee resigns if elected)

- 
- A judge of any court

- 
- A member of the Ontario Legislature, Senate or House of Commons

- 
- A person subject to penalties under the *Municipal Elections Act, 1996* for offences in prior election(s)

# Eligibility Requirements - School Board Trustees

- What are the criteria to run for school board trustee?
  - ✓ must be an elector
  - ✓ must be eligible to vote for that particular school board (i.e., meet religious/language support qualifications)
  - ✓ must be a resident in board's area of jurisdiction
- An employee of a school board may be nominated but must take an unpaid leave of absence on or before nomination day and resign their employment in order to hold office on any school board if elected.



# Nominations

- The clerk must provide public notice of all offices to be filled by election and of the nomination procedure.
- The clerk may want to consider preparing information packages for candidates. These packages could include local by-laws and policies, important resources and information related to their obligations as candidates.
- The clerk might also consider creating a checklist for accepting nominations from candidates.
- A checklist or procedures list may help the clerk ensure that they have all the information needed from the candidate, and provides an opportunity to share important information with the candidate.



# Nominations (Continued)



- Nominations can be filed:
  - on or after May 1 until nomination day, at any time the clerk's office is open
  - electronically, if the clerk allows
- Nomination day is August 19.
- On nomination day, nominations can only be made between 9:00 a.m. and 2:00 p.m. The filing fee is:
  - \$200 for head of council
  - \$100 all other offices
- Filing fee can be paid by cash, certified cheque, money order or any electronic means specified by the clerk.
- The clerk must provide candidates with an estimate of general spending limit, self-funding limit, and spending limit on parties and expressions of appreciation.

# Nominations (Continued)

- A person can only be nominated for one office at a time.
- If a person files more than one nomination, then the most recent nomination is effective – prior nomination(s) is(are) deemed withdrawn.
- Withdrawn nominations may still be considered separate campaigns, and require financial statements.
- A person's name can only appear on one ballot.
- Clerk to certify nominations by:
  - August 22, 2022 for initial nominations
  - August 25, 2022 for additional nominations when insufficient nominations have been filed for the offices to be filled
- If clerk rejects an individual's nomination, the clerk must notify all candidates for the office as soon as possible, but the clerk's decision is final.

# Nominations – 25 Signatures



- Candidates running for municipal council in a municipality that has more than 4000 electors must submit endorsement signatures from 25 people who are eligible to vote in the municipality.
  - Candidates will be required to submit 25 endorsement signatures with their nomination form.
- Those who endorse a candidate will also be declaring that they were eligible to vote when they provided the endorsement.
- If a municipality is divided into wards, a person who is eligible to vote in the municipality can nominate a candidate for any ward in the municipality.
- If a candidate chooses to run for a different office on the same municipal council, they do not have to resubmit another 25 signatures.

# Withdrawal of Nomination

- A withdrawal must be filed with the clerk's office in writing before 2:00 p.m. on nomination day – Friday August 19, 2022
- If a nomination is withdrawn, the candidate is entitled to a refund of their nomination filing fee once they file their financial statement.
- If a candidate withdraws a nomination, they are still required to file a campaign financial statement covering all of the financial transactions made in the campaign, even if the only financial transaction made was the nomination filing fee.

# Additional Nominations

- If there are fewer nominations than offices to fill by election at the close of nomination day, additional nominations may be filed.
- Additional nominations can be received on August 24, 2022 between 9:00 a.m. and 2:00 p.m.

# Acclamations

- Occurs when the number of certified candidates for an office is equal to or less than the number of candidates to be elected for that office

## Following Nomination Day

- The clerk must declare all acclamations on the Monday following nomination day (August 22, 2022)

## Additional Nominations

- If additional nominations are required, those acclamations are announced after 4:00 p.m. on the Thursday following nomination day (August 25, 2022)

# Spending Limit

Head of Council Limit	Formula
Spending limit	$\$7,500 + 0.85 \text{ per elector}$
Spending limit for expressions of appreciation	10% of general spending limit

Other Office on Council Limit	Formula
Spending limit	$\$5,000 + 0.85 \text{ per elector}^{**}$
Spending limit for expressions of appreciation	10% of general spending limit

**\*\***calculated by ward, where applicable



# Third Party Advertiser – Registration

- A third-party advertiser registers in the local municipality with the clerk responsible for conducting the election.
- Only the following persons and entities are eligible to register as third-party advertisers with the clerk:
  - an individual who is normally resident in Ontario
  - a corporation that carries on business in Ontario
  - a trade union that holds bargaining rights for employees in Ontario
- Registrations for third party advertisers can be filed on or after May 1, 2022, until the Friday before voting day (October 21, 2022), at a time when the clerk's office is open.

# Third-Party Advertiser – Registration (Continued)

- The clerk must provide third party advertisers with an estimate of their general spending limit and their spending limit on parties and expressions of appreciation.
  - The formula to calculate the third-party advertiser spending limit is \$5,000 plus \$0.05 per eligible elector, to a maximum of \$25,000.
- A third-party advertiser's campaign automatically ends if they become a candidate in the election.
- Third-party advertisers may withdraw their registration by filing a written withdrawal with the clerk.

# Restricted Acts after Nomination Day

- *Municipal Act, 2001*, section 275
- Councils can be restricted during two separate time periods:
  1. after nomination day
  2. after voting day
- The three quarter ( $\frac{3}{4}$ ) rule applies. Some examples:

## 5 Member Council

- $\frac{3}{4}$  of a 5-member council is 4

## 7 Member Council

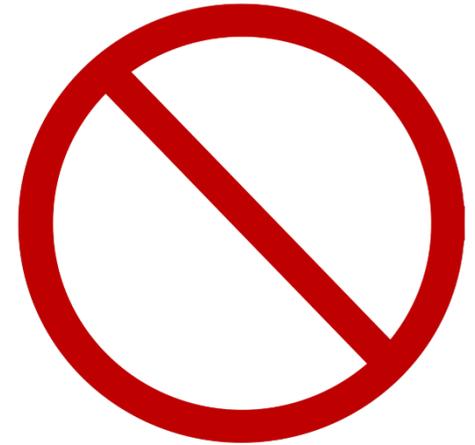
- $\frac{3}{4}$  of a 7-member council is 6

## 9 Member Council

- $\frac{3}{4}$  of a 9-member council is 7

# Restricted Acts After Nomination Day (Continued)

- Municipal Act, 2001 s. 275 restrictions after nomination day:
  - appointment or removal of any officer
  - hiring or dismissal of any employee
  - disposition of municipal property which exceeds \$50,000
  - incurring expenditure or liability which exceeds \$50,000



- Exceptions:
  - The disposition of property and the disposition or liability exceeding \$50,000 does not apply if these items were included in the budget adopted prior to nomination day.

# Canvassing



- Access to a building for canvassing purposes / distribution of material:
  - Apartment building, condominium building, non-profit housing cooperative or gated community – section 88.1 of the *Municipal Elections Act, 1996*
  - Apartments – section 28 of the *Residential Tenancies Act, 2006*
  - Condominiums – section 118 of the *Condominium Act, 1998*
  - Co-ops – section 171.24 of the *Co-operative Corporations Act*
- When canvassing, candidates should inform themselves about any municipal sign by-laws.

# Voters' List

- Preliminary list of electors
  - By March 31, the clerk shall notify the Municipal Property Assessment Corporation (MPAC) of the boundaries of the voting subdivisions, if any
  - Provided by MPAC to the clerk on or before August 1 or an alternate date as agreed to
  - Clerk to correct the list using local knowledge and available data
  - Once corrected, the preliminary list of electors becomes the voters' list
- The clerk must have the voters' list reproduced for candidates and other authorized persons (if requested) on or after September 1, 2022.
- A person whose name appears on the voters' list for a voting place is entitled to receive a ballot to vote there.

# Voters' List (Continued)

- On written request, provide a copy of the voters' list to:
  - those entitled under subsection 23(3) of the MEA
  - candidates (but only the part of the voters' list that applies to the office they are running for)
- The voters' list shall not be posted in a public place.
- The voters' list shall not be made available to the public by posting on an internet website or via any other print or electronic medium of mass communication.
- Some municipal clerks require anyone who receives a copy of the list to sign a receipt acknowledging the list is only to be used for election purposes and any other use would be in violation of the *Municipal Elections Act, 1996*.

# Voters' List (Continued)

- Clerks are able to determine additional formats for applications to amend information on the voters' list.
- Requests to delete another person's name are only allowed when the other person is deceased.
- On their own initiative, clerks may remove the names of persons that they know to be deceased.
- Applications for changes to the list are allowed from September 1 until the close of voting on voting day.
- During the period beginning on September 15 and ending on September 25, the clerk shall prepare an interim list of the changes to the voters' list.
- The clerk provides a copy of the interim list to anyone who received a copy of the voters' list.
- Within 30 days after voting day, the clerk prepares the final list of revisions and delivers a copy to MPAC.

# Proxy Voting

- The proxy process provides an opportunity for an elector to appoint someone to vote on their behalf.
- The appointment must be made in writing using the prescribed form - these forms require original signatures.
- A person appointed as a voting proxy is also entitled to vote in his or her own right.
- A person wishing to appoint a proxy voter must complete the prescribed form and give the form to the person they are appointing (the proxy voter). The proxy voter then files the form with the municipal clerk.
- The person acting as a proxy must be a qualified voter in the municipality.
- The eligible proxy may exercise only one proxy vote, unless the proxy is acting on behalf of a spouse, sibling, parent, child, grandparent or grandchild.



# Proxy Voting (Continued)

- A voting proxy cannot be appointed until all nominations are closed (August 19, 2022).
- In a situation where a municipality is divided into wards, a voter acting as a proxy does not have to be from the same ward as the voter appointing the proxy holder.
- The clerk shall certify the appointment on the prescribed form.
- The clerk may designate the place and time for presentation of the proxy voting application and appointment documents for the clerk's certification.
- The clerk is able to delegate the authority for the issuance of proxies.
- Clerk retains a copy of the appointment, and the voter files the original with the deputy returning officer (DRO) when voting.
- Voter is required to take the prescribed oath before voting.

# Voting Places

- General rules:
  - deputy returning officer (DRO) is in charge of the voting place
  - clerk determines the specific location and boundaries of the voting place
  - no campaigning in voting place / no campaign material or literature in voting place
  - some institutional locations are required to provide free space
  - when selecting voting places, the clerk must ensure that it is accessible to electors with disabilities
- The clerk may want to consider an information table in addition to the polling stations.
- The clerk must determine the number and location of all voting locations for voting day, and ensure they are accessible.
- You may want to conduct site visits to potential voting locations, and ensure it meets your needs for voting day.

# Voting Places (Continued)

- Clerks have responsibilities related to supplying voting locations with copies of the voters' list. A clerk must:
  - prepare and certify the voters' list for each voting place
  - determine which electors appear on the voters' list for each voting place
  - make appropriate changes to the voters' list for each voting place based upon approved revisions
- No campaign materials or campaigning at the voting place.
- No person shall:
  - interfere or attempt to interfere with an elector who is marking the ballot
  - obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted
  - communicate any information obtained at a voting place about how an elector intends to vote or has voted
  - take a photograph or video recording of his or her marked ballot
  - show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting

# Voting Places (Continued)

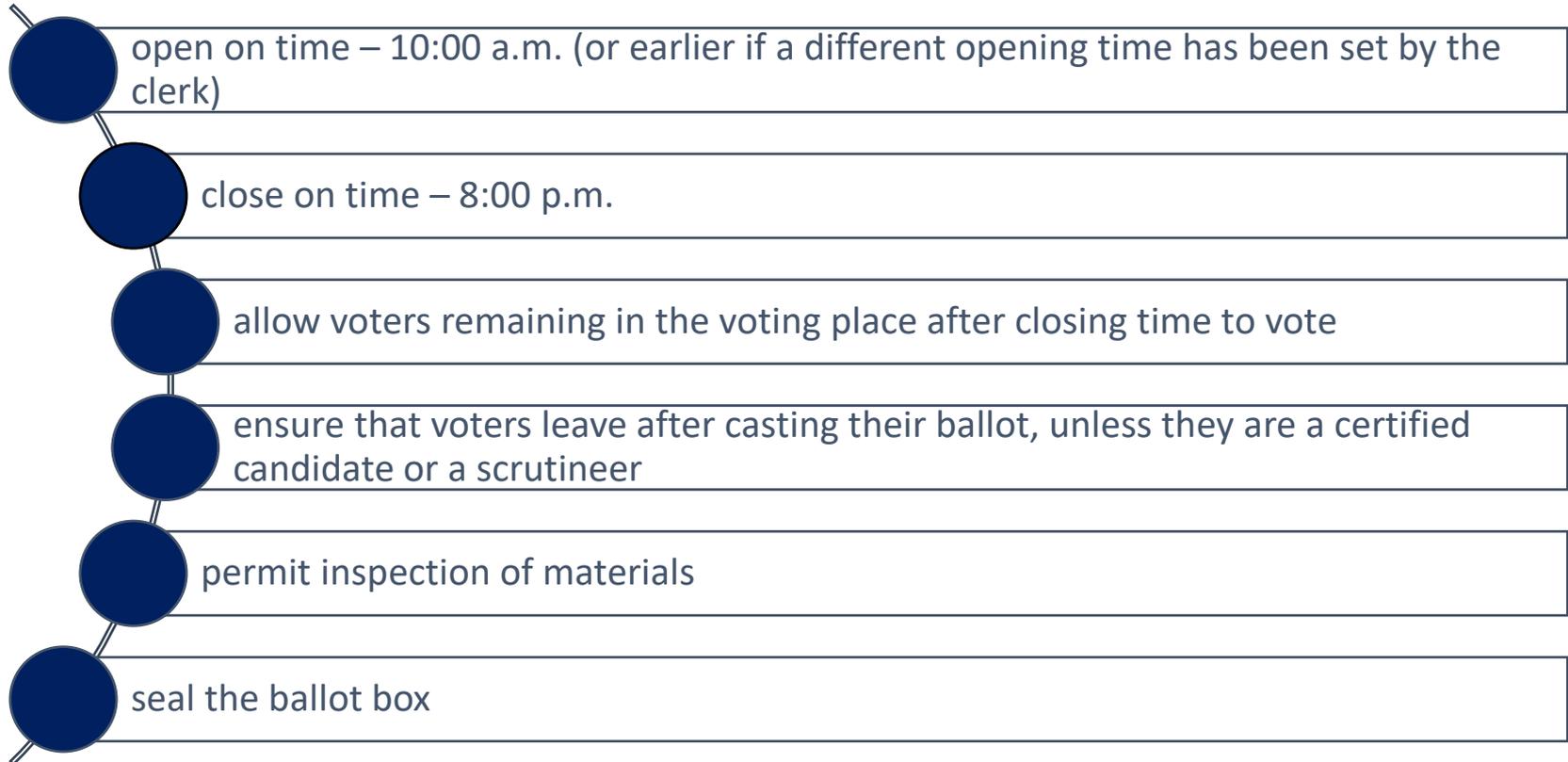
- All persons present are to maintain the secrecy of the ballot.
- In addition to any voting places designated by the clerk, no matter what voting method being used, a voting place needs to be established at each:



- Institution for the reception, treatment or vocational training of members or former members of the Canadian Forces
- Institution in which, on September 1, 20 or more beds are occupied by persons who are disabled, chronically ill or infirm
- Retirement home in which, on September 1, 50 or more beds are occupied

# Voting Day – Election Personnel

- The DRO and other election personnel shall:



# Voting Day – Election Personnel (Continued)

- The DRO and other election personnel should:

During voting day,  
not leave the  
voting place  
unless properly  
replaced

Arrive early to set  
up

Post instructions  
and warnings

Place ballot box in  
a visible location

# Voting Day – Equipment and Supplies



- Ballots
- Ballot boxes (regular vote, advance vote, spare)
- Voting booths
- Voting place supply kits
- Identification tags for all election personnel
- Internal and external signage for each voting place (i.e. by voting subdivision number or by alphabetical order)
- Transportation - decide who and how the ballot boxes and material will be returned to the clerk after counting on election night
- First aid kit
- Cell phone, pens, pencils, paper, markers, sticky tape, flashlights, etc. ...

# Ballots

Rules in preparing ballots are outlined in the *Municipal Elections Act, 1996* and include:

- only the names of certified candidates can be included
- candidates are listed in alphabetical order by family name
- another name may be used instead or in addition to legal name, if the clerk agrees.
- no reference to occupation, degree
- space for marking must be to the right
- all ballots for same office must be identical



Clerk can choose to use composite or separate ballots for each office.

# Scrutineers

- A candidate may appoint scrutineers to be present for the voting and the counting of the votes:
  - no age restriction, nor do they need to be an elector
  - written proof of authorization required
  - only one candidate or scrutineer per ballot box during the traditional election process
  - no “campaigning” within the voting place
- Each scrutineer:
  - represents the candidate during the vote and counting
  - may inspect the ballot box, ballots and documents prior to the count
  - may affix a seal to the ballot box
  - may observe the issuance and counting of ballots but not interfere – no touching!
  - may object to the eligibility of an elector, the ballot or counting of a vote – the decision is the deputy returning officer’s but objection must be noted

# Voters' List on Voting Day

- Voters are allowed to add themselves to voters' list until the close of voting on voting day.
- Voters may also correct information on the list.
- The clerk should ensure a clear policy is established, and may want to consider a tailored form.
- The clerk may want to consider setting up a separate table for revisions and corrections on voting day to avoid delays.

# Voter Eligibility

<b>A person is eligible to be an elector if, on voting day, they:</b>	<b>The following are prohibited from voting:</b>
<ol style="list-style-type: none"><li>1. Reside in the local municipality or are the owner of land there, or the spouse of such owner or tenant</li><li>2. Are a Canadian citizen</li><li>3. Are at least 18 years old</li><li>4. Are not prohibited from voting</li></ol>	<ol style="list-style-type: none"><li>1. A person who is serving a sentence of imprisonment in a penal or correctional institution</li><li>2. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44 of the MEA</li><li>3. A person who was convicted of bribery (see subsection 90(3) of the Municipal Elections Act, 1996), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted</li></ol>

# Voter Identification

- If the elector's name is on the voters' list:
  - they will be required to provide one piece of identification showing their name and address in order to receive a ballot OR
  - if they do not have identification, they must sign a Declaration of Identity (Form 9) stating they are the person shown on the voters' list
- If an elector is not on the voters' list, they can make an application, in writing, to have their name added to the voters' list.
- The clerk may determine what proof of eligibility is required in order for a person to be added to the list.
- Once the person has been added to the voters' list:
  - they will be required to provide one piece of identification showing their name and address in order to receive a ballot OR
  - if they do not have identification, they must sign Declaration of Identity (Form 9) stating they are the person shown on the voters' list



# Voter Identification - Acceptable Proof

- An Ontario driver's licence
- An Ontario Health Card (photo card)
- An Ontario Photo Card
- An Ontario motor vehicle permit (vehicle portion)
- A cancelled personalized cheque
- A mortgage statement, lease or rental agreement relating to property in Ontario
- An insurance policy or insurance statement
- A loan agreement or other financial agreement with a financial institution
- A document issued or certified by a court in Ontario
- Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
- Any document from a Band Council in Ontario established under the *Indian Act* (Canada)
- An income tax assessment notice
- A Child Tax Benefit Statement
- A Statement of Employment Insurance Benefits Paid T4E
- A Statement of Old Age Security T4A (OAS)
- A Statement of Canada Pension Plan Benefits T4AP
- Canada Pension Plan Statement of Contributions

- A Statement of Direct Deposit for Ontario Works
- A Statement of Direct Deposit for Ontario Disability Support Program
- A Workplace Safety and Insurance Board Statement of Benefits T5007
- A property tax assessment
- A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
- A CNIB Bard or a card from another registered charitable organization that provides services to persons with disabilities
- A hospital card or record
- A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home
- A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- A cheque stub, T4 statement or pay receipt issued by an employer
- A transcript or report card from a post-secondary school

# Elector Residence

An elector may only have one residence in one municipality at a time.

The place where an elector's family resides is their residence, unless the elector moves elsewhere with the intention of changing his or her permanent lodging place

A person's residence is the permanent lodging place to which, whenever absent, they intend to return.

If an elector has no other permanent lodging place, the place where they occupy a room or part of a room as a regular lodger or to which they habitually return is considered a residence.

# Elector Residence – Students

Students are the exception to the requirement that an elector may have only one permanent residence.



A student may reside in one municipality in order to attend school but have no intention of changing their permanent residence to that municipality as their permanent residence, generally the family home, is in another municipality.



A student may vote in both municipalities.

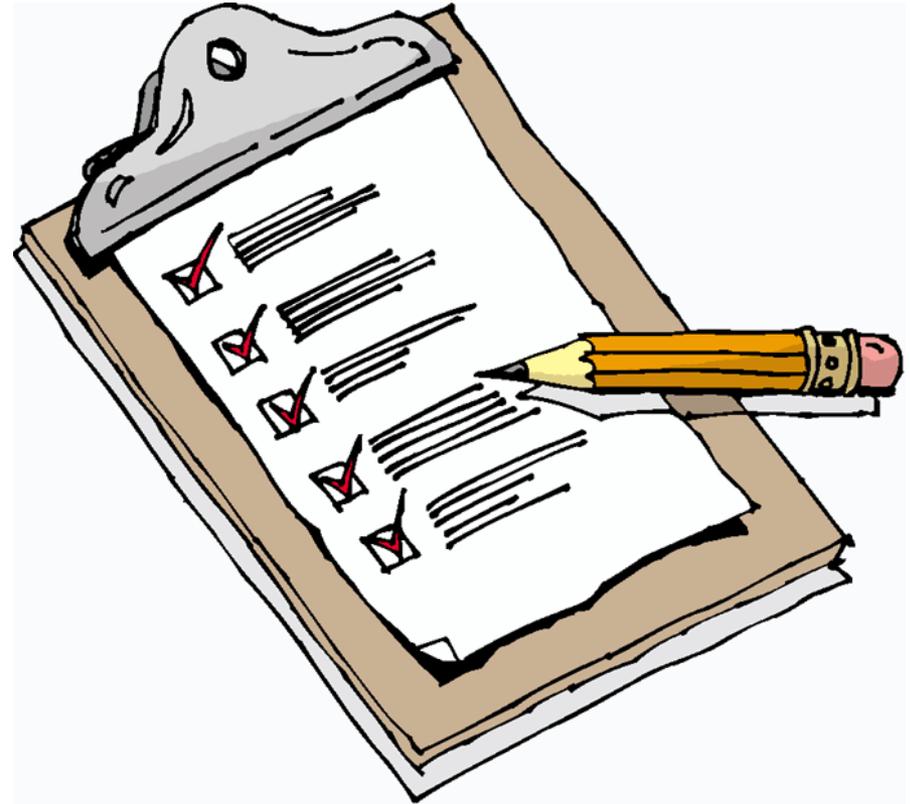
# Elector Residence – Homeless Persons

**For a person with no permanent lodging place, the following rules determine his or her residence:**

- The place in which the person most frequently returned to sleep or eat during the five weeks preceding the determination
- If the person returns with equal frequency to one place to sleep and another to eat, the place in which he or she sleeps
- A declaration regarding the above is conclusive if there is no other information to the contrary.

# Voting Procedure

- One person in the voting booth at a time.
- No pictures or video recording of the ballot or the voting booth.
- Only election personnel, candidates or scrutineers are allowed to remain in the voting place.
- Electors are entitled to one vote per office or question at only one voting place in their community.



# Voting Procedure (Continued)

- An elector whose name is on the voters' list must present identification in order to receive a ballot
- Elector's name is crossed off the voters' list once the ballot is delivered
- Ballot is folded to conceal its face and is returned to the clerk or DRO in the same manner
- Ballot returned to clerk or DRO who places it in the ballot box
- If the elector wishes to decline their vote, then the ballot is marked as declined, and the elector is no longer entitled to vote in that election for the offices on that ballot.
- The clerk or DRO is required to maintain a list of persons who have declined their vote.

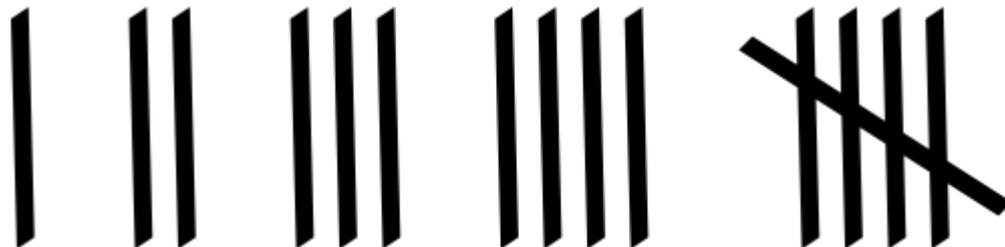
# Counting the Votes



- Duties of the DRO:
  - open the ballot box
  - count the number of votes for each candidate or question, allowing inspection
  - reject from the count all ballots and votes in a ballot that do not comply with the prescribed rules
  - record and decide all objections made to any ballot
  - prepare a statement, in duplicate, showing the results of the election at the voting place
  - place all election materials other than the statement of results in the ballot box and seal it
  - deliver the ballot box and statement of results to the clerk.

# Counting the Votes (Continued)

- In order to be counted, ballots must be properly marked:
  - A cross or other mark within the space designated
  - One mark per office
    - For example on a single ballot (such as a vote for head of council), only one mark would be acceptable
    - On a composite ballot (for example one ballot containing space to vote for head of council, members of council and school board trustee(s)), one mark for each office would be acceptable
- Additional marks other than minor pen strikes may result in a spoiled ballot (other than the initials of the clerk or DRO).
- Subsection 3(2) of O.Reg. 101/97 sets out which ballots must be rejected.



# Counting the Votes (Continued)



- Clerk to compile statement of results from the deputy returning officers.
- As soon as possible after voting day the clerk is to declare the election results (earliest date is October 25).
- Some municipalities release unofficial results, and then declare official results once the votes have been verified.
- In the event of a tie vote, there is an automatic recount within 15 days of the clerk announcing the official results.
- Council has the option of setting a policy to have an automatic recount threshold beyond merely a tie vote.

# Counting the Votes - Tips

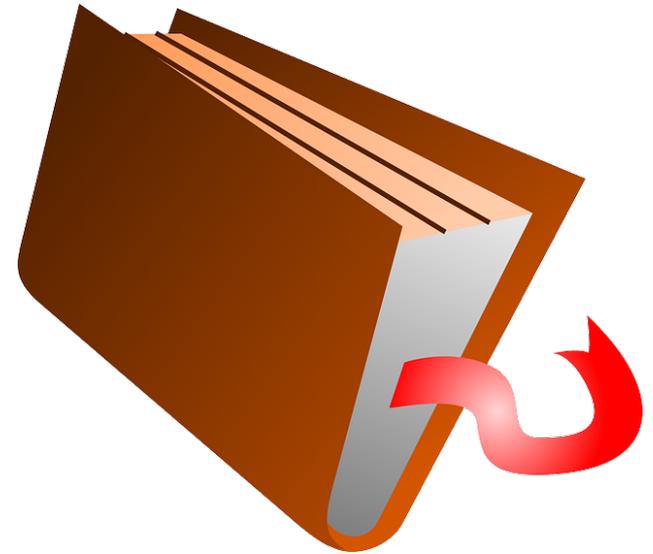
- Tips for the DRO:
  - count the number of voters
  - tally each vote and ensure that the total number of ballots in the ballot box equals:
    - the number of ballots issued (including declined ballots, if any) and
    - the total number of votes counted for each candidate or question
- Sort the ballots into separate envelopes by office and type/treatment
- Permit initialling of envelope, but not the ballots
- Complete the tally documents and return ballots to the ballot box



# Campaign Period

## Campaign period closes when a candidate:

- a) withdraws their nomination, or
- b) files their financial statement between voting day and December 31



- The campaign automatically closes December 31, 2022, unless:
  - the campaign has a deficit, and
  - the candidate notifies the clerk in writing of their intention to extend their campaign on or before December 31, 2022

# Recommencing a Campaign

- Before June 30, 2023:
  - Candidate may recommence the campaign if the candidate incurs costs related to a compliance audit
  - Surplus is returned to candidate with interest when campaign is recommenced
  - Candidate may fundraise and accept contributions
  - Candidate must file supplementary financial statement
- After June 30, 2023:
  - Candidate may not recommence campaign; may not fundraise or accept contributions
  - Candidate must file a financial report 90 days after receipt of the surplus, and every 90 days thereafter until surplus is \$0 or candidate no longer requires funds and returns any remaining surplus
  - Candidate should pay any surplus to the Clerk

# Campaign Contributions

- A candidate does not have to open a bank account if they do not raise or spend money.
- Contributions to candidates from trade unions and corporations are prohibited in municipal elections, but corporations and trade unions are able to participate as third party advertisers and contribute to third party advertisers.
- Generally, the same contribution rules apply to third party advertiser campaigns as to candidates.
- Anonymous and cash contributions cannot exceed \$25.
- Contributions over \$25 must be made in a way that links the contributor's name and account with the payment.

# Self-Funding Limit

- Municipal council candidates (and their spouses) have limits on the amount they can contribute to their own campaign.
- The self-funding limit is based on the number of electors voting for the office, to a maximum of \$25,000.
- The self-funding limits are:
  - \$7,500 + 0.20 per elector for the head of council
  - \$5,000 + 0.20 per elector for other council members
  - calculated by ward, where applicable

# Campaign Expenses

- The nomination fee is not a campaign expense.
- The nomination fee is refundable if the financial statement is filed on time.
- Starting with the 2022 election, campaign deficits cannot be carried forward from the previous campaign.
- Expenses related to preparation of the auditor's report that accompanies the financial statement can be incurred after December 31<sup>st</sup>.
- Post-election appreciation expenses are limited to 10% of the general spending limit.



# Financial Reporting

- Campaign bank account must be opened prior to any financial transactions for the purposes of an election campaign.
- Throughout the campaign, all contributions of money and payments for expenses must be deposited in the campaign account.
- Financial statements must be filed with the clerk on or before 2:00 p.m. on Friday, March 25, 2023.
- Failure to file by the deadline or by the end of the grace period (if applicable) triggers the automatic penalty of being ineligible to hold an elected office to which the *Municipal Elections Act, 1996* applies until after the next election.
- All candidates, including those who withdrew and those who were acclaimed, must file a financial statement.
- The clerk must keep the financial statements that are filed by candidates until after the new council has taken office following the next regular municipal election.
- The clerk is required to make the financial statements available to the public on a website or in an electronic format free of charge.

# Financial Reporting (Continued)

- All contributions must be reported
  - Contribution of goods or services must be valued
  - Receipts must be issued for every contribution and obtained for every expense
- The names of contributors of more than \$100 must be reported on the financial statement which is a public document.
- Financial statements must include an auditor's report if expenses or contributions exceed \$10,000.
- Any surplus (after candidate/spouse reimbursement) must be turned over to the clerk and becomes the property of the municipality.

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# Financial Reporting (Continued)

- Candidates are able to close their campaign and file their financial statement between voting day and December 31.
- Candidates can file documents up to 30 days late by paying a \$500 late filing fee to the clerk.
- A candidate may resubmit a financial statement to correct an error up until the filing deadline.
- Clerk can determine conditions and limits to permit electronic filings.
- Clerk required to make public a report (on a website or in another electronic format) setting out all candidates and indicating whether each candidate complied with the filing requirements by April 30<sup>th</sup> or within 90 days of a by-election.



# Third Party Advertiser – Campaign Finance

- Generally, third party advertisers are required to follow the same campaign finance rules as candidates. Exceptions include:
  - Third party advertisers do not pay a registration fee
  - There is no self-funding limit
- A third party advertiser may register in multiple municipalities, but each registration is a separate campaign with its own spending limits.
- Similar to the current process for candidates, the clerk will provide estimated and final spending limits once the third party advertiser is registered.
- The prescribed formula used is based on the number of electors entitled to vote in an election in the municipality.
- Third party advertisers who end their campaign early may file their financial statement before voting day.

# Third Party Advertiser – Contributions

<b>Who Can Contribute</b>
An individual who is normally a resident in Ontario
A corporation that carries on business in Ontario
A trade union that holds bargaining rights for employees in Ontario
<b>Who Cannot Contribute</b>
A federal political party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party
A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act
The Crown in right of Canada or Ontario, a municipality or local board

# Compliance

- The clerk is required to make public a report of which candidates and third party advertisers filed financial statements and which did not. This report is to be made available as soon as possible after April 30, 2023.
- The clerk is required to review all financial filings to determine whether any contributor appears to have exceeded any of the contribution limits and report any apparent violations to the compliance audit committee within 30 days of the filing date.



# Compliance – Automatic Penalties



- If a candidate or third party advertiser:
  - fails to make the financial filings as required,
  - fails to turn over a surplus, or
  - files a financial statement that shows on its face that they exceeded a spending limit,then the candidate becomes ineligible to run or hold office until following the next regular election.
- If a third party advertiser has not made the financial filings as required, they will not be eligible to register as a third party advertiser in the municipality until after the next regular election.

# Compliance Audit Committee

- Every council and school board must establish a compliance audit committee by October 1, 2022.
- A member of a compliance audit committee cannot be a candidate or a member or employee of a council or school board or registered third party advertisers.
- A compliance audit committee must contain no fewer than three and no more than seven members.
- A compliance audit committee has a term of office that is the same as council – four years.

# Compliance Audit Committee – Process



- Compliance audit committees are required to provide brief written reasons for decisions.
- Compliance audit committee meetings must be open to the public, but the committee may deliberate in closed session in order to come to a decision.

# Compliance Audit Committee – Application

- Clerk to act as officer of the committee
- Elector may apply for a compliance audit of a candidate or third party advertiser election campaign finances
- Application must be submitted in writing with reasons to the clerk within 90 days of financial statement filing date
- Clerk sends application to compliance audit committee within 10 days of receipt
- Committee has 30 days to grant or reject application
- Elector may appeal the committee's decision to the Superior Court of Justice within 15 days after the decision is made

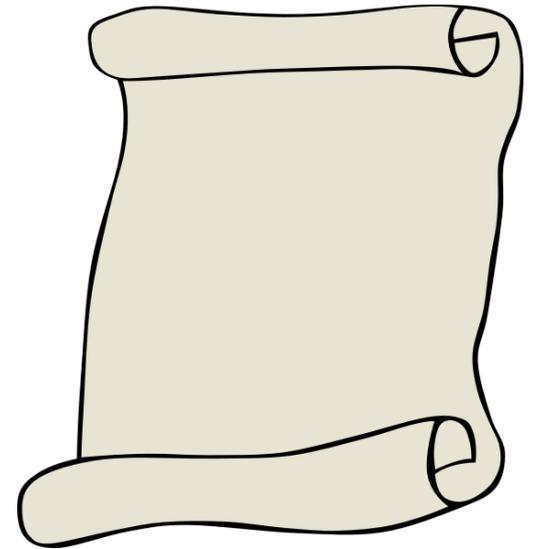


# Compliance Audit

- If the application is granted:
  - Committee appoints a licensed auditor to conduct the compliance audit
  - Auditor promptly conducts an audit of the candidate or third party advertiser's election campaign finances
  - Auditor prepares a report – sends to candidate, council, clerk and applicant
  - Clerk sends the report to the committee
  - Committee must consider the report within 30 days
  - Cost of audit paid by municipality
- If the auditor's report concludes that a contravention of the Act appears to have occurred, the committee may choose to commence a legal proceeding against the candidate or third party advertiser.

# Declaration of Office

- The declaration of office is a form established by the Minister of Municipal Affairs under the *Municipal Act, 2001* and the *City of Toronto Act, 2006*. The wording cannot be changed.
- The candidate must take the declaration in order to take office.
- Failure to take the declaration of office on or before the day of first council meeting in the new term results in a vacancy.
- Council can allow up to a 30 day extension to this requirement.



# Offences and Penalties

- In general, the following penalties are available to the courts upon conviction for an offence under the *Municipal Elections Act, 1996*:

Individual	Candidate	Trade Unions and Corporations
<ul style="list-style-type: none"><li>• maximum fine of \$25,000</li><li>• up to six months imprisonment</li><li>• ineligibility to vote (for bribery) or run in next general election</li></ul>	<ul style="list-style-type: none"><li>• individual penalties, plus fines for excess campaign expenses</li><li>• forfeiture of office if offence committed knowingly</li></ul>	<ul style="list-style-type: none"><li>• maximum fine of \$50,000</li></ul>

# Recounts

- Declaration of election results – earliest date is October 25
- There are certain circumstances when a recount is held:
  1. automatic for tie votes (required by MEA);
  2. if council policy dictates;
  3. if council passes resolution within 30 days
- A recount is held within 15 days after declaration of results for recount under council policy, and also within 15 days of council or school board passing a resolution.
- Recounts must be conducted in the same manner as the original count.



# Court-Ordered Recounts



- An eligible elector can apply to the Superior Court of Justice for a recount.
- Application must be commenced within 30 days after clerk declares the results of the election.
- Recount to be held within 15 days after clerk receives court order.
- Recount to be conducted in same manner as original count, unless ordered differently.

# Record Retention



- The clerk:
  - shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results
  - shall destroy the ballots, in the presence of two witnesses unless the court orders that they be retained or a recount has started but not yet completed
  - may destroy any other documents and materials related to the election.
- Election records are public documents and may be inspected at any time during the 120 day retention period.

# After the Election

## Tying Up Loose Ends

- paying election staff
- cleaning up election signs and materials
- thank you letters, etc.

## Post-Mortem

- lessons learned
- data collected and analyzed
- council orientation
- contribution rebates

# Resources

- [Accessibility for Ontarians with Disabilities Act, 2005](#)
  - [O.Reg. 191/11](#) – Integrated Accessibility Standards
- [Association of Municipal Managers Clerks and Treasurers of Ontario:](#)
  - Clerk's Guide to Conducting Accessible Elections
  - Candidate's Guide to Accessible Elections
  - The Voters' Guide to Accessible Voting
- [Municipal World Magazine](#)
- [Association of Municipalities of Ontario](#)
- Provincial Legislation
  - [Municipal Elections Act, 1996](#)
  - [Municipal Act, 2001](#)
  - [Education Act](#)

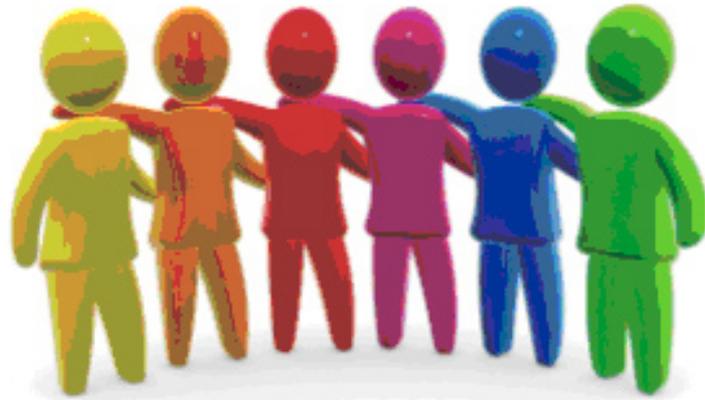


# Resources (Continued)

- MMAH Municipal Election Guides
  - [Voters' Guide](#)
  - [Candidates Guide](#)
  - [Guide for Third Party Advertisers](#)

More  
Information





Here to help

# Appendix B: Key Election Dates

Date	Action/Section
<b>2021</b>	
December 31, 2021	Last day for: <ul style="list-style-type: none"><li>• A by-law coming into effect to divide or re-divide the municipality into wards or to dissolve the existing wards (s. 222 MA)</li><li>• A by-law to change the composition of council (s. 217 MA), if it is intended to be effective for the 2022 municipal election</li></ul>
<b>2022</b>	
February 18, 2022	Last day to give notice of intention to pass a by-law for a question on the ballot (s. 8.1(3) MEA)
March 1, 2022	Last day to pass a by-law for a question on the ballot (s. 8.1(1) MEA) <ul style="list-style-type: none"><li>• 20 days after the passing of the by-law is the last day to file an appeal of the passing of the by-law. S.8.1(6)</li><li>• Within 15 days after receiving an appeal, the Clerk shall send the information pertaining to the appeal to the Chief Electoral Officer of Ontario</li></ul>

# Key Election Dates (Continued)

Date	Action/Section
March 31, 2022	Last day to notify MPAC of the boundaries of the voting subdivisions, if any (s. 18(2) MEA)
April 29, 2022	Last day to establish rules and procedures with respect to the use of municipal or board resources (s. 88.18 MEA)
May 1, 2022	<p>Nomination period begins</p> <ul style="list-style-type: none"> <li>• Clerk to provide notice of offices to be elected (s. 32 MEA)</li> <li>• Nominations for office by be filed (s. 33(4) MEA)</li> <li>• Clerk to provide initial estimate of spending limits to candidates (s. 33.01(1) MEA)</li> </ul> <p>Last day to:</p> <ul style="list-style-type: none"> <li>• Pass a by-law authorizing use of voting and vote-counting equipment and/or an alternative voting method (s. 42(2) MEA)</li> <li>• Pass a by-law with respect to the circumstances in which the municipality requires the clerk to hold a recount of the votes cast in an election (s. 56(5) MEA)</li> </ul>

# Key Election Dates (Continued)

Date	Action/Section
June 1, 2022	Last day for the clerk to establish policies with respect to use of voting and vote-counting equipment and/or an alternative voting method, if required (s. 42(4) MEA)
August 19, 2022	<ul style="list-style-type: none"><li>• Nomination day</li><li>• Last day for:<ul style="list-style-type: none"><li>• Candidates to file their nominations (ends at 2pm) (s.31 MEA)</li><li>• Candidates to withdraw a nomination (ends at 2pm) (s. 36 MEA)</li><li>• Revoking a question on the ballot, unless all offices are acclaimed (s. 8.1(2) MEA)</li></ul></li><li>• Third parties may register for third party advertising campaigns (s. 88.6(7) MEA).</li><li>• Initial assessment must be made regarding whether restricted acts provisions apply to a council (s. 275 MA).</li></ul>

# Key Election Dates (Continued)

Date	Action/Section
August 22, 2022	<ul style="list-style-type: none"> <li>• Clerks must certify nominations by 4pm (s.35(1) MEA)</li> <li>• Clerks must declare acclamations, if applicable (s. 37(1) MEA)</li> </ul>
August 24, 2022	<ul style="list-style-type: none"> <li>• Additional nominations may be filed if any offices for the new council remain vacant following acclamations (ends at 2pm) (s. 33(5) MEA)</li> </ul>
August 25, 2022	<ul style="list-style-type: none"> <li>• Clerks must certify additional nominations, if any (s. 35(1) MEA)</li> </ul>
September 1, 2022	<ul style="list-style-type: none"> <li>• Clerk to determine which institutions and retirement homes require voting places (s. 45(7) MEA)</li> <li>• Clerk to complete revisions to the preliminary list of electors and have the voters' list produced (s. 23(2) MEA)</li> <li>• Clerk to provide copies of the voters' list to authorized persons on written request (s. 23(3)-(4) MEA)</li> <li>• Revision period of the voters' list begins (s. 24(1) MEA)</li> </ul>

# Key Election Dates (Continued)

Date	Action/Section
September 15-25, 2022	<ul style="list-style-type: none"> <li>• Clerk to prepare and distribute an interim list of the approved changes to the voters' list (s. 27(1) MEA)</li> </ul>
September 23, 2022	<ul style="list-style-type: none"> <li>• Last day to revoke a by-law authorizing a question on the ballot if no offices are being elected (s. 8.1(1) MEA)</li> <li>• First day on which an advance vote can be held (s. 43(2) MEA)</li> </ul>
September 26, 2022	<ul style="list-style-type: none"> <li>• Final spending limits to be provided to candidates and third party advertisers (ss. 88.9.1(4) and 88,21 (15) MEA)</li> <li>• Final self-contribution limit to be provided to candidates (s. 88.9.1(4) MEA)</li> </ul>
October 1, 2022	<ul style="list-style-type: none"> <li>• Last day to establish a Compliance Audit Committee (s. 88.37 MEA)</li> </ul>
October 8, 2022	<ul style="list-style-type: none"> <li>• Last day to request space for a voting place without charge (s. 45(4) MEA)</li> </ul>

# Key Election Dates (Continued)

Date	Action/Section
October 21, 2022	<p>Last day to:</p> <ul style="list-style-type: none"><li>• provide candidates notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the circumstances under which a candidate may be entitled to receive a refund of the nomination filing fee (s. 33.1 MEA)</li><li>• prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public (s. 12.1(2) MEA)</li></ul>
October 24, 2020	<p>Voting day</p> <ul style="list-style-type: none"><li>• Voting locations open at 10am and close at 8pm (unless earlier opening times have been established by the Clerk). (s. 46(1) MEA)</li><li>• Restricted acts period calculation if less than <math>\frac{3}{4}</math> of existing council is re-elected (s. 275 MEA)</li></ul>

# Key Election Dates (Continued)

Date	Action/Section
October 25, 2022	<ul style="list-style-type: none"> <li>• Clerk to declare election results as soon as possible after voting day (s. 55(4) MEA)</li> <li>• Clerk shall make available on a website or in another electronic format:               <ul style="list-style-type: none"> <li>• the number of votes for each candidate</li> <li>• the number of declined or rejected ballots</li> <li>• the number of affirmative and negative votes on any question on the ballot (s. 55(4.1) MEA)</li> </ul> </li> </ul>
November 7, 2022	<ul style="list-style-type: none"> <li>• First day on which council can implement the results of any question on the ballot (s. 8.3(1) MEA)</li> </ul>
November 15, 2022	<ul style="list-style-type: none"> <li>• Term of new council begins (s. 6(1) MEA)</li> </ul>
November 23, 2022	<ul style="list-style-type: none"> <li>• Clerk to prepare a final list of the approved changes to the voters' list and provide it to MPAC (s. 27(2) MEA)</li> </ul>
December 31, 2022	<ul style="list-style-type: none"> <li>• Campaign periods end (ss. 88.24(1) 88.28 MEA)</li> </ul>

# Key Election Dates (Continued)

Date	Action/Section
January 23, 2023	Last day: <ul style="list-style-type: none"> <li>• for an elected person to disclaim office (s. 84(1) MEA)</li> <li>• for an elector to commence an application to determine if the election as a whole or the election of any person is valid (s. 83(3) MEA)</li> </ul>
February 22, 2023	<ul style="list-style-type: none"> <li>• Ballots shall be destroyed unless an application contesting the election has been filed (s. 88(1) MEA)</li> </ul>
March 1, 2023	<ul style="list-style-type: none"> <li>• Clerk to provide notice of filing requirements to candidates and registered third party advertisers (s. 88.25.9 MEA)</li> </ul>
March 30, 2023	<ul style="list-style-type: none"> <li>• Last Day for candidates and registered third party advertisers to apply to the Superior Court of Justice for an extension to the filing deadline (s. 88.23(6) and 88.27(3) MEA)</li> </ul>
March 31, 2023	<ul style="list-style-type: none"> <li>• Candidates and registered third party financial statement and auditors report are due by 2pm (ss. 88.25 and 88.29 MEA)</li> <li>• Clerk to provide notice to any candidates and registered third parties of any defaults in their filings (ss. 88.23(3) and 88.27(2) MEA)</li> </ul>

# Key Election Dates (Continued)

Date	Action/Section
April 30, 2023	<ul style="list-style-type: none"> <li>• Last day for candidates and registered third party advertisers to file their financial statements and auditor reports if they pay a \$500 fee to the clerk (ss. 88.23(9) and 88.27(6) MEA)</li> <li>• Clerk to make available to the public a report of any defaults in filings by candidates (s. 88.23(3) MEA)</li> </ul>
June 29, 2023	<ul style="list-style-type: none"> <li>• Last day to file a request for a compliance audit of financial statements that were filed by March 31 (ss. 88.33(1) and 88.35(3) MEA)</li> </ul>
June 30, 2023	<ul style="list-style-type: none"> <li>• End of extended campaign periods (ss. 88.24(1) 88.28 MEA)</li> </ul>
August 31, 2023	<ul style="list-style-type: none"> <li>• Clerk to provide notice of filing requirements to candidates and registered third party advertisers having extended campaign periods (ss. 88.25(9) and 88.29(8) MEA)</li> </ul>
September 28, 2023	<ul style="list-style-type: none"> <li>• Last day for a candidate or registered third party to apply to the court for an order extending the time for filing a supplementary financial report (ss. 88.23(6) ME and 88.27(3) MEA)</li> </ul>
September 29, 2023	<ul style="list-style-type: none"> <li>• Supplementary financial filings are due (s. 88.30(2) MEA)</li> </ul>

# Key Election Dates (Continued)

Date	Action/Section
October 30, 2023	<ul style="list-style-type: none"><li>• Clerk to provide notice to any candidates and registered third parties of any defaults in their supplemental filings (ss. 88.23(3) and 88.27(2) MEA)</li></ul>
December 28, 2023	<ul style="list-style-type: none"><li>• Last day to file a request for a compliance audit of financial statements that were filed by September 29, 2023 (ss. 88.33(1) and 88.35(3) MEA)</li></ul>