

Clarington

Votes Matter!

Candidates' Manual

Municipal Elections 2018

As of August 1, 2018

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If you have any questions regarding Clarington's 2018 Municipal Elections, contact the Municipal Clerk's Department at:

Phone: 905-623-3379 ext. VOTE(8683)

Email: Election2018@Clarington.net

More information can be found at: www.Votesmatter.Clarington.net

Document Change Tracker

Current Document Date: August 1, 2018

Changes:

Change Date	Main Changes	Affected Sections
April 23, 2018	Additional documents required when filed by agent; Add Expense Period Section	In Part C, Section 2 – added requirement for documents when nomination filed by agent; Inserted a new Part D, Section 2.
April 24, 2018	Corrected date information for Election signs display period.	In Part D, Section 9.
May 1, 2018	Changed first day for appointing proxies in the event of additional nominations – change from August 2 to August 1.	Part A, Important Dates
August 1, 2018	Corrected Appendix 1 to corrector the Certificate of Maximum Campaign Expenses (As of Filing Date)	Appendix 1

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Part A

Introduction

This manual has been prepared for the purpose of supplying information which will be of assistance to persons intending to stand for elected office.

It is most important to note the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. **Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are qualified to be elected and not disqualified by law.**

1. Important Dates

Date(s)	Description
April 13, 2018	Webinar for Third Party Advertisers offered by Ministry
April 23, 2018	Webinar for Third Party Advertisers offered by Ministry
April 24, 2018	Election Information Session for Candidates and Third Party Advertisers offered by Ministry
May 1, 2018 to July 27, 2018	Nominations may be filed from May 1, 2018 through to July 26, 2018 between 8:30 AM and 4:30 PM until June 29; then 8:00 AM to 4:00 PM until Nomination Day, Monday through Friday. On Nomination Day, July 27, 2018, Nominations may be filed between 9:00 AM and 2:00 PM.
May 1, 2018 to October 19, 2018	Third Party Registrations may be filed from May 1, 2018 through to October 19, 2018 during regular business hours Monday to Friday (8:30 AM to 4:30 PM and 8:00 AM to 4:00 PM during July and August).
July 1 to October 5, 2018	Application period to submit a request to the Municipal Clerk for a Special Mail-in Ballot Package.
July 27, 2018	Last day for Withdrawal of Nomination before 2:00 PM.
July 27, 2018	The first day proxies may be appointed after 2:00 PM, unless additional nominations are required. Otherwise it is August 1, 2018.
July 27, 2018	Nomination Day Nominations may be filed between 9:00 AM and 2:00 PM.

Date(s)	Description
August 1, 2018	If additional nominations are required, first day proxies may be appointed.
August 14, 2018	Campaign Finances Refresher Webinar offered by Ministry
August 21, 2018	In-Person Campaign Finance Session offered by Ministry
August 29, 2018 to October 24, 2018	Period for Campaign Signs and Posters.
September 4, 2018 to October 22, 2018	Revision Period for Preliminary List of Electors.
September 6, 2018	Campaign Finances Refresher Webinar offered by Ministry
September 12, 2018	Campaign Finances Refresher Webinar offered by Ministry
September 17, 2018	Last regular Council meeting prior to the election.
September 25, 2018	Maximum Campaign Expenses Calculation for Candidates and Registered Third Party Advertisers Prepare & distribute interim Changes to Voters' List.
October, 2018	Voter Notification Cards are mailed to eligible voters on the voters' list.
October 13, 14, 15, 16 & 17, 2018	Advance Voting Opportunities (All Wards).
October 22, 2018	Voting Day Votes may be cast between 10:00 AM and 8:00 PM.
December 3, 2018	Inaugural Meeting of Council.
December 31, 2018	Last day of Regular Campaign Period Notification of Extension of Campaign due to Municipal Clerk.
March 29, 2019	Filing Date (before 2:00 PM) - for period from date Nomination was filed through to December 31, 2018.
June 30, 2019	End of Extension for Campaign to eliminate deficit.
September 27, 2019	1st Supplementary Filing Date before 2:00 PM – for 1st Supplementary Reporting Period from January 1, 2019 through to June 30, 2019.

2. Elected Offices

Candidates for school board offices are encouraged to contact the office of the Director of Education of the appropriate school board to obtain information on the duties and responsibilities of a Trustee.

<u>Name of School Board</u>	<u>Contact Information</u>	<u>No. of Offices</u>
Kawartha Pine Ridge District School Board	Education Centre 1994 Fisher Drive Peterborough, Ontario K9J 6X6 Main: (705) 742-9773 Toll Free: 1-877-741-4577	2
Peterborough Victoria Northumberland and Clarington Catholic District School Board	The Peter L. Roach Catholic Education Centre 1355 Lansdowne Street West Peterborough, Ontario K9J 7M3 Main: (705) 748-4861 Toll Free: 1-800-461-8009	2
Conseil scolaire catholique MonAvenir	110, avenue Drewry North York, ON M2M 1C8 Main: (416) 397-6564 Toll Free: 1-800-274-3764	1
Conseil Scolaire Viamonde	116 Cornelius Parkway Toronto, ON M6L 2K5 Main: (416) 614-0844 Toll Free: 1-888-538-1702	1

Candidates' Manual
Clarington Municipal Elections 2018

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

Office	Number of Positions
Mayor	One to be elected by general vote of the electors of the Municipality of Clarington
Regional Councillor, Wards 1 and 2	One to be elected by ward vote by the electors of Wards 1 and 2
Regional Councillor, Wards 3 and 4	One to be elected by ward vote by the electors of Wards 3 and 4
Local Councillor, Ward 1	One to be elected by ward vote by the electors of Ward 1
Local Councillor, Ward 2	One to be elected by ward vote by the electors of Ward 2
Local Councillor, Ward 3	One to be elected by ward vote by the electors of Ward 3
Local Councillor, Ward 4	One to be elected by ward vote by the electors of Ward 4
Kawartha Pine Ridge District School Board Trustee	Two to be elected by general vote of the English public school electors.
Peterborough Victoria Northumberland and Clarington Catholic District School Board Trustee	Two to be elected by general vote of the English separate school electors.
Conseil scolaire catholique MonAvenir (French-Language Separate School Board Trustee)	One to be elected by general vote of the French separate school electors.
Conseil Scolaire Viamonde (French-Language Public School Board Trustee)	One to be elected by general vote of the French public school electors.
Regional Chair, Regional Municipality of Durham	One to be elected by general vote of the electors of the Regional Municipality of Durham

Part B

Qualifications

1. Member of Council

Who is Qualified?

At the time of filing their Nomination, the candidate must:

- Be a qualified elector in accordance with Section 17 of the *Municipal Elections Act, 1996*, as amended. Therefore, the candidate must be:
 - A Canadian citizen.
 - At least 18 years of age.
 - A resident of the Municipality of Clarington, or the owner or tenant of land in the Municipality of Clarington or the spouse of the owner or tenant of land in the Municipality of Clarington.
- Not disqualified for violations of financial requirements or violations of requirements for filing financial information.
- Not ineligible under the MEA or any other Act or otherwise prohibited by law to be nominated for, or to hold, the office.

Note: Candidates who are a member of the Legislative Assembly of Ontario, or the Senate, or House of Commons of Canada may file their Nomination for an office in the election, but their Nomination will be rejected by the Municipal Clerk if they remain a member as of 2:00 PM on Nomination Day (July 27, 2018).

If an employee of the Municipality of Clarington or local board wishes to file a Nomination, the employee must take an unpaid leave of absence as of the day the employee is nominated and ending on Voting Day. If elected, the person is deemed to have resigned immediately before making the Declaration of Office.

Who is Disqualified?

The following persons are **disqualified** from seeking election to Council:

- Except during a leave of absence, an employee of the Municipality of Clarington or a local board.
- A person who is not an employee of the Municipality of Clarington, but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in s. 223.11 of the Municipal Act or a Closed Meeting investigator referred to in s. 239.2(1) of the Municipality of Clarington.
- A person who is not an employee of the Municipality of Clarington but who holds any administrative position of the Municipality of Clarington.
- A judge of any court.
- Except if they cease being a member as of 2:00 PM on Nomination Day:
 - A member of the Ontario Legislative Assembly.
 - A member of the House of Commons of Canada.
 - A member of the Senate.
- A person who is serving a sentence of imprisonment in a penal or correctional institution, including a sentence being served in the evening or on weekends.
- A corporation.
- 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 *Municipal Elections Act, 1996*.
- A person who was convicted of the corrupt practice described in 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.
- A candidate convicted of a corrupt practice as described in Subsection 91(1) of the *Municipal Elections Act, 1996*, if two regular elections have not taken place after the election to which the offence relates.
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information in accordance with the *Municipal Elections Act, 1996*.

Note: It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated.

2. Member of School Board

Who is Qualified?

At the time of filing their Nomination, the candidate must:

- Be a qualified elector in accordance with Section 17 of the *Municipal Elections Act, 1996*, as amended, for the school board for which the person is a candidate.
- A resident within the area of jurisdiction of the school board.
- Not disqualified for violations of financial requirements or violations of requirements for filing financial information.
- Not disqualified by any Act from holding such office.
- Not disqualified under the provisions of Section 219(4) of the *Education Act*.

Note: Employees of a board of education are subject to Section 30 of the *Municipal Elections Act, 1996*, which requires the board to give individuals that are employees a leave of absence, upon request. Such leave must begin on the day the employee is nominated and end on Voting Day. The person is deemed to have resigned upon taking office.

Who is Disqualified?

The following eleven persons are **disqualified** from seeking election to school boards:

- Except during a leave of absence, an employee of a district school board or school authority.
- A member of any municipal council, including a regional council.
- A Clerk, Treasurer, Deputy Clerk or Deputy Treasurer of any municipality, all or part of which is included in the jurisdiction of the board or authority unless he or she takes an unpaid leave of absence, beginning no later than the day the person is nominated and ending on Voting Day.
- A judge of any court.
- Except if they cease being a member as of 2:00 PM on Nomination Day:
 - A member of the Ontario Legislature
 - A member of the House of Commons
 - A member of the Senate
- A person who is serving a sentence of imprisonment in a penal or correctional institution, including a sentence being served in the evening or on weekends.

- A corporation.
- 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 *Municipal Elections Act, 1996*.
- A person who was convicted of the corrupt practice described in 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.
- A candidate convicted of a corrupt practice as described in Subsection 91(1) of the *Municipal Elections Act, 1996*, if two regular elections have not taken place after the election to which the offence relates.
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information in accordance with the *Municipal Elections Act, 1996*.
- Otherwise ineligible or disqualified under the *Education Act* or any other Act.

Note: It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated.

3. Regional Chair

If you are contemplating running for the Office of Regional Chair, please contact the Regional Clerk's office to determine eligibility and how to file your Nomination at www.durham.ca.

OR

Ralph Walton
Regional Clerk / Director of Legislative Services
clerks@durham.ca
Regional Municipality of Durham
605 Rossland Road East
PO Box 623
Whitby, ON L1N 6A3
905-668-7711, ext. 2100

Part C

Nominations

Note: This section pertains to nominations for the following three Offices:

- Clarington Council
- Kawartha Pine Ridge District School Board
- Peterborough Victoria Northumberland and Clarington Catholic District School Board.

If you are contemplating running for the Conseil scolaire catholique MonAvenir or the Conseil Scolaire Viamonde, the Municipal Clerk responsible for accepting French School Board Trustee nominations is:

Andrew Brouwer
City Clerk
City of Oshawa
905-433-3311

If you are contemplating running for the Office of Regional Chair, contact the Regional Clerk's office to determine how to file your Nomination.

Ralph Walton

Regional Clerk / Director of Legislative Services
clerks@durham.ca
Regional Municipality of Durham
605 Rossland Road East
PO Box 623
Whitby, ON L1N 6A3
905-668-7711, ext. 2100

1. Who may be nominated?

Section B of this guide details the qualifications and disqualifications of a candidate.

2. How to be Nominated

If you are contemplating running for Council of the Municipality of Clarington, for the Kawartha Pine Ridge District School Board, or the Peterborough Victoria Northumberland and Clarington Catholic District School Board, you may file your Nomination, in the prescribed form, with the Municipal Clerk any time during normal business hours (8:30 AM to 4:30 PM) starting on Tuesday, **May 1, 2018**, through to July 26, 2018. On Nomination Day, **July 27, 2018**, nominations may be filed between 9:00 AM and 2:00 PM.

Note: During the months of July and August, normal business hours are from 8:00 AM to 4:00 PM.

Exception: If the number of Nominations filed for an office and certified under Section 35 of the *Municipal Elections Act, 1996*, is less than the number of persons to be elected to the office, additional Nominations may be filed between 9:00 AM and 2:00 PM on the Wednesday following Nomination Day (August 1, 2018).

- All Nominations shall be in the prescribed form, which is available at the Municipal Clerk's Department and on the Clarington Election Website. The Clerk, or designate will only accept the Nomination if it includes the Nomination filing fee and the endorsement of 25 eligible electors on the prescribed form.
- The Nomination filing fee is \$200 for the Office of Mayor and \$100 for all other offices. The Nomination filing fee shall be paid in cash, debit, certified cheque or money order made payable to the Municipality of Clarington.
- The prescribed endorsements must be on the prescribed form and be original signatures of people who would be eligible to vote at the time they provided the endorsement.
- A Nomination may only be filed in person or by an agent with original signatures. In this case, the nomination must include a signed letter from the candidate and a copy of the candidate's identification showing the candidate's name and signature. **Facsimile transmissions (i.e. faxes), electronic or mailed-in Nominations will not be accepted.**
- Until you file your Nomination (and filing fee), your campaign organization cannot raise money or incur expenses. Also, you cannot spend any of your own money, or that of your spouse, on your campaign before you file your Nomination (and filing fee).

- Each person to be nominated for election to an office shall be nominated by a separate Nomination.

3. Withdrawal of Candidacy

If you decide that you want to withdraw from the election, you must notify the Municipal Clerk in writing by 2:00 PM on July 27, 2018.

Exception: If you were nominated under subsection 33 (5) (i.e. Additional Nominations), you must notify the Municipal Clerk in writing by 2:00 PM on August 1, 2018.

If withdrawing, you are entitled to a refund of the Nomination filing fee. You are still required to submit in the prescribed form (Financial Statement – Auditor's Report Form 4) a financial disclosure covering the financial transactions made up to the point at which you withdrew.

4. Changes in Office

If, after filing a Nomination for an office, you decide to seek election for another office on the same Municipal Council or local board, you shall file a second Nomination for the new office. The first Nomination is deemed to have been withdrawn at the time the second Nomination is filed. Under such circumstances, the Nomination filing fee is transferred to the new office as are the prescribed endorsements. However, in accordance with Sections 88.24(3) and 88.25(1) of the *Municipal Elections Act, 1996*, the two campaigns are separate campaigns; contributions and expenses cannot be transferred to the new office and two separate financial disclosures must be filed in the prescribed form (*Financial Statement – Auditor's Report Form 4*), one for each office.

Similarly, in accordance with subsection 33 (2.1), where a candidate submitted nomination papers for one office (i.e. Local Ward 4 Councillor) and decides to seek election for another office not on the Municipality of Clarington Council (i.e. Regional Chair), in addition to filing a new Nomination form, the candidate must also submit the prescribed endorsements.

5. Refund of Nomination Filing Fee

A candidate is entitled to receive a refund of the Nomination filing fee if he or she complies with the requirements set out in the Notice of Filing Requirements (See Appendix 2).

6. Certification by Municipal Clerk

By 4:00 PM on July 30, 2018, the Municipal Clerk shall examine each Nomination that has been filed in accordance with the Act. If satisfied that the candidate is qualified to be nominated, the Municipal Clerk shall certify the Nomination by signing the Nomination. If not satisfied, the Municipal Clerk shall reject the Nomination and, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office. The Municipal Clerk's decision to certify or reject a Nomination is final.

NOTE: For any additional nominations filed as per subsection 33(5) of the Act, the Municipal Clerk shall examine the nominations before 4:00 PM on Thursday, August 2, 2018.

Part D

Campaign Information

1. Duties of the Candidate

The candidate shall ensure that:

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (iv) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17;

(l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized (term of office for 2018-2022 ends November 14, 2022);

(m) financial filings are made in accordance with sections 88.25 and 88.32;

(n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

(o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;

(p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;

(q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and

(r) each contributor is informed that a contributor shall not make contributions exceeding,

(i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and

(ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

2. What is the Expense Period?

The expense period is different from the campaign period. As per subsection 88.20(6) of the MEA, the expense period begins on the day a candidate is nominated and ends on Voting Day. This applies to all candidate expenses except for the following:

- Audit and accounting fees.
- The cost of holding fundraising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a recount or a proceeding under Section 83 (controverted elections).
- Expenses relating to a compliance audit.

- Expenses that are incurred by a candidate with a disability or a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expense relate.

3. What is the Campaign period?

Starts: The campaign period starts from the time a candidate submits their Nomination.

Ends: a) December 31, 2018.

Or

b) If a candidate withdraws his/her Nomination, the campaign period ends on the day of the withdrawal or deemed withdrawn because they had filed a new nomination, as the case may be.

Or

c) On Nomination Day, if the nomination is rejected by the Clerk under s.35 of the Act.

Or

d) On the day the candidate files the documents under section 88.25, as long as the documents are filed after voting day and before December 31 in the year of a regular election.

Extension: If the candidate has a deficit at the time the campaign period would otherwise end the period may continue to June 30, 2019, provided the candidate notifies the Municipal Clerk in writing on or before December 31, 2018 of his/her intention to extend the period.

End of Extension: The extension period ends the earliest of:

- i) June 30, 2019,
- ii) the day he/she is nominated in a subsequent election for an office on the same council or local board for which the deficit was incurred,
- iii) the day the candidate notifies the Municipal Clerk in writing that he/she will no longer accept further contributions, and
- iv) the day that further contributions = [expenses incurred during the extension campaign period] + [the amount of deficit at start of extension campaign period].

4. Election Contributions and Expenses

The *Municipal Elections Act, 1996* imposes limitations on the expenses of candidates in the municipal elections. As well, the Act requires the candidate to report the contributions received and expenses incurred during the campaign period.

- Campaign contributions can only be accepted during the campaign period.
- A contributor shall not make contributions exceeding a total of \$1,200 to any one candidate.

NOTE: A contributor shall not make contributions exceeding a total of \$5000 to two or more candidates for offices on the same Council.

- A cash contribution cannot exceed \$25.
- A candidate and his or her spouse shall not make contributions to the candidate's own election campaign that exceeds the applicable maximum amounts certified by the Municipal Clerk (See Appendix 1).
- No contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign.

NOTE: The campaign bank account must be used exclusively for campaign purposes, but the previous requirement that the account be opened "in the name of the campaign" has been removed.

- A candidate who does not accept any contributions of money, or incur any expenses, is not required to open a bank account.
- Corporations and trade unions are no longer eligible to contribute to municipal election campaigns. This includes all council and school board elections. Corporations and trade unions may register as third party advertisers or make contributions to Registered Third Party Advertisers.

5. Campaign Spending Limits

At the time of filing a Nomination paper, the Municipal Clerk, or designate, shall provide the candidate with a statement of maximum campaign expenses. See the "Certificate of Maximum Campaign Expenses" on Appendix 1.

6. Financial Reporting Requirements

All nominated candidates, including those not elected, those who withdrew their nomination, and those whose Nomination was rejected by the Municipal Clerk, must disclose and report their contributions and expenses as of December 31, 2018 in the prescribed form (Financial Statement – Auditor's Report Form 4).

A candidate who misses the filing deadline may file within a 30 day grace period, provided a \$500 late filing fee is paid to the Municipality of Clarington.

Candidates whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor's report with the financial statement.

Candidates whose campaign contributions exceed \$10,000 or whose total campaign expenses exceed \$10,000 are required to file an auditor's report with the financial statement.

A candidate shall file, with the Clerk with whom the nomination was filed, a financial statement in the prescribed form, for a regular election, on or before 2:00 PM on the last Friday in March in the year following the regular election (March 29, 2019).

If the financial statements required to be filed under s.88.25 are not filed by 2:00 on the date that is 30 days (grace period) after the applicable day for filing the documents (i.e. by April 29, 2019), the Clerk shall accept the documents only for the purpose of making the documents available for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

Errors on Form

If a candidate filed their financial statement prior to the filing date of March 29, 2019 for the campaign period ending December 31, 2018, and then noticed an error, they can withdraw the statement and refile the financial statement and auditor's report (if applicable) by March 29, 2019.

Extending the Campaign

If the candidate notifies the Municipal Clerk on or before December 31, 2018 of the fact that their campaign has a deficit and he/she wishes to extend their campaign period, the candidate will be required to submit a supplementary report for the supplementary period. The supplementary reporting period runs from January 1, 2019 – June 30, 2019. The candidate must submit a supplementary report to the Municipal Clerk on or before 2:00 PM of the last Friday of September in the year following an election (September 27, 2019).

Reporting dates:

Date	Details
December 31, 2018	Notice of Extension of Campaign Period to Municipal Clerk, if required.
March 29, 2019	Filing Date - for period from date Nomination was filed through to December 31, 2018. (Note: Even if the candidate is extending his/her campaign, they must submit a Report for the campaign period which ran from the date of Nomination through to December 31, 2018.)
September 27, 2019	Supplementary Filing Date before 2:00 PM Supplementary reporting period from January 1, 2019 through to June 30, 2019. (Note: Auditor's Report and Financial Statements are to include all of the information submitted in the first report which was submitted on or before March 29, 2019 and any additional information which occurred during the supplemental reporting period.)

The Clerk will make public a report of which candidates filed financial statements and which candidates did not file financial statements by posting it on the municipal website, www.clarington.net.

7. Campaign Surpluses

At the time of filing the Financial Statement, if the Candidate's Financial Statement or Supplementary Financial Statement shows a surplus and the election campaign period has ended at the time the statement is filed, he or she shall, when the statement is filed, pay the surplus to the Municipal Clerk with whom the candidate's Nomination was filed. Prior to paying over any surplus monies to the Municipal Clerk, the candidate is entitled to refund any contributions made to the election campaign by the candidate or the spouse of the candidate. The amount that may be refunded is the lesser of the amount of the relevant contributions or the amount of the surplus.

If a candidate's election campaign period recommences as a result of a Recount or to a proceeding under Section 88.33 (Compliance Audit) or Section 83 (Controverted Elections) of the Act and the candidate notifies the Municipal Clerk in writing, the Municipal Clerk shall pay the amount held in trust to the candidate, with interest.

The amount becomes the property of the Municipality or local board, as the case may be, when all of the following conditions are satisfied:

1. The campaign period has ended under paragraph 2, 3 or 4 of subsection 88.24 (1).
2. It is no longer possible to recommence the campaign period under paragraph 5 of subsection 88.24 (1).
3. No Recount or proceeding under section 83 (Controverted Elections) has been commenced.
4. The period for commencing a Recount or a proceeding under section 88.33 or 83 or a compliance audit has expired.

8. Mandatory Campaign Advertising Information

All Election campaign advertisements (broadcast, print, electronic or other medium) that has the purpose of promoting or supporting the election of a candidate, shall identify the candidate.

Mandatory Information for Broadcasters and Publishers

When advertising with a broadcaster or publisher, the following information must be provided in writing with the advertisement:

- the name of the Candidate, and
- the name, business address and telephone number of the person dealing with the broadcaster or published under the direction of the candidate.

Campaigning at Apartments and Condominiums

Apartments, condominiums, non-profit housing cooperatives and gated communities must allow Candidates and their representatives' access to the doors of units or houses from 9 am to 9 pm during the campaign period.

Notwithstanding, during the conduct of the advanced vote or on Voting Day, candidates or Third Party Advertisers are prohibited from campaigning within retirement facilities or long term care facilities which has been designated as a voting place.

9. Election Signs

The first day election signs may be erected is August 29, 2018 and signs must be removed by October 24, 2018. Candidates must follow the election sign requirements set out in Clarington's Municipal Election Sign By-law.

Additional election sign information is available within the Candidates' Information Package and Clarington's Municipal Election Website, www.votematter.clarington.net.

Part E

General Information

1. Duties and Responsibilities

Council

Municipal Council is comprised of a Mayor, two Regional Councillors and four Local Councillors. The Mayor is elected at large, the Regional Councillors are elected by voters in Wards 1 & 2 and Wards 3 & 4, and Local Councillors are elected by voters in their respective wards.

The Mayor and Regional Councillors sit on both the Municipal Council and the Council of the Regional Municipality of Durham. The Local Councillors sit on Municipal Council only. The Mayor and all Councillors serve a four-year term.

All seven members of Council are responsible for the management and administration of the Municipality's resources. As well as attending weekly Council and Committee meetings, members also share in attendance at many board and Committee meetings.

The Mayor and Regional Councillors also attend weekly Council and Committee meetings at the Regional level.

School Board Members

Candidates for school board offices are encouraged to contact the office of the Director of Education of the appropriate school board to obtain information about the duties and responsibilities of a Trustee.

Chair, Regional Council

Candidates for the office of Regional Chair are encouraged to contact the Regional Clerk's Office to obtain information on the duties and responsibilities of the Regional Chair.

2. Council Remuneration

According to Municipal By-laws 2008-020 and 2011-005 (as amended by By-law 2014-123), the 2017 Council remuneration was as follows:

Mayor	\$89,948
Councillor	\$35,980

3. Scrutineers (Candidates' Agents)

Each candidate may appoint in writing any number of persons as are necessary to act as scrutineers and to represent them at the Voting Place and to be present during the counting of the votes.

Scrutineers must be appointed in writing and upon request shall show proof of their appointment to an Election Official.

Only one scrutineer for each certified candidate may be present at each ballot issuing station in the Voting Place during voting. During the Count at 8:00 PM on Voting Day, only one scrutineer for each certified candidate may be present at the Voting Place.

Candidates and Scrutineers have the following six rights:

- to be present when Ballot Boxes and materials related to the Advance Voting and regular Voting Day and statement of the results are being delivered to the Municipal Clerk.
- to enter the Voting Place 15 minutes before it opens and to inspect the Ballot Boxes and the ballots, and all other election documents but not so as to delay the opening of the Voting Place.
- to place their own seal on the Ballot Box before the opening of the Voting Place.
- to place his or her own seal on the Ballot Box after the close of voting on an advance vote so ballots cannot be withdrawn or deposited without breaking the seal.
- to sign the statement of the results of an election.
- to place his or her own seal on the Ballot Box after the counting of the votes, when the Deputy Returning Officer seals the box, so that ballots cannot be deposited or withdrawn without breaking the seal.

Scrutineers and Candidates are prohibited from the following:

- attempting, directly or indirectly, to interfere with how an elector votes, and attempting to campaign or persuade an elector to vote for a particular candidate.
- displaying a candidate's election campaign material in a Voting Place as designated by the Clerk.
- compromising the secrecy of the voting.
- interfering or attempting to interfere with an elector who is marking a ballot.

- obtaining or attempting to obtain, in a Voting Place, any information about how an elector intends to vote or has voted.
- communicating any information obtained at a Voting Place about how an elector intends to vote or has voted.

5. Enumeration

The 2018 Preliminary List of Electors for the Municipality of Clarington is prepared by the Municipal Property Assessment Corporation (MPAC) and contains the name, address and school support of each person who meets the qualifications of an elector. In 2018, the Enumeration process conducted by MPAC is anticipated to commence in April. The Voters' List will be available to candidates no later than September 4, 2018.

6. Revisions to Voters' List

Applications for amendments to the Voters' List will be accepted by the Municipal Clerk's Department, during regular business hours (Monday through Friday, 8:30 AM to 4:30 PM), commencing September 1, 2018 and ending on Voting Day, October 22, 2018. On Voting Day, applications will be received between 8:30 AM and 4:30 PM in the Municipal Clerk's Department and between 10:00 AM and 8:00 PM at each of the Voting Places.

Electors can visit the Clarington Election Website to determine if they are on the list. Additionally, copies of the Voters' List may be viewed at the following five locations, during regular business hours, beginning September 4, 2018:

- Municipal Clerk's Department – Second Floor, Municipal Administrative Centre, 40 Temperance Street, Bowmanville
- Clarington Public Library, Main Branch, 163 Church Street, Bowmanville
- Clarington Public Library, Courtice Branch, 2950 Courtice Road, Courtice
- Clarington Public Library, Newcastle Branch, 150 King Avenue East, Newcastle
- Clarington Public Library, Orono Branch, 127 Church Street, Orono

7. Voters' List

In accordance with Section 23(4) of the Act, upon written request of a certified candidate, the Clerk's Department will provide one free electronic copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated.

A candidate shall submit a completed Voters' List Request Form (included in this Candidate Information Package) and the Municipal Clerk's Department shall provide the requested List.

The electronic Voters' List will be provided on a USB Flash Drive, in the following formats: MS Excel and delimited text.

8. Maps

Every candidate will also be provided with a free hardcopy and electronic copy of the Map(s) for the area of jurisdiction for the office for which the candidate is nominated.

The electronic Map(s) will be provided on a USB Flash Drive, in PDF format.

9. Voting Places

The Municipal Clerk will establish the number and location of Voting Places for the election as he/she considers most convenient for the electors. In choosing a location for a Voting Place, the Municipal Clerk shall consider the needs of electors whose mobility is impaired by disability or some other cause. All Voting Places will be fully accessible. A list of Voting Places will be supplied to candidates by September 4, 2018. In the event that any Voting Place is subsequently changed due to circumstances beyond the Municipal Clerk's control, a notice of the change will be provided to the affected candidates.

10. Voting Notice

The Municipal Clerk, or designate will advise each elector of the date and time of voting, including advance voting, and the location of the Voting Place at which that elector is to vote, by mailing a Voter Notification Card to all eligible electors.

11. Electors Absent From Work

An elector is entitled to have three consecutive hours to vote on Voting Day. If an elector's normal hours of employment are such that they would not have three consecutive hours to attend the Voting Places, the employer must allow them to be absent, and the absence shall be timed to suit the employer's convenience as much as possible.

12. Voting Opportunities and Accommodations

- Eligible electors will have the opportunity to cast their ballot at a designated Voting Place on Voting Day.
- At any one of the five Advance Voting Days during the Advance Voting period.
- An elector who is unable to vote at an advance vote or at a voting place on Voting Day because of physical incapacity, absence from the Municipality of Clarington, or has been appointed as an Election Official by the Municipal Clerk and is unable to vote at their designated Voting Place may request a Special Mail-in Ballot within the Special Mail-in Ballot application period.
- An elector who is unable to cast their ballot on Voting Day at their designated Voting Place, or at any one of the five Advance Voting days during the Advance Voting period, may appoint another person as a Voting Proxy to vote on their behalf.

Appendix 1

Certificate of Maximum Campaign Expenses (As of Filing Date) [REVISED August 1, 2018]

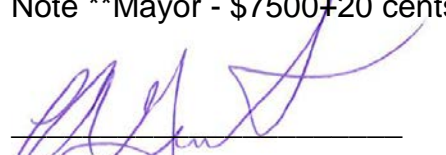
In accordance with Sections 33.0.1 and 33.0.2 of the *Municipal Elections Act, 1996, as amended*, (the Act), the following table is a calculation of the applicable maximum amount of expenses for each office, based on the number of electors on the list on Nomination Day in 2014. The calculation is based upon the prescribed formula as detailed in Section 5 of Regulation 101/97.

Please note that, in accordance with subsections 88.9.1(4) and 88.20(13) of the Act, a further calculation regarding the Maximum Campaign Expenses will be provided to each candidate on or before September 25th (based on 2018 Voters' List elector Counts)

Office	Maximum Campaign Expense* Total Campaign Section 33.0.1	Maximum that a candidate or spouse can contribute to their own campaign** Section 33.0.2
Mayor	\$60,549.35	\$19,982.20
Regional Councillor – Wards 1 & 2	\$37,945.15	\$12,751.80
Regional Councillor – Wards 3 & 4	\$25,104.20	\$9,730.40
Local Councillor – Ward 1	\$22,472.60	\$9,111.20
Local Councillor – Ward 2	\$20,472.55	\$8,640.60
Local Councillor – Ward 3	\$15,341.10	\$7,433.20
Local Councillor – Ward 4	\$14,763.10	\$7,297.20
Trustee – Kawartha Pine Ridge District School Board	\$48,990.05	N/A
Trustee – Peterborough Victoria Northumberland and Clarington Catholic District School Board	\$13,437.95	N/A

Note *Mayor - \$7500+85 cents per elector / Others - \$5000+85 cents per elector

Note **Mayor - \$7500+20 cents per elector / Others - \$5000+20 cents per elector



C. Anne Greentree, B.A., CMO
Municipal Clerk

Appendix 2

Notice of Filing Requirements, Penalties and Nomination Refund

In accordance with Section 88.25 of the *Municipal Elections Act, 1996*, as amended, you are hereby that every candidate shall file by March 29, 2019, with the Clerk with whom their nomination was filed, a financial statement and auditor's report.

- 88.25 (1) On or before 2:00 PM on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
- (a) in the case of a regular election, as of December 31 in the year of the election; and
 - (b) in the case of a by-election, as of the 45th day after voting day.
- (2) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
- (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 PM on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2:00 PM on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
- (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.

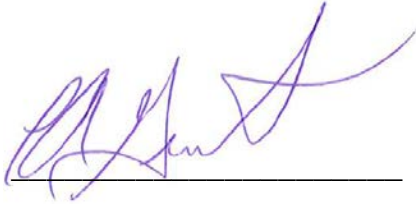
- (7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

In accordance with Section 33.1 of the *Municipal Elections Act, 1996*, as amended, you are hereby notified of the following election campaign financial penalties that may be imposed:

- 88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,
 - (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
 - (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31(4) to the clerk by the relevant date;
 - (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
 - (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date.
- (2) Subject to subsection (7), in the case of a default described in subsection (1),
 - (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
 - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

- 92.(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
 - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Please take notice that, as a candidate, you will be entitled to receive a refund of your nomination filing fee if the documents required under subsection 88.25 (details above) are filed on or before 2:00 PM on the filing date.



C. Anne Greentree, B.A., CMO
Municipal Clerk