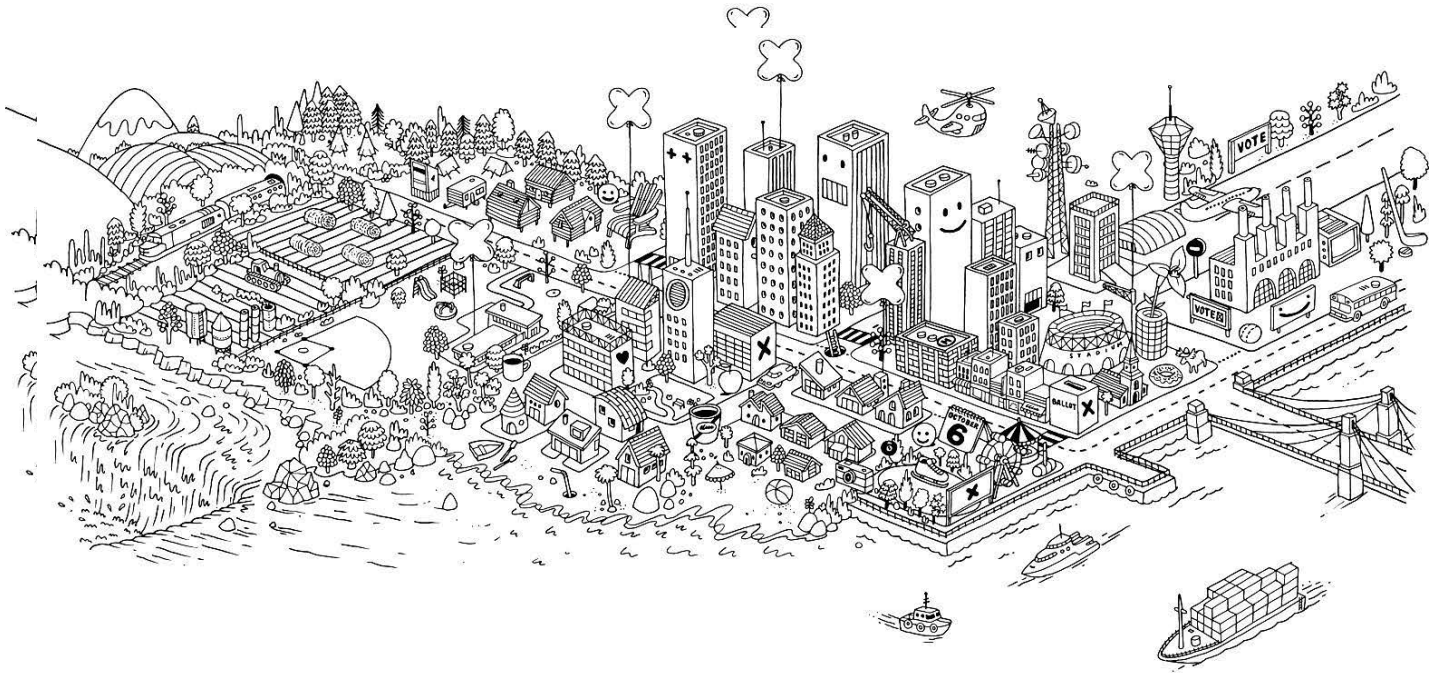




Candidate's Guide (F0405)

- ☐ Candidate Election Calendar (F0415)
- ☐ Candidate Registration and Change Notice Form – C-1
- ☐ Nomination Paper (F0400)
- ☐ Candidate Name Appearance Policy
- ☐ A Guide for Scrutineers (F0411)
- ☐ PREO Guidelines
- ☐ EO Products Chart



**Elections
Ontario**

Table of Contents

Overview.....	5
Contact Information	6
Returning Office	6
Elections Ontario Head Office – Compliance Division	6
Becoming a Candidate	7
Qualifications of a Candidate	7
Paperwork to Complete	8
Electoral Legislation	9
Election Act	9
Election Finances Act.....	9
Important Dates.....	10
Candidate Election Calendar (F0415).....	10
Before the Election Is Called.....	10
During the Election.....	11
After the Election.....	14
Appointing Your Campaign Team.....	15
The Chief Financial Officer	15
The Auditor	15
Persons Authorized to Accept Contributions.....	16
Designates.....	16
Scrutineers	16
Designate for Official Tabulation.....	17
Candidate Registration.....	18
Candidates Affiliated with a Registered Political Party.....	18
Independent Candidates	18
Candidate Nomination.....	20
Nomination Paper.....	20
Name on the Ballot.....	21
Candidate Withdrawal	22
Candidate Endorsement	23
Candidates Affiliated with a Registered Political Party.....	23
Independent Candidates	23
Candidate Information on the Elections Ontario Website.....	24
Candidate Finances	25
Financial Activity.....	25
Location of Records.....	26
Accounts and Signing Authority	26
Loans.....	27

Campaign Income	28
Contribution Eligibility	28
Contribution Limits.....	28
Method for Contributions.....	29
Tax Credit Information for Contributors.....	30
Contributions by Individuals	30
Tax credits for corporations	31
Campaign Expenses	32
Candidate Spending Limit	33
Filing the Financial Statements.....	33
Campaign Expense Subsidies.....	34
Commencement of Campaign Advertising.....	35
Blackout Restriction on Polling Day Surveys.....	35
Candidate Materials	36
Candidate Meetings with the Returning Officer	36
Summary of Materials.....	37
Elections Ontario Products.....	42
Geography Products.....	42
List Products.....	43
Filing Requirements	46
Return of Materials on Candidate Withdrawal	46
Returning Office Services for Electors.....	47
Accessibility for Ontarians with Disabilities Act (AODA) and Accessibility Standards for Customer Service, Ontario Regulation 429/07.....	47
Additions to the List of Electors.....	48
Elector Identification	49
Electors with Accessibility Needs	49
Information to Electors	49
Jobs	50
Notice of Registration Cards (NRC).....	50
Public Outreach during the Election.....	50
Qualified Electors.....	50
Target Revision.....	51
Voting Locations.....	51
Polling Day.....	52
Blackout Period for Commercial Advertising	52
Blackout Restriction on Polling Day Surveys.....	52
Canvassers	52
Communication Devices.....	52
Complaints about Lawn Signs.....	53

Election Officials	53
In the Voting Location	53
Interfering with the Polling Process	54
Media at the Voting Location	55
Mobile Polls	55
No Campaigning at the Voting Location.....	55
Voting Location Boundaries	56
Results and Official Tabulation.....	57
Results	57
Official Tabulation	57
Logistic and Accuracy Testing.....	57
Election Day Research.....	58
Research Overview	58
Candidate Checklist.....	60

Overview

Congratulations

on your decision to be a candidate in the next election!

Ontario's *Election Act* and *Election Finances Act* govern the numerous activities that take place during an election. The Returning Officer (RO) for your electoral district is your contact person throughout the event.

Elections Ontario head office is available to answer any operational questions that you may have that can't be answered by your RO. The Compliance Division at Elections Ontario is available to answer campaign finance questions covered by the *Election Finances Act* throughout the campaign period and until you file your audited financial statements.

Disponible en français

Contact Information

Returning Office

The returning office is your point of contact during an event for information on the *Election Act*, candidate materials, the nomination process, or policies and procedures. Contact information for the RO in your electoral district can be found at www.elections.on.ca. The Returning Officer will provide you with information at the first candidates' meeting.

Hours of operation during the Writ period:	Monday to Saturday: 10:00 AM – 8:00 PM Sunday: 12:00 PM – 5:00 PM
--	--

Elections Ontario Head Office – Compliance Division

If you require additional information on the *Election Finances Act*, the registration process, campaign finance information or policies and procedures contact:

Hours of operation during the Writ period – General Election	Monday to Friday: 8:30 AM – 5:00 PM
Hours of operation during the Writ period – By-Election	Monday to Friday: 8:30 AM – 4:30 PM
Hours of operation outside of the Writ period:	Monday to Friday: 8:30 AM – 4:30 PM
Mailing address:	Elections Ontario Compliance Division 51 Rolark Drive Toronto ON M1R 3B1
Contact information:	Toll Free: 1-866-566-9066 Fax: (416) 325-9466 Email: electfin@elections.on.ca

Becoming a Candidate

Qualifications of a Candidate

A person is qualified to be a candidate who, at the time of signing the consent to nomination is:

- 18 years of age, or older on polling day, and
- A Canadian citizen, and
- A resident in Ontario for the six months preceding polling day, and
- Not disqualified by the *Legislative Assembly Act* or any other *Act*.

Note: There are also statutory restrictions which may prohibit you from being nominated to run as a candidate. The restrictions include a person who:

- Is a Returning Officer, Election Clerk, Revising Agent or Revision Assistant at the revision of any List of Electors to be used in the election (*Election Act, s. 26(2)*)
- Was convicted of a corrupt practice in an election in the last eight years unless, at the time of conviction, the presiding judge found the act was unintentional (*Election Act, s. 98*)
- Was previously a candidate or leadership contestant who, prior to this election, has failed to file audited financial statements with Elections Ontario (*Election Finances Act, s. 43*)
- Is a Member of the House of Commons of Canada (*Legislative Assembly Act, s. 7*)
- Is a Member of the Senate of Canada (*Legislative Assembly Act, s. 7*)

You should also check with your employer to see if there are any conditions in your terms of employment in relation to running for the Legislative Assembly. For example, if you work in the federal, provincial or municipal sector or hold a public appointment or office, you should consult your employer to see what rules may apply.

Paperwork to Complete

To become a candidate in an election, you need to:

- Complete a **Candidate Registration and Change Notice Form (C-1)** and file it with the Compliance Division at Elections Ontario.

*Refer to **Candidate Registration** in this guide for more information.*

and

- Complete a **Nomination Paper (F0400)** and file it with the RO in your electoral district.

*Refer to **Candidate Nomination** in this guide for more information.*

Electoral Legislation

As a candidate, you will need to satisfy the requirements under the *Election Act* and the *Election Finances Act*.

Election Act

The *Election Act* sets out how an election in Ontario should be conducted. For example, the *Election Act* establishes:

- When the election begins,
- When election day is,
- A revision period during which changes may be made to the List of Electors, and
- The length of the nomination period.

It also provides for the preparation of the printing and counting of the ballots. This *Act* also establishes the provisions for Special ballot voting, accessible voting equipment at the returning office and *Accessibility for Ontarians with Disabilities Act* customer service standards at all voting locations.

Election Finances Act

The *Election Finances Act* regulates the registration and financial activity of candidates. All candidates must file audited financial statements after the campaign period has ended. Your Chief Financial Officer (CFO) manages your campaign finances and needs to understand the rules, under the *Election Finances Act*, that govern banking, loans, contributions, tax credit receipts, election expenses, campaign advertising, etc.

Refer to Candidate Finances in this guide for more information.

Important Dates

The information in this section highlights your deadlines and gives you reminders regarding milestones during an election.

Candidate Election Calendar (F0415)

The Candidate Election Calendar (F0415) lists key activities and milestones affecting candidates. This **Candidate's Guide (F0405)** provides details on those activities and milestones, outlining which specific tasks must be done by you in preparation for the election. The days on the calendar are referenced throughout this guide and an outline is provided below.

The Candidate Election Calendar (F0415) starts on Day 29, the day the election is called and the Writ is issued, and counts down to Day 0, polling day.

You can find the Candidate Election Calendar (F0415) on the Elections Ontario website at <http://www.elections.on.ca/en/political-entities-in-ontario.html>, the RO will also provide you with a paper copy.

Before the Election Is Called

Before Day 29	Selecting and Appointing Candidates select and appoint persons to help them manage their campaigns. <i>Refer to Appointing Your Campaign Team in this guide for more information.</i>
Before Day 29	Candidate Registration Registered political party candidates may file a Candidate Registration and Change Notice (C-1) form in advance of the Writ being issued. If you pre-file, you are ready to begin financial activity immediately after the election is called. Note: Independent candidates may register only after the election is called on Day 29. <i>Refer to Candidate Registration in this guide for more information.</i>

During the Election

Day 29 to Day 1, inclusive	Candidate Registration All candidates must file a Candidate Registration and Change Notice (C-1) form. <i>Refer to Candidate Registration in this guide for more information.</i>
Day 29	All candidates who are registered with the Compliance Division at Elections Ontario may accept contributions and incur campaign expenses after the election is called until 3 months after polling day. <i>Refer to Candidate Registration in this guide for more information.</i>
Day 28 to Day 1 (6:00 PM)	Electors may vote by Special ballot. <i>Refer to Returning Office Services for Electors in this guide for more information.</i>
Day 28	All independent candidates are required to file a policy with their Returning Officer outlining how they will comply with the PREO Guidelines and Election Act regarding the use of information from the List of Electors (F0313). Refer to List Products in this guide for more information.
Day 24 to Day 1	Upon request to the Returning Officer, each candidate from a registered political party can receive the List of Certificates to Vote Issued (F0233) report <i>Refer to Candidate Materials in this guide for more information.</i>
Day 24	Returning Officer holds first candidate information meeting. By Day 24, the following materials are made available to candidates after they submit their registration or nomination form: • Preliminary List of Electors (F0313) • Polling Division wall map of the candidate's electoral district • Geography CD <i>Refer to Candidate Materials in this guide for more information.</i> Candidates must sign for the materials with their Returning Officer before they can receive them. When you distribute the products to your campaign team, you must complete the Distribution of List of Electors (F0315) form, and the written Acknowledgement for the List of Electors (F0101) form. <i>Refer to List Products in this guide for more information.</i>
Day 22	Campaign advertising may occur from Day 22, 12:00 AM (ET) to Day

until Day 2	2, 11:59 PM (ET).
Day 21 to Day 14	Candidate Nomination and Candidate Endorsement Nominations close on Day 14. You or your designate must submit your Nomination Paper (F0400) in person at the returning office by 2:00 PM on Day 14. The leader of your affiliated registered political party must send an endorsement to the Chief Electoral Officer at Elections Ontario to have the registered political party name on the ballot. <i>Refer to Candidate Nomination and Candidate Endorsement in this guide for more information.</i>
Day 21 to Day 1	Upon request to the Returning Officer, each nominated candidate can receive the Strikeoff Data Entry Verification Report for Advance Poll No. 2 which is a list of electors who voted by Special ballot. <i>Refer to Candidate Materials in this guide for more information.</i>
Day 14	Candidate Materials The Advance Poll List of Electors (F0313) becomes available to candidates. <i>Refer to Candidate Materials in this guide for more information.</i>
Day 12	Pre-event logistic and accuracy testing on Vote Tabulator(s) conducted for advanced polls and Special ballot by the Returning Officer at the returning office and satellite offices, if applicable.
Day 11 to Day 6	Advance polls at the returning office open.
Day 12 - Day 6	Area advance polls open.
Available upon request during advance polls	Candidate Materials The Advance Poll Verification Report is available upon request to candidates. <i>Refer to Candidate Materials in this guide for more information.</i>
Day 10	Returning Officer holds second candidate information meeting.
Day 6	After 8:00 PM returning office and satellite office staff follows advance poll closing procedures, including removal of permanent

	memory card and ballots. Candidates can attend the exchange of Vote Tabulator memory cards after 8:00 PM. Permanent memory card for Special ballot voting is inserted into the Vote Tabulator.
Day 5 to Day 1	In-person Vote Tabulator Special ballot voting begins in the returning office and satellite offices, if applicable.
Day 5	Candidate Materials The Record of Advance Poll Voters becomes available to candidates. <i>Refer to Candidate Materials in this guide for more information.</i>
By Day 4	Candidate Materials The Polling Day List of Electors (F0313) becomes available to candidates, including a paper copy of the Elector Number Tracking List (F0313A). <i>Refer to Candidate Materials in this guide for more information.</i>
Day 3 to Day 1	Pre-event Logistic and accuracy testing for Vote Tabulator conducted for polling day. The date, time and location of the test will be communicated to candidates by the Returning Officer.
Day 1	Last day for you to file your Candidate Registration and Change Notice (C-1) form with the Compliance Division at Elections Ontario to register as a candidate. <i>Refer to Candidate Registration in this guide for more information.</i>
Day 0	Polling day Prohibition on publishing surveys: Begins at midnight (ET) on Day 1 and ends at 9:00 PM (ET) on polling day. <i>Refer to Polling Day in this guide for more information.</i>

After the Election

Day +1 to Day +2	Results and Official Tabulation Official Tabulation. Returning Officer determines the time. <i>Refer to Results and Official Tabulation in this guide for more information.</i>
Day +1	Candidates can attend post-event logistic and accuracy testing on Vote Tabulator(s) conducted by the Returning Officer for advance poll and Special ballot.
Day +1	Candidates can attend post-event logistic and accuracy testing on Vote Tabulators for polling day. The date, time and location will be communicated to candidates by the Returning Officer.
3 months after polling day	Campaign Period Ends Last day for campaign financial activity.
6 months after polling day	Financial Statements Candidate Campaign Period Financial Statements (CR-1) filing is due with the Compliance Division at Elections Ontario.
6 months after polling day	List of Elector Product Tracking Forms All candidates must file the following forms with Elections Ontario at the same time as filing their forms with the Compliance Division: - Completed Secure Destruction Forms (F0317) - Completed Distribution of List of Electors – Candidates (F0315) forms - Completed, signed Acknowledgement for the List of Electors (F0101) forms Return all forms to Elections Ontario: Attention: Election Readiness - PREO. <i>Refer to Contact Information in this guide for more information.</i>

Appointing Your Campaign Team

You are to appoint individuals to help you manage your campaign under both the *Election Finances Act* and the *Election Act*.

Under the *Elections Finances Act* you must appoint a CFO, an auditor and an individual (or individuals) you have authorized to accept contributions.

The Chief Financial Officer

Your CFO manages your campaign finances. He or she budgets and authorizes all payments, keeps records of all your financial transactions, like incoming funds (contributions) and campaign expenditures, and issues tax credit receipts to contributors. After the campaign period has ended, he or she prepares and submits audited financial statements and other information to the Chief Electoral Officer (CEO) at Elections Ontario. The Compliance Division at Elections Ontario has a handbook for CFOs that outlines a candidate's financial requirements and legal liabilities. The compliance Division gives it to all CFOs to help them with their responsibilities. Your CFO must consent to take legal liability for his or her actions.

The Auditor

You also need an auditor. An auditor is a public accountant who is licensed in Ontario. Your auditor examines and reports on your campaign financial statements. The CEO at Elections Ontario pays an audit fee subsidy on your behalf directly to your auditor. The maximum audit fee subsidy for a **Candidate Campaign Period Financial Statements (Form CR-1)** is \$1,330. Your campaign pays any audit costs in excess of the subsidy to the auditor.

You can find the **Candidate Campaign Period Financial Statements (Form CR-1)** on the Elections Ontario website at www.elections.on.ca – Political Entities > Candidates > Filing guidelines for Candidates > Campaign Filing Requirements.

Persons Authorized to Accept Contributions

You may appoint an individual or individuals who are authorized to accept contributions to your campaign.

Note: Candidates are prohibited from accepting contributions.

Designates

Under the *Election Act* you may appoint an individual (a designate) to perform certain functions on your behalf. For example, you may appoint a designate who will, in turn, appoint your scrutineers.

Scrutineers

A scrutineer represents you at the voting location. He or she observes the voting and the counting of the ballots. Your designate must complete an **Appointment of Scrutineer (F0412)** form for each scrutineer. The RO gives you an **Appointment of Scrutineer (F0412)** form. You may photocopy this form because it does not require an original signature from you or your designate.

When scrutineers arrive at a voting location, they must show their **Appointment of Scrutineer (F0412)** form to the Deputy Returning Officer (DRO) and sign an oath and affirmation of secrecy.

You and your representatives need to be familiar with the terms and conditions outlined in **A Guide for Scrutineers (F0411)**. For example, a scrutineer must be at least 16 years old. All scrutineers should read and review it before entering a voting location.

You can find **A Guide for Scrutineers (F0411)** on the Elections Ontario website at <http://www.elections.on.ca/en/political-entities-in-ontario.html> . The RO will also provide you with a copy.

Special Note – by-election pilot in Whitby-Oshawa

Elections Ontario is conducting a by-election pilot. Single/double polls will operate using existing processes. For this pilot, super polls are being implemented to replace the multiple-poll model in the voting locations. These polls will contain the following staff:

Supervising Deputy Returning Officer (SDRO)

Deputy Returning Officer (DRO)
Deputy Revision Returning Officer (DRRO)
Tabulator Deputy Returning Officer (TDRO)
Polling Day Information Assistant (PDIA)
Elector Tracking Information Assistant (ETIA)

There are four important items for candidates and scrutineers to be aware of regarding the voting locations with technology:

1. Technology will be used in the super polls. ePoll Books will replace the use of paper List of Electors (F0313), Vote Tabulators will be used to cast and count ballots electronically, and assistive voting technology (AVT) will be used to enable electors who require assistance to vote the ability to vote independently.
2. Candidates are entitled to have one scrutineer per DRO and DRRO (e.g. if there are six DROs and three DRROs the candidate can have nine scrutineers attend at the voting location).
3. The DRO position is responsible for scanning elector's Notice of Registration Cards, confirming elector ID and issuing ballots.
4. The DRRO position is responsible for handling polling day additions and revisions, including issuing ballots.
5. The Tabulator Deputy Returning Officer is responsible for feeding the ballots into the Vote Tabulator, assisting electors using the AVT, and printing the candidate results.

Designate for Official Tabulation

The RO conducts the official tabulation after polling day and declares which candidate was elected. You may appoint a designate to be present for the official tabulation at the returning office. You can find the date and time of the official tabulation in your electoral district on the **Notice to Voters (F0230)** form. The RO, who conducts the official tabulation, gives you a copy of the **Notice to Voters (F0230)** at the second candidates' meeting.

Note: The results reported on election night are unofficial.

Candidate Registration

To register as a candidate, you must submit a **Candidate Registration and Change Notice Form (C-1)** to the Compliance Division at Elections Ontario. After the Writ is issued, Elections Ontario publishes your registration on the Elections Ontario website within 24 hours of the Compliance Division accepting your **Candidate Registration and Change Notice Form (C-1)**.

Under the *Election Finances Act*, once you are registered and the election has been called, your campaign organization can start accepting money and incurring liabilities. You can spend your own money on your campaign once you are registered.

Note: You have until the day before polling day to register. The Compliance Division at Elections Ontario must be notified immediately in writing of any changes in the information you submitted on the **Candidate Registration and Change Notice Form (C-1)**.

Candidates Affiliated with a Registered Political Party

If a registered political party or constituency association has nominated you, you may file the **Candidate Registration and Change Notice Form (C-1)** before the Writ is issued so that you can begin financial activity immediately after the Writ for election is issued. Please complete the **Candidate Registration and Change Notice Form (C-1)** as soon as possible.

Your party and constituency association may raise and spend money before you register. You must include in your total campaign expenses goods transferred from their inventory stocks, prepaid fees or expenses for services and contributions of goods and services for use in your campaign.

Independent Candidates

Independent candidates who have publicly declared their candidacy may register on or after the day the Writ is issued.

The **Candidate Registration and Change Notice Form (C-1)** is available on the Elections Ontario website at www.elections.on.ca – Political Entities>Candidates > How to Become or Withdraw as a

Candidate > Register as a Candidate. The Returning Officer will also provide you with a copy.

The Compliance Division at Elections Ontario must receive your completed **Candidate Registration and Change Notice Form (C-1)** no later than the day before polling day, using one of the following methods:

- Fax
- In person or by mail
- Email

*Refer to **Contact Information** in this guide for more information.*

If you apply after the election is called, your registration takes effect the day the Compliance Division at Elections Ontario receives and accepts your **Candidate Registration and Change Notice Form (C-1)**. Applications received by registered mail after the election has been called are effective from the mailing date of the **Candidate Registration and Change Notice Form (C-1)**, as long as you have properly completed the form.

Candidate Nomination

Nomination Paper

You can download a PDF version of the **Nomination Paper (F0400)** from the Elections Ontario website at www.elections.on.ca - Political Entities > Candidates > How to Become or Withdraw as a Candidate > Get nominated as a Candidate. The RO will also provide you with a copy.

To have your name appear on the ballot for your electoral district, you or your designate must submit a completed **Nomination Paper (F0400)** to the RO in your electoral district. During an election, the RO must receive your **Nomination Paper (F0400)** between the opening of nominations and the closing of nominations at 2:00 PM. Elections Ontario publishes your nomination on the Elections Ontario website within 24 hours of receiving your certified **Nomination Paper (F0400)** from the RO.

Note: If the RO receives your **Nomination Paper (F0400)** before 11:00 AM on the day set for the close of nominations and it meets the requirements of the *Election Act*, he or she certifies it. ROs will accept, but not certify nomination papers received between 11:00 AM and 2:00 PM on the day set for the close of nominations.

*Refer to nomination period on the **Candidate Election Calendar (F0415)** for more information.*

We recognize you have a busy campaign schedule and strongly recommend that you make an appointment to meet with the RO to submit your **Nomination Paper (F0400)**.

Your **Nomination Paper (F0400)** must also:

- Be signed by at least 25 electors who are residents in the electoral district in which you are running as a candidate, and
- Include your name spelled exactly how you want it to appear on the ballot.

Name on the Ballot

In the **Candidate's Name as it will Appear on Ballot** section of the **Nomination Paper (F0400)**, you indicate how your name is to appear on the ballot.

You must provide your full legal name, including your given name(s), middle name(s) and surname. The RO will provide you with a copy of the **Candidate Name Appearance Policy**.

*Refer to the **Candidate Name Appearance Policy** for more information.*

Below are some key points to consider from that policy:

- On the ballot the legal surname shall appear following the given name(s), and shall be printed in bold typeface and in a font-size larger than that which is used for the given names.
- The candidate name shall appear in capital letters, alphabetically arranged in the order of the legal surnames.
- Dialectical marks, accents, other punctuations or lowercase letters may appear where they are part of the legal name(s).
- Surnames with prepositions or prefixes (such as Mc, Mac, de, d', etc.) may appear with spacing and punctuation.
- Lowercase, superscript or subscript letters may appear where part of the legal surname.
- At the candidate's request, any nickname, abbreviation or familiar form of a given name may be used instead of their legal given name(s).
- No occupation, title, honour, decoration, degree, brackets, or quotation marks are permitted with a candidate's name on the ballot.
- On the ballot, the candidates' names shall be numbered consecutively in alphabetical order of the surnames, with the

number preceding the name in each case. Where the surnames are identical the given name(s) dictate the order of appearance alphabetically.

- Lengthy names may be reduced in font and/or kerning between letters may be reduced, and/or use of abbreviated given name(s) may be requested to accommodate the placement of the lengthy name in accordance with ballot standards.

Candidate Withdrawal

If you have filed your **Nomination Paper (F0400)**, but decide to withdraw your name from the election, you must complete **Part 5 – Notice of Withdrawal of the Nomination Paper (F0400)** and submit it to the Returning Officer in your electoral district.

If you have filed your **Candidate Registration and Change Notice Form (C-1)** with the Compliance Division at Elections Ontario, you must notify them of your withdrawal.

Note: Withdrawn candidates must still file audited financial statements under the *Election Finances Act*, disclosing any financial activity incurred before withdrawal.

*Refer to **Return of Materials on Candidate Withdrawal** in this guide for information.*

Candidate Endorsement

The *Election Act* allows the official name of the registered party that endorses a candidate to be shown after the candidate's name on the ballot, provided that certain requirements are met.

Candidates Affiliated with a Registered Political Party

The official name of a registered political party that endorses your candidacy is printed after your name on the ballot if:

- An **Endorsement (F0121)** form, signed by the party leader, is filed by 2:00 PM on the day set for the close of nominations with the Chief Electoral Officer at Elections Ontario, and
- The party is registered with the Chief Electoral Officer at Elections Ontario under the *Election Finances Act* before 2:00 PM on the day after the day set for the close of nominations.

Note: The Office of the Chief Electoral Officer at Elections Ontario sends the **Endorsement (F0121)** form directly to the political party executive for the party leader to complete.

Independent Candidates

If a registered political party does not endorse you, check the box in **Part 1** of the **Nomination Paper (F0400)** to indicate that the words “Independent/Indépendant” appear on the ballot after your name.

If Elections Ontario does not receive an endorsement for you, if you do not write the name of a registered political party name or if you do not check the “Independent/Indépendant” box in **Part 1** of the **Nomination Paper (F0400)**, the space for the name of the registered political party on the ballot is blank.

Candidate Information on the Elections Ontario Website

During the event, Elections Ontario posts names of registered and nominated candidates along with their party affiliation on the Elections Ontario website.

If you want Elections Ontario to post your campaign office address and one website address, you must check the consent box in **Section B: Campaign Office and Manager of the Candidate Registration and Change Notice (C-1)** form. If you do NOT check the consent box, your campaign office address and website address will NOT appear on the website.

Note: Only one website URL is posted. Links to social media sites such as Facebook and Twitter are NOT posted on the website.

Candidate information is posted on the Elections Ontario website on the issuance of the Writ. Candidate information is removed from the website after polling day.

Note: If a registered candidate does NOT file their **Nomination Paper (F0400)** by the close of nominations, all posted candidate information is removed from the website.

Candidate Finances

Financial Activity

The *Election Finances Act* regulates the financial activity of your campaign. The campaign period begins the day the Writ is issued or the day the candidate is registered, whichever is later, and ends three months after polling day. Your campaign must file audited financial statements and supporting schedules within three months of the campaign period, in other words, within six months after polling day. Your CFO ensures that the financial activity of your campaign complies with the *Election Finances Act*. The Compliance Division at Elections Ontario sends your CFO a handbook and other information as soon as you are registered.

You cannot have any financial activity before the election is called or before you are registered under the *Election Finances Act*. Financial activity includes:

- Using your own funds
- Obtaining a bank loan
- Accepting contributions
- Incurring such expenses as purchasing campaign materials.

In particular, this *Act* sets out the rules governing campaign finances, such as:

- Your campaign cannot raise or spend money until the Writ has been issued *and* you are registered with the Compliance Division at Elections Ontario as a candidate. **You cannot spend your own money.**
- You must arrange any loans with a financial institution, registered political party or constituency association registered in Ontario in the name of the campaign.
- The *Election Finances Act* imposes a limit on your campaign expenses.
- Rules determine the eligibility of contributors, how much they may contribute and the ways in which they can contribute.

Your CFO needs to know the reporting requirements, in particular, the filing deadlines. Audited financial statements filed with Elections

Ontario are public documents. They are available for review in paper format and on the Elections Ontario website as summary financial statements. Included in the statements is a list of the names and addresses of contributors who donated more than \$100 to your campaign.

Please direct any questions you have about banking, loans, contributions, tax credit receipts, election expenses, campaign advertising, reporting requirements, etc., to the Compliance Division at Elections Ontario.

*Refer to **Contact Information** in this guide for more information.*

A registered political party or a registered constituency association may accept contributions at any time throughout the year. These contributions must be made payable to the party or constituency association.

The party or association may also incur expenses throughout the year, including expenses on behalf of a candidate, as long as the party or association authorizes them. These expenses are classified as pre-Writ expenses. A portion of these expenses is transferred to the candidate and may be subject to the candidate's expense limit. The CFO must be fully aware of all the expenses incurred on behalf of the candidate's campaign to ensure that the campaign does not exceed the spending limit.

Note: An independent candidate may not register with an association.

Location of Records

You must determine a location to keep your campaign financial records. The Chief Electoral Officer at Elections Ontario has the right to inspect your records and you need this information to complete your Candidate Registration and Change Notice Form (C-1).

Accounts and Signing Authority

Once you are registered, you must set up a candidate bank account with a financial institution for your campaign and decide who will have signing authority for it. This account must be kept separate from any other account, such as a constituency association account or a party account. All contributions received by your campaign must be

deposited into this account and all expenses incurred must be paid from this account.

It is not acceptable for you to deposit contributions into the association's bank account or pay expenses incurred by your campaign from the association's account. Once you are registered, the party or association may transfer funds into your account to be used for your campaign.

Loans

Your campaign may borrow money for your campaign only from a financial institution in Ontario or from your registered political party or constituency association. The terms of the loan must be recorded and included in your financial statement to the CEO at Elections Ontario. Your campaign may not accept a loan from any other source, including a federal political party. Neither may you use your own funds for your campaign.

Any eligible contributor may guarantee a loan. During the campaign period your campaign may also request a loan from your registered political party or constituency association, and may also act as a guarantor for the loan. The campaign or association must record all loans on the campaign financial statement. If, by the end of the campaign period, your campaign has not paid the loan in full, the constituency association or registered political party must assume the outstanding amount.

Refer to section 35 of the Election Finances Act for more information.

Campaign Income

The *Election Finances Act* limits the maximum amount of money your campaign can accept from an eligible contributor.

The CFO ensures that tax credit receipts are issued for every contribution accepted and deposited into your campaign bank account.

Any campaign expenses paid by you must be reimbursed or treated as a contribution, subject to the same limits as any other contributor (\$1,330). These out-of-pocket campaign expenses count toward the spending limit. You must keep a complete list of these expenses, including receipts and invoices, for your CFO.

Contribution Eligibility

Political contributions may be made by the following eligible contributors:

- A person normally resident in Ontario,
- A corporation that is not a registered charity and carries on active business in Ontario and
- A district labour council or trade union that holds bargaining rights for employees in Ontario.

Note: Contributions from sources outside Ontario are prohibited.

A registered candidate may contribute to his or her own campaign within the limits provided by the *Election Finances Act* because he or she is a person normally resident in Ontario. A candidate's total contribution consists of money and/or goods and services contributed to the campaign, along with any expenses incurred using his or her own funds for campaign purposes, for which they are not reimbursed. This amount cannot exceed \$1,330.

Contribution Limits

During a campaign period, any person, corporation or trade union may contribute up to \$1,330 to a single candidate. The contributor cannot, however, contribute more than \$6,650 in total to multiple candidates of the same party.

On an annual basis, a person, corporation or trade union may contribute up to \$9,975 to any provincial political party. During a campaign period, a contributor may contribute up to an additional \$9,975.

Contributions totalling \$1,330 can be made to one constituency association at any time each year. Contributors can also make contributions to more than one constituency association of the same party as long as the total does not exceed \$6,650 each year.

The total contributions made by a contributor, whether monetary or for goods and services, in total, cannot exceed the contribution limit.

The following table summarizes the contribution limits:

Contribution Limits from January 1, 2014 to December 31, 2018 for a person, corporation or trade union					
	To a Party	To a Constituency Association		To a Candidate	
Annual Contribution Limit	\$9,975	Each	To the associations of one party	Not permitted	
		\$1,330	\$6,650		
Limit During a Campaign Period	Extra amount of \$9,975 over the annual limit	No extra amount over the annual limit		Each	To the candidates of one party
				\$1,330	\$6,650

Method for Contributions

The *Election Finances Act* has required that contributions of more than \$25 be made by cheque, money order or individual credit card. The *Election Statute Law Amendment Act, 2010* has broadened the ways in which contributions may be made, allowing new financial technologies to be used if the contributor's name and account are associated with the payment.

Tax Credit Information for Contributors

Individuals and corporations may claim a political contribution tax credit to offset, in part, the cost of the contribution. The tax credit reduces the amount of Ontario income tax individual contributors have to pay. The provincial tax credit is separate from the credits allowed against your federal income tax for contributions to federal political parties.

Contributions by Individuals

Individuals must include a tax receipt with their tax returns in order to claim the tax credit.

The tax credit discussed in this section is only for political contributions to registered Ontario political parties, constituency associations, and candidates. The tax credit is separate from the tax benefits available for contributions to federal political parties or charitable organizations.

The current allowable tax credits for an individual taxpayer under the Ontario *Taxation Act* for the years 2014 – 2018 are:

- 75 percent of the first \$399 of total contributions;
- 50 percent of the amount between \$399 and \$1,330; and
- 33 1/3 percent of the amount between \$1,330 and \$3,026.

The maximum credit allowable for an individual is \$1,330. The maximum tax credit is obtained when contributions total \$3,026.

Either the contributor or the contributor's spouse may claim the tax credit. However, a single contribution may not be split between spouses.

If a supplier of goods or services receives a tax receipt as payment for the goods or services, the supplier must report the amount of the tax receipt as income on its tax return.

If you need assistance, consult your tax adviser or the Canada Revenue Agency (CRA).

Tax credits for corporations

Corporations must include a tax receipt with their tax returns in order to claim the tax credit.

For the years 2014-2018, the maximum amount of political contributions that a corporation may claim for the purposes of the credit in a particular year is \$19,950.

If a supplier of goods or services receives a tax receipt as payment for the goods or services, the supplier must report the amount of the tax receipt as income on its tax return.

If you need assistance, consult your tax adviser or the CRA.

Campaign Expenses

The *Election Finances Act* limits how much candidates can spend during a campaign. As a result, all candidates have an equal chance of being elected.

Section 1(1) of the *Election Finances Act* defines a “campaign expense” as “any expense incurred for goods or services in relation to an election by or on behalf of a political party, constituency association or candidate registered under this Act for use in whole or in part during the period commencing with the issue of a Writ for an election and terminating on polling day,” and is “deemed to include the value of any goods held in inventory or any fees or expenses for services to the political party, constituency association or candidate and any contribution of goods and services to the political party, constituency association or candidate registered under this Act....”

Transfers of inventory or stock to a candidate, prepaid fees or expenses for services, and contributions of goods and services for campaign use all count towards the spending limit. Money spent by a constituency association to promote a candidate during the campaign is a campaign expense.

The following expenses are not subject to the campaign spending limit:

- Expenses incurred by a candidate in seeking nomination
- Expenses that are incurred by a candidate with disabilities and that are directly related to the candidate's disabilities
- Auditor's and accounting fees
- Interest on loans
- Expenses incurred in holding a fund-raising activity referred to in section 23
- Expenses incurred for “victory parties” held and “thank you” advertising published after polling day
- Expenses incurred in relation to the administration of the political party or constituency association
- Transfers authorized under section 27 of the *Election Finances Act*
- Fees paid in respect of maintaining a credit card facility

- Expenses relating to a recount in respect of the election
- Child care expenses of a candidate
- Expenses relating to research and polling, and
- Travel expenses.

Candidate Spending Limit

A candidate's spending limit includes all expenses incurred by the candidate's campaign organization and any spending done by others on the candidate's behalf during the campaign period, particularly the constituency association.

A candidate's spending limit is calculated at \$1.28 times the number of electors in the candidate's electoral district. Elections Ontario calculates your actual campaign expense limits based on whichever has more names, the preliminary **List of Electors (F0313)** or the final **List of Electors (F0313)**, which is available approximately three months after polling day. The Compliance Division at Elections Ontario uses this count to calculate candidate campaign expense subsidies after the event.

Candidates from the following electoral districts are allowed an additional \$9,310:

- Algoma—Manitoulin
- Kenora—Rainy River
- Nickel Belt
- Thunder Bay—Atikokan
- Thunder Bay—Superior North
- Timiskaming—Cochrane
- Timmins—James Bay.

Filing the Financial Statements

Regardless of the election results, you are required to file your audited financial statements and supporting schedules with the Chief Electoral Officer at Elections Ontario within six months of polling day. You must file a complete accounting of all the money raised and spent. You must

use the **Candidate Campaign Period Financial Statements (Form CR-1)** to report this information. Blank forms and filing information are sent to your Chief Financial Officer.

Note: It is important to file the **Candidate Campaign Period Financial Statements (Form CR-1)** on time. If you are elected and you fail to file within six months of polling day, you may have to vacate your seat and pay a fine and you will be barred from running again until you file the form.

Candidates who are not elected and who fail to file within six months of polling day may be fined and will be barred from running again until they have filed.

Campaign Expense Subsidies

When the financial statements and auditor's reports for the campaign period for a candidate and constituency association, if applicable, have been filed, the campaign is entitled to financial support from the Chief Electoral Officer at Elections Ontario if the candidate received 15 percent or more of the popular vote in the electoral district. The Chief Electoral Officer at Elections Ontario pays the subsidy once the financial statements of the candidate and constituency association are approved.

The amount of the candidate's subsidy is tied to the spending limit under the *Election Finances Act*. The candidate is entitled to either 20 percent of the maximum allowable spending limit or 20 percent of the actual campaign expenses, whichever is less.

An additional subsidy of \$9,310 is given to candidates in the electoral districts of:

- Algoma—Manitoulin
- Kenora—Rainy River
- Nickel Belt
- Thunder Bay—Atikokan
- Thunder Bay—Superior North
- Timiskaming—Cochrane
- Timmins—James Bay.

Commencement of Campaign Advertising

The *Election Finances Act* sets time limits on political advertising.

Note: All advertising (anything that can be seen, heard or read) must bear authorization, such as “authorized by the XYZ campaign.”

In all elections, the *Election Finances Act* imposes a blackout period for advertising from the day before polling day to and including polling day. In by-elections and general elections with a non-fixed election date, there is an additional blackout period that begins when the Writ for an election is issued and ends on the 23rd day before polling day. No commercial political advertising is permitted during a blackout period.

Refer to the Candidate Election Calendar (F0415) for more information.

The *Election Finances Act* does not require that you remove billboards before polling day as long as they have not been altered during the blackout period.

Official websites for registered candidates, parties and constituency associations may remain in effect throughout the campaign period and may be altered during the blackout period.

There are other exceptions to the blackout on political advertising. The Compliance Division at Elections Ontario gives your CFO detailed information on political advertising requirements and restrictions under the *Election Finances Act* in the CFO handbook.

Blackout Restriction on Polling Day Surveys

The *Election Finances Act* prohibits the release of opinion surveys on how electors voted or will vote before the close of polls on polling day. The ban applies to all election surveys not already available to the public before polling day.

Candidate Materials

During the Writ period you are eligible to receive certain products from Elections Ontario and the Returning Officer. This section describes the types of products that are available to you, Refer to the ***Candidate Election Calendar (F0415)*** for the timeline of when these materials are available.

Candidate Meetings with the Returning Officer

The Returning Officer holds two candidate information meetings during the event. The Returning Officer will mail you a letter confirming the meeting dates, times and locations.

*Refer to the **Candidate Election Calendar (F0415)** for more information.*

At the candidate meetings, the Returning Officer distributes specific materials and documents to each candidate. You must file a **Candidate Registration and Change Notice Form (C-1)** with the Compliance Division at Elections Ontario or file and certify your **Nomination Paper (F0400)** with the Returning Officer to be eligible to receive these materials.

All candidates and representatives of constituency associations have the right to attend the meeting regardless of political affiliation or prospects of winning.

Summary of Materials

The following materials (with form number shown, if applicable) are available to candidates:

Disponible en français

Form	Name	Description	Availability			
			Elections Ontario	Elections Ontario Website	Compliance Division	Returning Officer
C-1	Candidate Registration and Change Notice Form	Form is used to register candidates, see this guide for deadlines.		✓	✓	✓
CR-1	Candidate Campaign Period Financial Statements	Form is used to gather all the information required by the <i>Election Finances Act</i> that can be reported on by auditors.		✓	✓	
F0115	Returning Office Calendar	Sets out events and deadlines for each day.				✓
F0215	Notice of Election	Official announcement of election.				✓
F0230	Notice to Voters	Form indicates nominated candidates, date and time of official tabulation.				✓
F0233	List of Certificates to Vote Issued	Form provided on request only to candidates of registered political parties.				✓
F0244	Unofficial Return from the Records	Printed 7 days after official tabulation.				✓

Form	Name	Description	Availability			
			Elections Ontario	Elections Ontario Website	Compliance Division	Returning Officer
F0246	Copy of Return to the Writ	Printed 7 days after official tabulation.				✓
F0313 (Available on CD and paper) <i>Refer to Candidate Materials in this guide for more information.</i>	Preliminary List of Electors	List for use in initial campaign planning – available by Day 24.				✓
	Advance Poll List of Electors	List for use at Advance Polls - available Day 14.				✓
	Polling Day List of Electors	List for use on polling day – available Day 4. Names of electors who voted at an advance poll or by Special ballot have been crossed off.				✓
F0313A	Elector Number Tracking List	For use only on polling day. Scrutineers use it to track electors who voted on polling day. Accompanies the printed Polling Day List of Electors (F0313) .				✓
F0400	Nomination Paper	<i>Refer to Candidate Nominations in this guide for deadlines.</i>		✓		✓
F0405	Candidate's Guide	Provides an overview of what is required of you as a candidate. Highlights important information for candidates in an election.		✓		✓

Form	Name	Description	Availability			
			Elections Ontario	Elections Ontario Website	Compliance Division	Returning Officer
F0411	A Guide for Scrutineers	Provides an overview of scrutineer activities. Describes roles and responsibilities of scrutineers while observing voting and counting ballots in single/double polls.		✓		✓
F0412	Appointment of Scrutineers	Forms may be photocopied for use.				✓
F0415	Candidate Election Calendar	Sets out events and deadlines for each day.		✓		✓
	Advance Poll Verification Report	Indicates location information for all confirmed Advance Poll locations				✓
	Campaign period e-newsletters	Communication strategy used to share information with candidates.			✓	
	Candidate Name Appearance Policy	Provides an overview of how your name should appear on the ballot.		✓		✓
	CFO Handbook	Provides information for the Chief Financial Officer. Describes the rules that apply to all provincial candidates as set out in the <i>Election Finances Act</i> .			✓	
	<i>Election Act</i>	Sets out the guidelines				✓

Form	Name	Description	Availability			
			Elections Ontario	Elections Ontario Website	Compliance Division	Returning Officer
		for the conduct of an election.				
	<i>Election Finances Act</i>	Provide specific information about electoral rules.				
	Electoral district-specific geography products - Polling Division Wall Map	A large format (34" x 44"), printed paper map showing the polling divisions within the candidate's electoral district.				✓
	Electoral district-specific geography products - Geography CD-ROM (electronic files)	Poll Key – List of streets and addresses within each polling division.				✓
		PD Wall Map – see above for definition.		✓		✓
		Mapbook – A book of maps containing more detail for each polling division.				✓
		Shapefiles – Digital files for GIS software for each polling division.		✓		✓
	Strikeoff Data Entry Verification Report for Advance Poll No. 2 which includes all electors who	Provided Day 21-Day 1 on request to nominated candidates.				✓

Form	Name	Description	Availability			
			Elections Ontario	Elections Ontario Website	Compliance Division	Returning Officer
	voted by Special ballot.					
	PREO Guidelines	Outlines the requirements on use of elector information.		✓		✓
	Poll Elector Counts	Released at the same time as List of Electors (F0313) .				✓
	Strikeoff Data Entry Verification Report which includes all electors who voted at an Advance Poll	Indicates voters from Advance Polls - available Day 5				✓
	Supply of candidate tax credit receipts	Tax credit receipts acknowledge contributions made to central parties, riding associations and individual candidates.			✓	

Elections Ontario Products

Through the Returning Officer, Elections Ontario makes available to candidates both geography products and List of Elector products. These products have some special considerations for their use, distribution and tracking. These considerations are addressed in the following sections.

Geography Products

Once the Writ is issued and you have officially registered with the Compliance Division at Elections Ontario or have had your **Nomination Paper (F0400)** certified by the Returning Officer in your electoral district, you are entitled to free electoral district specific geography products from the Returning Officer:

Polling Division Wall Map (paper map)

- 1 set for each candidate
- 34 inches x 44 inches, black and white

Geography CD (electronic files)

- Mapbook
- Polling Division Wall Map
- Poll Key (Street Index Guide)
- Electoral District and Polling Division Shapefiles

Note: A filed policy is not required to receive map products as described in the Policy Requirements for the List of Electors section below.

If you would like extra map products, please visit Elections Ontario's website at <http://www.elections.on.ca/en/voting-in-ontario/electoral-districts/electoral-district-maps.htm> and download them for free or purchase them for a fee by contacting Elections Ontario.

*Refer to **Contact Information** in this guide for more information.*

List Products

Policy Requirements for the List of Electors

The *Election Act* and the PREO Guidelines require every registered political party and independent candidate to develop and implement a policy that restricts the use of information obtained from the Permanent Register of Electors for Ontario or the List of Electors.

Note: Candidates and political parties can refuse to take PREO products. If no products are taken, a policy is not required.

- Candidates of registered political parties are covered by the policy of their party. The policy must be filed with Elections Ontario before products can be given out. You must confirm with your political party if a policy has been filed before obtaining products from the Returning Officer.
- Independent candidates must file a written policy directly with their Returning Officer before receiving the List of Electors (F0313).

Note: For further details on what the policy must contain, refer to the PREO Guidelines. The Returning Officer will provide you with a copy of the sample policy and the PREO Guidelines.

Use and Restriction on Use of Information from the List of Electors

During the Writ period, the *Election Act* requires that registered political parties, party candidates and independent candidates comply with the restrictions on use of information from the List of Electors under section 17.4 and the PREO Guidelines.

The *Election Act* requires that a person who directly or indirectly obtains information from the Register or the List of Electors (F0313):

- Use the information only for electoral purposes,
- Not use the information for commercial purposes, and
- Disclose information to others only after obtaining their written acknowledgement that they are bound by the restrictions on use in section 17.4.

List of Electors (F0313)

The List of Electors (F0313) contains personal information about Ontario electors. Elections Ontario places high importance on respecting the privacy of personal information. Therefore, authorized users of the List of Electors (F0313) must take appropriate measures to keep private the personal information in the List of Electors (F0313) and to preserve the reputation of Ontario's electoral system and its participants.

Elector Number Tracking List

The Elector Number Tracking List (F0313A) accompanies the printed Polling Day List of Electors (F0313) and includes the elector numbers of all electors who are on the List. The Poll Clerk uses the Elector Number Tracking List at each poll to highlight the elector number of each elector once he or she has voted. Under the direction of the Deputy Returning Officer, the Poll Clerk keeps the poll record.

A scrutineer updates his or her Elector Number Tracking List, given to him by the candidate, by viewing the Elector Number Tracking List used by the Poll Clerk at the poll. The Poll Clerk can assist a scrutineer, if asked, as long as an elector is not kept waiting.

Special Note – by-election pilot in Whitby-Oshawa

In the super poll voting locations the SDRO will print a list of electors who voted every hour. This list is placed in each candidate's folder and can be picked up by the candidate or scrutineer at any time during polling hours. Candidates/scrutineers must have an **Appointment of Scrutineer (F0412)** form and sign the oath and affirmation of secrecy with the SDRO before receiving the list of electors who voted. The list of electors who voted will have elector sequence numbers. Any electors that are added or revised at the super poll will not be on the list provided by the SDRO; this information can be viewed on the **Poll Record (F02519)** kept by the DRROs.

In addition, in the super poll voting locations, the Elector Tracking Information Assistant (ETIA) will use submitted Notice of Registration Cards (NRCs) to highlight the elector number of each elector once he or she has voted on the **Elector Number Tracking List**. The NRCs will be collected from each DRO and DRRO by the SDRO and given to the ETIA. Candidates/scrutineers who have a completed **Appointment of Scrutineer (F0412)** form and signed the oath and affirmation of secrecy can view the highlighted **Elector Number Tracking List**.

Distribution of the List of Electors by the Returning Officer

After the Writ has been issued and you have filed your **Candidate Registration and Change Notice Form (C-1)** form with the Compliance Division at Elections Ontario or your **Nomination Paper (F0400)** with the Returning Officer in your elector district, the Returning Officer will make available to you, a copy of the **Preliminary List of Electors (F0313)**.

*Refer to the **Candidate Election Calendar (F0415)** for more information.*

Note: If you are an independent candidate and you would like to receive List products, then you must give your written policy to the Returning Officer before you receive a copy of the **List of Electors (F0313)**.

The Returning Officer will provide you with a copy of a sample policy, contained within the **PREO Guidelines**.

You may designate another person to receive the **List of Electors (F0313)** from the Returning Officer in your electoral district. You must let the Returning Officer know whether you have authorized a designate to receive the **List of Electors (F0313)** before you send him or her. If the designate changes during the event, please inform the Returning Officer.

Each time you or your designate receives a copy of the **List of Electors (F0313)** from the Returning Officer, you or your designate must sign for receipt of the List product.

All persons to whom the Returning Officer provides access to the **List of Electors** (electronic or paper copy) must complete an **Acknowledgement for the List of Electors (F0101)** form.

Note: For security reasons, the data on the **List of Electors (F0313)** CD is encrypted and password protected. You must call the Returning Officer in your electoral district to obtain the password.

Distribution of the List of Electors by the Candidate

You must track the distribution of the **List of Electors (F0313)**. For example, if you give a copy of the **List of Electors (F0313)** to a volunteer to assist with getting out the vote, you must record the distribution. The Returning Officer will provide you with a sample copy

of the **Distribution of List of Electors (F0315)** form, contained within the **PREO Guidelines**.

All persons to whom you or your delegate gives access to the **List of Electors (F0313)** (electronic or paper copy) must complete an **Acknowledgement for the List of Electors (F0101)** form. Included on the **List of Electors CD** (green label) is a **Sample Acknowledgement** form that candidates may use to obtain written acknowledgement.

Note: Candidates must keep the written acknowledgement forms safely secured because the Chief Electoral Officer at Elections Ontario may ask to see them at any time.

*Refer to the **PREO Guidelines** for more information.*

Secure Destruction of the List of Electors

You are required to provide written proof of secure destruction of the **List of Electors (F0313)** (electronic and paper copies) to Elections Ontario. The Returning Officer will provide you with a sample copy of the **Secure Destruction (F0317)** form, contained within the **PREO Guidelines**.

Filing Requirements

You must file the **Distribution of List of Electors (F0315)** form(s), signed **Acknowledgement for the List of Electors (F0101)** form(s), and completed **Secure Destruction (F0317)** form (s) with Elections Ontario up to six months after polling day, when you file your financial statements under the *Election Finances Act*.

Note: Address the return of all materials to Elections Ontario: Attention - Operations-PREO.

*Refer to **Contact Information** for more information.*

Return of Materials on Candidate Withdrawal

Candidates who withdraw their nomination are no longer eligible to have candidate materials in their possession. If you are withdrawing your nomination and if you received Elections Ontario materials during the Writ period, then please return all materials to the Returning Officer in your electoral district as soon as possible. At the latest, these materials must be returned by Day +2 of the **Candidate Election Calendar (F0415)**.

Returning Office Services for Electors

Electors may visit the returning office or satellite office for a range of services:

- General information about registering to vote and voting in the election
- Changes in, or additions to, their personal information on the **List of Electors (F0313)**
- Voting by Special ballot
- Receiving a **Certificate to Vote (F0218)** form
- Voting at returning office or satellite office advance polls
- Voting with accessible voting equipment.

Accessibility for Ontarians with Disabilities Act (AODA) and Accessibility Standards for Customer Service, Ontario Regulation 429/07

The *Accessibility Standards for Customer Service* regulation establishes accessibility standards for customer service. It applies to every designated public sector organization and to every other person or organization that provides goods or services to members of the public. The regulation defines “designated public sector organization” as “the Legislative Assembly and the offices of persons appointed on the address of the Assembly [and] every ministry of the Government of Ontario...,” including Elections Ontario.

The *Accessibility Standards for Customer Service* regulation came into force on January 1, 2010. For more information on Elections Ontario's Accessible Customer Service Policy, visit the Elections Ontario website at <http://www.elections.on.ca/en/voting-in-ontario/how--when-and-where-to-vote/when-and-where-to-vote/accessible-voting.html>.

Additions to the List of Electors

Qualified electors whose names do not appear on the **List of Electors (F0313)** have a number of alternatives up to and including polling day to have their names added and vote:

- Electors may apply to vote by Special ballot in person at the returning and satellite offices from Day 28 until Day 1 no later than 6:00 PM. They need to bring proof of identity and residence. From Day 5 to Day 1, Special ballot voting at the returning and satellite offices have accessible voting technology available. This equipment enables electors with disabilities to vote independently.
- Electors may apply to vote by Special ballot by mail at returning and satellite offices or at Elections Ontario head office. They need to send proof of identity and residence. Applications must be received before 6:00 PM ET on Day 6.
- Electors may go to the returning and satellite offices, provide proof of identity and residence on one document and complete a revision form to be added to the **List of Electors (F0313)**. They may vote at the same time if there is a returning office advance poll or receive a **Certificate to Vote (F0218)** form to vote at an area advance poll or on polling day.
- Electors may attend an advance poll, where they can obtain a **Certificate to Vote (F0218)** form and vote at the same time. They need to bring proof of identity and residence.
- Electors may vote on polling day even if they are not on the **List of Electors (F0313)**. They need to bring proof of identity and residence to the correct voting location to be added to the list and then vote. Please visit the Elections Ontario website at www.elections.on.ca for a list of acceptable forms of identification.
- Electors who are unable to vote in person at a voting location and who meet the qualifications may request a home visit. They must make these arrangements with the returning office from Day 28 until Day 1 no later than 6:00 PM.

Elector Identification

To register to be on the List of Electors (F0313), an elector must show proof of identity and residence. If the name of the elector is already on the List of Electors (F0313), he or she will still be asked to prove his or her identity at the poll. For a list of acceptable forms of identification, visit the Elections Ontario website at www.elections.on.ca or call the returning office.

Electors with Accessibility Needs

Elections Ontario provides a range of products and services for electors with accessibility needs.

- Languages: Information about the voting process is available in multiple languages at all polling locations.
- Sign language: Elections Ontario covers the cost of sign language interpreters to assist electors when they vote. This service is available on a first-come, first-served basis. Electors must schedule the sign language interpreter before polling day with their local Ontario Interpreting Services offices. Electors who are deaf-blind should contact their service provider.
- Information in other formats: Information about voting is available in Braille, on CD, as a downloadable Duxbury Braille and in audio format.
- Wheelchair access: The *Election Act* requires that all local Elections Ontario voting locations be wheelchair accessible. For more details, refer to Election Ontario's Accessible Customer Service Policy on the Elections Ontario website.

For more information on Elections Ontario's services for electors with accessibility needs visit the Elections Ontario website at www.elections.on.ca.

Information to Electors

After the Writ is issued, Elections Ontario sends a pamphlet to all households with information on elector qualifications and when and where electors can register and vote. This information is also available on the Elections Ontario website at www.elections.on.ca or by calling the local returning office.

Jobs

As noted in this guide under *Election Officials*, the Returning Officer must hire hundreds of poll workers for polling day. If your campaign office receives calls enquiring about such temporary work opportunities, tell them to call, or apply in person, at the returning office.

Notice of Registration Cards (NRC)

Notice of Registration Cards are mailed to electors based on the information recorded in the Permanent Register of Electors for Ontario and on updates to elector information collected during target revision. Each card shows an elector's name, mailing address and voting location based on the elector's residential address. Elections Ontario begins to mail the Notice of Registration Cards approximately two weeks after the Writ is issued.

When speaking to the public, please refer any qualified elector who has not received a Notice of Registration Card or who has received an incorrect card to the returning office. In those cases, electors will need to ensure they are added to the List of Electors (F0313) in advance of polling day or on polling day, and that they are being directed to the correct voting location.

Public Outreach during the Election

The returning office is your resource centre. Candidates may also use this section of the guide for their staff and volunteers in their local campaign offices. If you are unable to respond to a call from a member of the public using this guide, please refer callers to the Elections Ontario call centre at 1.888.668.8683.

Qualified Electors

To be qualified to vote in an election, a person must be, on polling day:

- 18 years of age or older,
- A Canadian citizen and
- Resident of the electoral district.

Please refer any questions about eligibility to the returning office.

Target Revision

During the Writ period, Elections Ontario Revising Agents will visit households in selected areas to update the **List of Electors (F0313)**. Typically, target revision takes place in areas that have experienced rapid growth, buildings with high mobility rates or a building that has been designated a Special poll.

Voting Locations

The *Election Act* requires that all local Elections Ontario voting locations be wheelchair accessible. For more details, please refer to Election Ontario's Accessible Customer Service Policy on the Elections Ontario website at <http://www.elections.on.ca/en/voting-in-ontario/how--when-and-where-to-vote/when-and-where-to-vote/accessible-voting.html>

Electors may go to any advance poll in their electoral district to cast their ballots. The Returning Officer tells you where the voting locations will be at the candidates meeting. Advance polls at the returning and satellite offices have accessible voting equipment available to help electors with disabilities to vote independently.

- Advance polls at returning and satellite offices are open from Day 11 to Day 6, from 10:00 AM to 8:00 PM.
- Area advance polls are open from Day 12 to Day 6, from 10:00 AM to 8:00 PM.
- Polling day voting locations are open from 9:00 AM (ET) to 9:00 PM (ET).

The residential address of an elector determines where he or she votes. The Notice of Registration Card includes the voting location. Electors who do not know where to vote should contact the returning office in their electoral district or refer to Elections Ontario's website.

The Returning Officer determines the polling day Mobile polls. He or she tells you the locations and hours of operation.

Note: Although it is rare, voting locations may change on polling day. Should this occur, you will be advised immediately.

Polling Day

Blackout Period for Commercial Advertising

No registered political party, constituency association, candidate or third party shall conduct paid commercial political advertising during a blackout period. The blackout period includes the day before polling day and polling day for all fixed date general elections. In by-elections and non-fixed date general elections, there is an additional blackout period that begins when the Writ for an election is issued and ends on the 23rd day before polling day.

*Refer to **Commencement of Campaign Advertising** in this guide for more information.*

Blackout Restriction on Polling Day Surveys

The *Election Finances Act* prohibits the release of opinion surveys on how electors voted or will vote before the close of polls on polling day. The ban applies to all election surveys not already available to the public before polling day.

Canvassers

Neither the Chief Electoral Officer at Elections Ontario nor the Returning Officer has authority to compel landlords or property managers to allow you to enter private residential buildings for political canvassing. If you are denied entry into a private residential building for the purpose of political canvassing, you may consider consulting a lawyer to determine whether you have any recourse under the provisions concerning canvassers in the *Residential Tenancies Act, 2006* (section 28), the *Condominium Act, 1998* (section 118), and the *Co-operative Corporations Act* (section 171.24).

Communication Devices

Cellphones are permitted in a voting location only if they do not disrupt the normal and orderly proceeding of the poll. Specifically, cellphones must be turned off or left in vibrate mode, and all calls must be placed or answered outside the voting location. An Elections Ontario poll official will remind you of these rules, if applicable.

Complaints about Lawn Signs

If you would like to make a complaint about the placement of a lawn sign and public property is affected, direct all calls to the respective government office. Alternatively, if signs are close to a provincial highway, the issue may fall under the Ministry of Transportation's jurisdiction. You should also contact your municipality for information on local by-laws.

Election Officials

The Returning Officer appoints a Deputy Returning Officer (DRO) and a Poll Clerk for each poll. To allow appropriate time for staff training, these appointments are made as soon as possible after the Writ has been issued.

Special Note – by-election pilot in Whitby-Oshawa

At super poll voting locations there will be no Poll Clerks appointed. The DROs appointed by the Returning Officer are accountable for the duties of a Poll Clerk (e.g. looking up electors, striking electors names). Further the Returning Officer will be appointing a new position titled Deputy Revision Returning Officer (DRRO), accountable for all the duties of a DRO as well as Poll Clerk and PDRA.

In the Voting Location

Please make sure your team is aware of conduct in voting locations. The *Election Act* and the authority of the Chief Electoral Officer at Elections Ontario guide your conduct. **A Guide for Scrutineers (F0411)** offers an outline. The Returning Officer will provide you with a copy.

Only electors in the process of voting, the Deputy Returning Officer, the Poll Clerk, and candidates may remain in a voting location. In addition, not more than one scrutineer per poll for each candidate may be present at any one time.

Note: Exceptions to the above are few. Caregivers, individuals assisting electors with accessibility needs, and officials designated by the Chief Electoral Officer at Elections Ontario are examples.

Interfering with the Polling Process

No person may interfere with an elector. Neither may any individual try to find out for which candidate an elector is about to vote or has voted, or whether the voter declined to vote.

Media at the Voting Location

Both still and video cameras are not permitted in a voting location. Candidates may, however, be filmed casting their ballots. You must receive authorization from the returning office at least one day *before* the photo opportunity. Contact the local Returning Officer and give to him or her the date, time and location of your media event. The Returning Officer completes a **Candidate Media Request (F0418)** form and gives it to the Area Manager or Supervising Deputy Returning Officer of the voting location where the candidate will be casting his or her ballot.

Note: Members of the media are not permitted to film or photograph other electors or poll officials in the voting location, even with consent.

Mobile Polls

The Chief Electoral Officer at Elections Ontario may direct that electors living in such institutions as retirement homes be given the opportunity to vote by a Mobile poll, which serves two institutions.

No Campaigning at the Voting Location

Anything that identifies a party or candidate, such as pamphlets, clothing, hats, accessories, signs or buttons, is not permitted at the voting locations or the area around the locations. These areas will be checked regularly for political logos and materials.

The Deputy Returning Officer is the final arbiter and may take whatever action is necessary to preserve the secrecy of the ballot and maintain peace and order at the voting location. Persons who contravene the *Election Act* may be required to leave the voting location.

Voting Location Boundaries

Conduct at the voting location extends to the area outside the voting location. For both private and public sites, the premises include the parking lot, adjoining fences and adjacent sidewalks and road allowances. When a poll is located on public premises, the entire property of the voting location and all the boundaries associated with it are part of the premises. Election officials have been instructed to remove signage from these areas.

If a voting location is located on private premises, such as an apartment building, all common elements of the building are part of the voting location. Individual units and their doors, windows and balconies are not part of the common elements.

Elections Ontario rents a specific location for voting and the Chief Electoral Officer at Elections Ontario has no jurisdiction over activity on property outside the premises.

Results and Official Tabulation

Results

Poll officials complete their documentation on polling night and phone in the results to the returning office. The results are posted live on Elections Ontario's website on polling night. These results are unofficial.

After 9:00 PM on polling night, results are generated for returning office and satellite office Special ballot Vote Tabulator voting and advance poll voting.

Special Note – by-election pilot in Whitby-Oshawa

Single/double polls will operate using existing processes. On polling night, results for super polls are generated by the Vote Tabulator. The Tabulator Deputy Returning Officer will print the candidate results for scrutineer viewing.

Official Tabulation

The date and time of the official tabulation is printed on the **Notice to Voters (F0230)** form. You or a designate may be present at the official tabulation, which is held at the returning office. These figures are used to compile the official poll results. If no candidates apply for a judicial recount, the Returning Officer submits the official return to the Chief Electoral Officer at Elections Ontario seven days after the official tabulation.

Logistic and Accuracy Testing

A logistic and accuracy test is performed for the accessible voting technology for advance poll and Special ballot at the returning and satellite offices, if applicable. The date, time and location will be communicated to candidates by the Returning Officer. Candidates or scrutineers are invited to attend this test.

A logistic and accuracy test is performed for accessible voting technology for polling day. The date, time and location will be communicated by the Returning Officer. Candidates or scrutineers are invited to attend this test.

After the election the Chief Electoral Officer at Elections Ontario publishes the names of the candidates who received the most votes in each electoral district in the *Ontario Gazette*.

Election Day Research

Special Note – by-election pilot in Whitby-Oshawa

Elections Ontario would like to inform candidates and scrutineers of research that will occur in selected polls during the Whitby—Oshawa by-election.

Conducting research enables Elections Ontario to identify and recommend legislative changes through an evidence based approach. These changes include new processes and technology for modernizing elections.

Research Overview

This research involves observations, time measurements and surveys of stakeholders about the pilot being tested in the Whitby—Oshawa by-election; specifically measuring efficiency and satisfaction around the introduction of a new staffing model, electronic poll books and tabulators.

The research will be:

Conducted in twelve (12), randomly selected, superpoll voting locations in the electoral district of Whitby—Oshawa,

Conducted on polling day only, from polls open at 9:00 AM to close of polls at 9:00 PM, and

Staffed at each selected superpoll voting location by a team of two Researchers and one Outreach Assistant.

Note: Researchers and Outreach Assistants are employed by Elections Ontario and their work is directed by the Research Lead, one of Elections Ontario's provincial Returning Officers.

On Election Day, Researchers will be located close to the Tabulator DRO, or wherever their view is unobstructed, to collect time measurements and observations of the voting process. Outreach Assistants will be located near the exit of the poll to capture feedback from electors in exit surveys.

Candidates and their staff, including scrutineers and campaign Managers, will be asked to complete a survey after polling day to provide their feedback about the introduction of the new staffing model, ePoll Books and Vote Tabulators. This information will be critical for Elections Ontario to learn how to improve the voting experience.

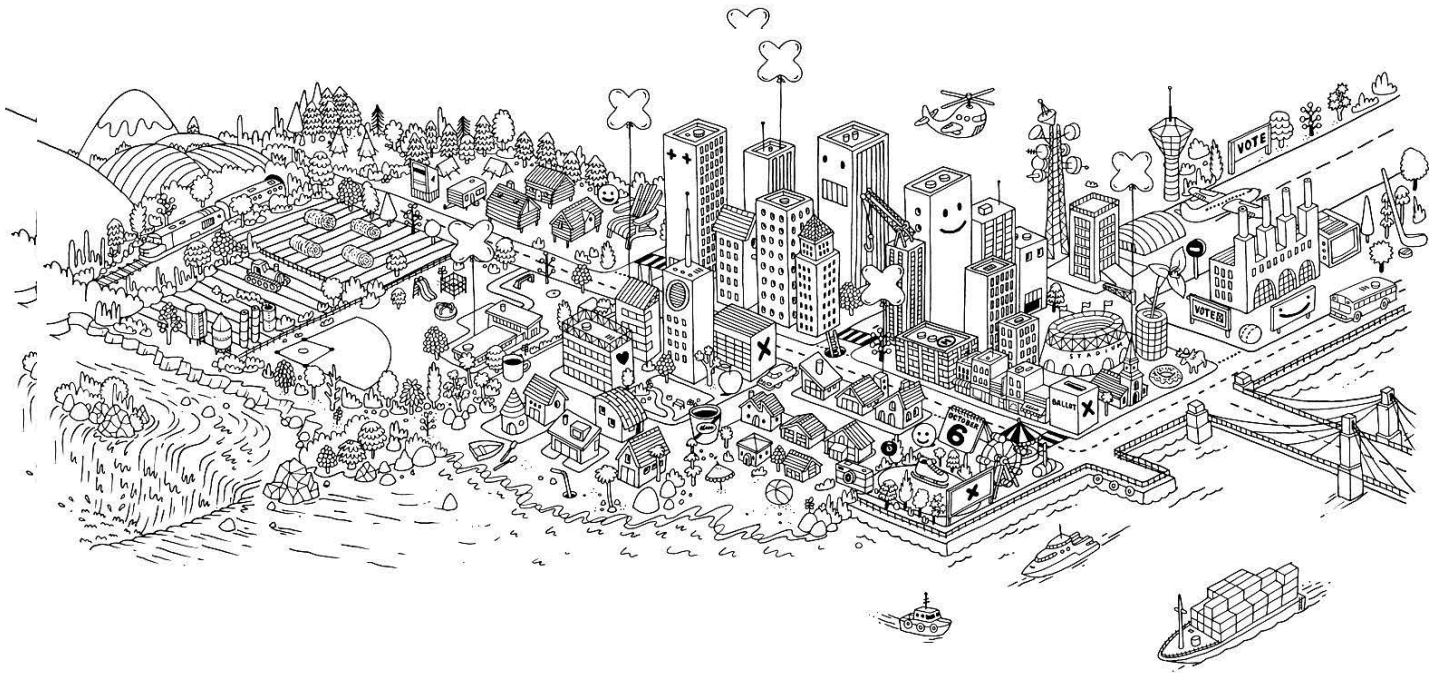
Note: No personal data will be collected for this research; it will not interfere with the voting process or compromise elector privacy. The research teams will not have access to who voted or how they voted.

Candidate Checklist

QUALIFICATIONS	
☐	To qualify as a candidate in an election under the <i>Election Act</i> , you must be: • 18 years of age or older on polling day, • A Canadian citizen, • Resident in Ontario for the six months preceding polling day and • Not disqualified by the <i>Legislative Assembly Act</i> or any other Act.
SELECT AND APPOINT YOUR CAMPAIGN TEAM (IF APPLICABLE)	
Designate your	
☐	Chief Financial Officer (CFO)
☐	Auditor
☐	Campaign Manager (optional)
☐	Persons authorized to accept contributions
☐	Financial institution and signing authority
☐	Location of campaign records
CANDIDATE REGISTRATION	
☐	Submit Candidate Registration and Change of Notice (C-1) form to the Compliance Division at Elections Ontario. Note: No financial activity is permitted until you register and the election is called.
CANDIDATE NOMINATION	
☐	Make an appointment and submitted Nomination Paper (F0400) to the Returning Officer in your electoral district.
Designates selected to:	
☐	Appoint scrutineers
☐	Be present at official tabulation
☐	Be scrutineers for polling day to observe the voting and the counting of the ballots

CANDIDATE ENDORSEMENT (IF APPLICABLE)	
☐	Endorsement submitted to the Chief Electoral Officer at Elections Ontario if the official name of a registered political party will appear after your name on the ballot
CANDIDATE FINANCES	
☐	Know your financial obligations by consulting your CFO The candidate's campaign must file audited financial statements and supporting schedules within three months after the campaign period (six months after polling day) Note: No financial activity is permitted until you register and the election is called.
CAMPAIGN EXPENSES	
☐	Know the rules on your spending limits by consulting your CFO. The <i>Election Finances Act</i> limits the amount of money that a candidate can spend during a campaign. The ceiling helps to ensure that all have an equal chance of being elected.
CAMPAIGN ADVERTISING	
☐	Know the authorization and blackout rules on campaign advertising.
CANDIDATE MATERIALS	
☐	After the Writ is issued, only candidates who have filed a Candidate Registration and Change of Notice Form (C-1) or Nomination Paper (F0400) may receive a copy of the List of Electors (F0313) (electronic and paper copies) and geography products of the their respective electoral districts. <i>Refer to the PREO Guidelines for more information.</i>

You are now ready to become a candidate!



Candidate's Guide (F0405)

- ☐ Candidate Election Calendar (F0415)
- ☐ Candidate Registration and Change Notice Form – C-1
- ☐ Nomination Paper (F0400)
- ☐ Candidate Name Appearance Policy
- ☐ A Guide for Scrutineers (F0411)
- ☐ PREO Guidelines
- ☐ EO Products Chart



**Elections
Ontario**

Table of Contents

Overview.....	5
Contact Information	6
Returning Office	6
Elections Ontario Head Office – Compliance Division.....	6
Becoming a Candidate	7
Qualifications of a Candidate	7
Paperwork to Complete	8
Electoral Legislation	9
Election Act	9
Election Finances Act.....	9
Important Dates.....	10
Candidate Election Calendar (F0415).....	10
Before the Election Is Called.....	10
During the Election.....	11
After the Election.....	14
Appointing Your Campaign Team.....	15
The Chief Financial Officer	15
The Auditor.....	15
Persons Authorized to Accept Contributions.....	16
Designates.....	16
Scrutineers	16
Designate for Official Tabulation.....	17
Candidate Registration.....	18
Candidates Affiliated with a Registered Political Party.....	18
Independent Candidates	18
Candidate Nomination.....	20
Nomination Paper.....	20
Name on the Ballot.....	21
Candidate Withdrawal	22
Candidate Endorsement	23
Candidates Affiliated with a Registered Political Party.....	23
Independent Candidates	23
Candidate Information on the Elections Ontario Website.....	24
Candidate Finances	25
Financial Activity.....	25
Location of Records.....	26
Accounts and Signing Authority	26
Loans.....	27

Campaign Income	28
Contribution Eligibility	28
Contribution Limits.....	28
Method for Contributions.....	29
Tax Credit Information for Contributors.....	30
Contributions by Individuals	30
Tax credits for corporations	31
Campaign Expenses	32
Candidate Spending Limit	33
Filing the Financial Statements.....	33
Campaign Expense Subsidies.....	34
Commencement of Campaign Advertising.....	35
Blackout Restriction on Polling Day Surveys.....	35
Candidate Materials	36
Candidate Meetings with the Returning Officer	36
Summary of Materials.....	37
Elections Ontario Products.....	42
Geography Products.....	42
List Products.....	43
Filing Requirements	46
Return of Materials on Candidate Withdrawal	46
Returning Office Services for Electors.....	47
Accessibility for Ontarians with Disabilities Act (AODA) and Accessibility Standards for Customer Service, Ontario Regulation 429/07.....	47
Additions to the List of Electors.....	48
Elector Identification	49
Electors with Accessibility Needs	49
Information to Electors	49
Jobs	50
Notice of Registration Cards (NRC).....	50
Public Outreach during the Election.....	50
Qualified Electors.....	50
Target Revision.....	51
Voting Locations.....	51
Polling Day.....	52
Blackout Period for Commercial Advertising	52
Blackout Restriction on Polling Day Surveys.....	52
Canvassers	52
Communication Devices.....	52
Complaints about Lawn Signs.....	53

Election Officials	53
In the Voting Location	53
Interfering with the Polling Process	54
Media at the Voting Location	55
Mobile Polls	55
No Campaigning at the Voting Location.....	55
Voting Location Boundaries	56
Results and Official Tabulation.....	57
Results	57
Official Tabulation	57
Logistic and Accuracy Testing.....	57
Election Day Research.....	58
Research Overview	58
Candidate Checklist.....	60

Overview

Congratulations

on your decision to be a candidate in the next election!

Ontario's *Election Act* and *Election Finances Act* govern the numerous activities that take place during an election. The Returning Officer (RO) for your electoral district is your contact person throughout the event.

Elections Ontario head office is available to answer any operational questions that you may have that can't be answered by your RO. The Compliance Division at Elections Ontario is available to answer campaign finance questions covered by the *Election Finances Act* throughout the campaign period and until you file your audited financial statements.

Disponible en français

Contact Information

Returning Office

The returning office is your point of contact during an event for information on the *Election Act*, candidate materials, the nomination process, or policies and procedures. Contact information for the RO in your electoral district can be found at www.elections.on.ca. The Returning Officer will provide you with information at the first candidates' meeting.

Hours of operation during the Writ period:	Monday to Saturday: 10:00 AM – 8:00 PM Sunday: 12:00 PM – 5:00 PM
--	--

Elections Ontario Head Office – Compliance Division

If you require additional information on the *Election Finances Act*, the registration process, campaign finance information or policies and procedures contact:

Hours of operation during the Writ period – General Election	Monday to Friday: 8:30 AM – 5:00 PM
Hours of operation during the Writ period – By-Election	Monday to Friday: 8:30 AM – 4:30 PM
Hours of operation outside of the Writ period:	Monday to Friday: 8:30 AM – 4:30 PM
Mailing address:	Elections Ontario Compliance Division 51 Rolark Drive Toronto ON M1R 3B1
Contact information:	Toll Free: 1-866-566-9066 Fax: (416) 325-9466 Email: electfin@elections.on.ca

Becoming a Candidate

Qualifications of a Candidate

A person is qualified to be a candidate who, at the time of signing the consent to nomination is:

- 18 years of age, or older on polling day, and
- A Canadian citizen, and
- A resident in Ontario for the six months preceding polling day, and
- Not disqualified by the *Legislative Assembly Act* or any other *Act*.

Note: There are also statutory restrictions which may prohibit you from being nominated to run as a candidate. The restrictions include a person who:

- Is a Returning Officer, Election Clerk, Revising Agent or Revision Assistant at the revision of any List of Electors to be used in the election (*Election Act, s. 26(2)*)
- Was convicted of a corrupt practice in an election in the last eight years unless, at the time of conviction, the presiding judge found the act was unintentional (*Election Act, s. 98*)
- Was previously a candidate or leadership contestant who, prior to this election, has failed to file audited financial statements with Elections Ontario (*Election Finances Act, s. 43*)
- Is a Member of the House of Commons of Canada (*Legislative Assembly Act, s. 7*)
- Is a Member of the Senate of Canada (*Legislative Assembly Act, s. 7*)

You should also check with your employer to see if there are any conditions in your terms of employment in relation to running for the Legislative Assembly. For example, if you work in the federal, provincial or municipal sector or hold a public appointment or office, you should consult your employer to see what rules may apply.

Paperwork to Complete

To become a candidate in an election, you need to:

- Complete a **Candidate Registration and Change Notice Form (C-1)** and file it with the Compliance Division at Elections Ontario.

*Refer to **Candidate Registration** in this guide for more information.*

and

- Complete a **Nomination Paper (F0400)** and file it with the RO in your electoral district.

*Refer to **Candidate Nomination** in this guide for more information.*

Electoral Legislation

As a candidate, you will need to satisfy the requirements under the *Election Act* and the *Election Finances Act*.

Election Act

The *Election Act* sets out how an election in Ontario should be conducted. For example, the *Election Act* establishes:

- When the election begins,
- When election day is,
- A revision period during which changes may be made to the List of Electors, and
- The length of the nomination period.

It also provides for the preparation of the printing and counting of the ballots. This *Act* also establishes the provisions for Special ballot voting, accessible voting equipment at the returning office and *Accessibility for Ontarians with Disabilities Act* customer service standards at all voting locations.

Election Finances Act

The *Election Finances Act* regulates the registration and financial activity of candidates. All candidates must file audited financial statements after the campaign period has ended. Your Chief Financial Officer (CFO) manages your campaign finances and needs to understand the rules, under the *Election Finances Act*, that govern banking, loans, contributions, tax credit receipts, election expenses, campaign advertising, etc.

Refer to Candidate Finances in this guide for more information.

Important Dates

The information in this section highlights your deadlines and gives you reminders regarding milestones during an election.

Candidate Election Calendar (F0415)

The Candidate Election Calendar (F0415) lists key activities and milestones affecting candidates. This **Candidate's Guide (F0405)** provides details on those activities and milestones, outlining which specific tasks must be done by you in preparation for the election. The days on the calendar are referenced throughout this guide and an outline is provided below.

The Candidate Election Calendar (F0415) starts on Day 29, the day the election is called and the Writ is issued, and counts down to Day 0, polling day.

You can find the Candidate Election Calendar (F0415) on the Elections Ontario website at <http://www.elections.on.ca/en/political-entities-in-ontario.html>, the RO will also provide you with a paper copy.

Before the Election Is Called

Before Day 29	Selecting and Appointing Candidates select and appoint persons to help them manage their campaigns. <i>Refer to Appointing Your Campaign Team in this guide for more information.</i>
Before Day 29	Candidate Registration Registered political party candidates may file a Candidate Registration and Change Notice (C-1) form in advance of the Writ being issued. If you pre-file, you are ready to begin financial activity immediately after the election is called. Note: Independent candidates may register only after the election is called on Day 29. <i>Refer to Candidate Registration in this guide for more information.</i>

During the Election

Day 29 to Day 1, inclusive	Candidate Registration All candidates must file a Candidate Registration and Change Notice (C-1) form. <i>Refer to Candidate Registration in this guide for more information.</i>
Day 29	All candidates who are registered with the Compliance Division at Elections Ontario may accept contributions and incur campaign expenses after the election is called until 3 months after polling day. <i>Refer to Candidate Registration in this guide for more information.</i>
Day 28 to Day 1 (6:00 PM)	Electors may vote by Special ballot. <i>Refer to Returning Office Services for Electors in this guide for more information.</i>
Day 28	All independent candidates are required to file a policy with their Returning Officer outlining how they will comply with the PREO Guidelines and Election Act regarding the use of information from the List of Electors (F0313). Refer to List Products in this guide for more information.
Day 24 to Day 1	Upon request to the Returning Officer, each candidate from a registered political party can receive the List of Certificates to Vote Issued (F0233) report <i>Refer to Candidate Materials in this guide for more information.</i>
Day 24	Returning Officer holds first candidate information meeting. By Day 24, the following materials are made available to candidates after they submit their registration or nomination form: • Preliminary List of Electors (F0313) • Polling Division wall map of the candidate's electoral district • Geography CD <i>Refer to Candidate Materials in this guide for more information.</i> Candidates must sign for the materials with their Returning Officer before they can receive them. When you distribute the products to your campaign team, you must complete the Distribution of List of Electors (F0315) form, and the written Acknowledgement for the List of Electors (F0101) form. <i>Refer to List Products in this guide for more information.</i>
Day 22	Campaign advertising may occur from Day 22, 12:00 AM (ET) to Day