



The Corporation of the Township of Brock  
1 Cameron Street E., P.O. Box 10 Cannington, ON L0E 1E0

## *Municipal Election - 2025*

### *Candidates' Handbook*

*Updated July 4, 2025*

This handbook has been prepared by the Township of Brock Clerk's Department to assist you, as a candidate for elected office, in the upcoming Municipal By-Election. It includes information on legislative requirements, key dates, procedures regarding nominations for office, election expenses, and qualification requirements for candidates. Additional information, including a brief summary of the duties and responsibilities of Council has also been included.

This document is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355

This Candidates' Handbook has been prepared for candidates seeking office to the Council of the Township of Brock. The contents of this document are intended only as a guide to certain relevant information and it not meant to cover all information required by a candidate in a municipal election. Candidates should refer directly to the *Municipal Elections Act, 1996* for specific provisions and additional details. The Act is available from Publications Ontario (1-800-668-9938), or online at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

Candidates should also refer to the [2022 Ministry of Municipal Affairs Candidates Guide](#).

As the campaign progresses, candidates will receive additional information from the Clerk's Office. Therefore, it is imperative that candidates notify the Clerk of any address and other contact information changes.

Clerk's Department staff will be pleased to assist you with any questions you may have concerning the election process, forms, method of voting, voters' list or other matters related to the municipal election. Please contact our office at one of the numbers listed on the following pages or through email.

## Table of Contents

Municipal Election - 2025.....	1
Candidates' Handbook.....	1
Table of Contents.....	3
Introductions .....	5
Clerk's Department Election Resource Staff.....	5
Key Dates .....	5
Elected Offices.....	7
Mayor .....	7
Municipal Duties and Responsibilities.....	8
Remuneration .....	8
Election Process .....	9
Voting Technology .....	9
Proxies.....	10
Ballot Counting Procedures .....	10
Vote By Internet, Telephone and Ballot on Demand Procedures and Rules .....	10
Nomination Procedures .....	12
Qualification .....	12
Disqualification.....	12
Nomination Form and Fee .....	13
Identification .....	13
Certification of Nomination Papers .....	14
Withdrawal of Candidacy .....	14
Death/Ineligibility of a Certified Candidate .....	14
Advertisements .....	15
Timing .....	15
Use of Corporate Resources .....	15
Campaign Finances .....	16
Record keeping.....	17
Campaign period .....	17
Bank account.....	18
Contributions.....	18
When you can receive contributions.....	19
Who can make a contribution .....	19
Ineligible contributors.....	20
Contribution limits .....	20
Contributions from yourself and your spouse .....	20
Preliminary Maximum Permitted Expenses .....	21
Contribution receipts.....	21
Returning ineligible contributions.....	21
Fundraising.....	22
Expenses .....	23
Spending Limit.....	23
Types of Expenses .....	24
When the spending limit applies .....	24
Campaign inventory.....	25

Spending Limits for Parties After the Close of Voting .....	25
Campaign Financial Statement.....	25
Extended campaigns .....	26
Surplus and Deficit .....	26
Auditor’s Report.....	27
Clerk’s Report/Compliance Audit Committee.....	27
Compliance & Enforcement .....	27
Automatic penalties .....	27
Compliance audits .....	27
Penalties .....	28
General Information .....	29
Definition of Residence .....	29
Enumeration .....	30
Revisions to Voters’ List .....	30
Voters’ List.....	30
Scrutineers .....	30
Election Signs .....	32
Election Act Provisions .....	32
By-law Number 3114-2022 .....	32
Special Provisions for Registered Third Parties.....	33

## Introductions

### Clerk's Department Election Resource Staff

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Stefanie Stickwood, Clerk's Assistant  
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Municipal Office Business Hours – Monday through Friday, 8:30 a.m. – 4:30 p.m.

Municipal Elections Webpage: <https://www.townshipofbrock.ca/municipal-office/elections>

### Key Dates

This is a schedule of important dates relating to the campaign. If there are any changes to the dates, you will be notified by the Clerk.

<b>Nomination Period</b>  <a href="#">Monday July 7, 2025, to Friday July 25, 2025 – 9:00 a.m. – 2:00 p.m.</a>	Nominations may be filed by candidates prior to 2:00 p.m. on Nomination Day at any time when the Clerk's office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.) Nominations must be filed in person. Appointments are encouraged
<b>Third Party Advertiser Registration</b>  <a href="#">Monday July 7, 2025, to Friday July 25, 2025 – 9:00 a.m. – 2:00 p.m.</a>	Third party advertisers may register as a third party advertiser at any time when the Clerk's office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.). Registrations must be filed in person. Appointments are encouraged

<b>Campaign Period</b>  Monday July 7, 2025 to October 23, 2025	The campaign period begins on July 7, 2025, or whenever a candidate files a nomination paper, whichever is later, and ends on October 23, 2025, unless the candidate withdraws the nomination, the Clerk rejects the nomination or the candidate is continuing his or her campaign to erase a deficit as per Section 88.24(1) of the Municipal Elections Act.
<b>Nomination Day</b>  Friday, July 25, 2025 from 9:00 a.m. to 2:00 p.m.	Last day for filing nominations. Nominations may only be filed between the hours of 9:00 a.m. and 2:00 p.m.
<b>Withdrawal of Nominations</b>  Friday, July 25, 2025 at 2:00 p.m.	Nominations may be withdrawn in writing prior to 2:00 p.m. on Nomination Day and at any time when the Clerk's office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.)
<b>Certification of Nomination Papers</b>  Monday, July 28, 2025	The Clerk will certify nomination papers by 4:00 p.m.
<b>Acclamation</b>  Monday, July 28, 2025	The Clerk shall, after 4:00 p.m., declare the eligible candidate to be duly elected.
<b>Voters' List</b>  July 28, 2025	The Clerk shall make the Voters List available in an electronic format to those who are entitled to copies under subsections 23(3), (4) and (5) of the Act
<b>Revision Period</b>  July 7, 2025 – September 8, 2025	Eligible electors whose names are not on the voters' list or whose names were shown incorrectly on the list may be added to the voters' list or have the information on the list amended by filing an application with the Clerk's office. Dates, times & locations are contained herein.
<b>Certificate of Maximum Campaign Spending Limits</b>  Monday July 28, 2025	The Clerk to provide the certificate of maximum campaign spending limits.
<b>Voter Information Letters - Mailed</b>  The week of August 11-15, 2025	Voter Information Letters to be mailed.

<b>Election Day</b> <a href="#">Monday, September 8, 2025</a>	
<b>Official Results</b> <a href="#">Tuesday, September 9, 2025</a>	The Clerk will publicly declare to be elected, the candidate having the highest number of votes for each office, as soon as possible after Election Day.
<b>Term of Office Begins</b> <a href="#">Tuesday September 9, 2025</a>	Upon the successful candidate taking the Oath of Office.
<b>End of Campaign Period</b> <a href="#">October 23, 2025</a>	The end of the campaign period is Thursday October 23, 2025 unless a candidate withdraws the nomination, the nomination is rejected by the Clerk, or the candidate is continuing his or her campaign to erase a deficit. Candidates may not raise funds or incur expenditures beyond this date, unless they have a deficit and have notified the Clerk of the extension to the campaign period.
<b>Notification to the Clerk of a Deficit and Continuation of Campaign Period</b> <a href="#">Thursday October 23, 2025</a>	If a candidate has a deficit on October 23, 2025 and wishes to continue fundraising to eliminate the deficit, the candidate <b><i>shall</i></b> notify the Clerk on the prescribed form on or before October 23, 2025. Failure to do so will mean that the campaign period ends on October 23, 2025.
<b>Deadline for Filing of Financial Statements</b> <a href="#">Monday November 24, 2025 at 2:00 p.m.</a>	This is the final date by which all candidates must file their financial statements by 2:00 p.m.
<b>Clerk's Report</b> <a href="#">December 8, 2025</a>	The Clerk will release a public report indicating whether each candidate has filed a financial statement.

## **Elected Offices**

Persons elected to office during this election will be elected for a period commencing September 9, 2025 to November 14, 2026 (a one-year term of office) for the following office:

### ***Mayor***

One (1) member to be elected by all electors in the Municipality.

## Municipal Duties and Responsibilities

It is the role of Council:

- To represent the public and to consider the well-being and interests of the municipality as a whole;
- To develop and evaluate the policies and programs of the municipality;
- To determine which services the municipality provides;
- To ensure that administrative practices and procedures are in place to implement the decisions of Council;
- To ensure the accountability and transparency of the operations of the municipality;
- To maintain the financial integrity of the municipality; and
- To carry out the duties of Council under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.

It is the role of the Head of Council (Mayor) to:

- Act as the Chief Executive Officer of the Municipality;
- Preside over Council Meetings;
- Provide leadership to Council;
- Represent the Municipality at official functions; and
- Carry out the duties of the head of Council under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.

Members of Council fulfill a variety of responsibilities from a ward, constituent, municipal and corporate perspective. Councillors also share responsibilities for local boards and committees which generally meet in the evenings on a monthly basis. Responding to ward constituent needs and participating in ward specific initiatives and projects will be an ongoing role of each Councillor. Members of Council are also involved in corporate initiatives and receive a variety of invitations to community meetings and events. Candidates should be aware of the significant time commitments for a member of Council.

Council meets twice a month, on the 2<sup>nd</sup> Monday at 10:00 a.m. and the 4<sup>th</sup> Monday at 6:00 p.m.

Workshops and special Council meetings are held as required at 10:00 a.m.

## Remuneration

In June 2021 the Council Compensation Review Committee, which was established in April 2019, presented its findings and recommendations to Council. A review and analysis of Council remuneration provided recommendations to increase the annual salary, effective for the new term of Council in 2023.



<b>Position</b>	<b>Salary – January 1, 2025</b>	<b>Expenses – Vehicle</b>	<b>Retirement Plan</b>
Mayor	\$44,747.16	\$4,000	5% of salary
Regional Councillor	\$40,464.13	\$2,500	5% of salary
Ward Councillor	\$28,381.01	\$2,500	5% of salary

Each January 1, until 2026, the annual salary increase will be 4% plus the economic increase received by staff in the prior year.

In addition, the Township of Brock offers the following:

- An Insured Benefits Program to the members of Council upon specific request and subject to their eligibility;
- Ability to opt into Health and Dental Benefits Program;
- Life insurance;
- Accidental death/dismemberment insurance;
- Conflict of interest insurance (provided there has been no contravention of the *Municipal Conflict of Interest Act*); and,
- A severance package of one month for each year of service to a maximum of 24 months (not applicable for a member who has been disqualified or a member who dies prior to the age of 65).

The Mayor and Regional Councillor also receive remuneration for their duties preformed as members of Regional Council.

## **Election Process**

### **Voting Technology**

The 2025- Municipal By-Election will be conducted 3 ways – Internet, Telephone and Ballot on Demand. Instead of using traditional polling places where voters go to cast ballots on Election Day, a Voter Information Letter is mailed to each qualified elector who is on the Voters' List. Each letter contains the following information:

- Voting Period
- Voter's PIN
- Instructions on how to vote by Internet or Telephone
- Voting Assistance Locations

If an elector did not receive a Voter Information Letter, lost it, or inadvertently discarded it, they may receive a replacement Voter Information Letter kit at any one of the following

Voting Assistance Centres on the following dates as designated by the Clerk and advertised on the Election Website:

Wednesday September 3, 2025\*

Thursday September 4, 2025, 4:00 p.m. – 8:00 p.m.

Friday September 5, 2025, 10:00 a.m. – 4:00 p.m.

Saturday September 6, 2025, 10:00 a.m. – 4:00 p.m.

Monday September 8, 2025, 10:00 a.m. – 8:00 p.m.

- Municipal Administration Office, 1 Cameron Street East, Cannington
- Foster Hewitt Memorial Arena Auditorium, 176 Main Street, Beaverton, Ontario, L0K 1A0
- Sunderland Fire Station 8-1, 217 River Street, Sunderland, Ontario, L0C 1H0
- \* denotes for residents only of the following Long Term Care Homes
  - Lakeview Manor, 133 Main Street, Beaverton
  - Bon Air, 131 Laidlaw Street South, Cannington

Any additional Voting Assistant Centers may be designated by the Clerk and advertised on the Election Web Site and to all registered Candidates.

Electors who do require a replacement Voter Information Letter will be required to sign a declaration stating that they have not already voted in the current election.

## Proxies

As the Township of Brock is conducting the 2025 Municipal By-Election using Internet Voting, Telephone Voting and Ballot on Demand, in accordance with Section 42(5) of the *Municipal Elections Act*, S.O. 1996, as amended, there is no requirement for and no opportunity to vote by proxy.

## Ballot Counting Procedures

Following the close of the Voting Period and Voter Assistance Centres, in accordance with the Voting Procedures, the Clerk or designated Election Official, along with the Internet and Telephone Voting System Provider and Paper Ballot Voting System Provider will undertake the secure steps to tally the results of the election. The results will be displayed on the Township's website.

The results released on September 8, 2025 are the unofficial results.

## Vote By Internet, Telephone and Ballot on Demand Procedures and Rules

The use of an alternate form of voting is authorized by section 42 of the *Municipal Elections Act*, 1996, as amended, and adopted by by-law. In addition, the Clerk is

required to prepare detailed procedures to accommodate this method of election which are prepared and maintains the spirit of the Act. These final procedures, approved by the Municipal Clerk, shall be available to the public by July 7, 2025 and provided to each candidate. Amendments to such procedures, if required, are prepared and approved at the sole discretion of the Clerk and not subject to Council approval.

## Nomination Procedures

Candidates must be qualified on the day they file their nomination paper.

### Qualification

You can run for Council if you meet the following qualifications:

- A Canadian citizen;
- At least 18 years of age;
- A resident of the Township of Brock;
- The owner or lessee of property in the Township of Brock or the spouse;
- Not legally prohibited from voting; and
- Not disqualified by any legislation from holding municipal office.

### Disqualification

The following are disqualified from being elected as a member of Council or holding office as a member of Council:

- Employees of the Township of Brock unless they submit their written resignation of employment upon the election. (Note: employees must be on leave of absence prior to filing their nomination paper. They must provide the Clerk with the original documentation showing that they have taken a leave of absence and the effective date);
- A judge of any court;
- A member of the Provincial Legislature, the Federal House of Commons or Senate who has not resigned from his or her office by the close of nominations (2:00 p.m., Friday, July 25, 2025). Proof of resignation **must** be provided by 2:00 p.m., Friday, July 25, 2025 or the Clerk will not certify the nomination;
- A person who is serving a sentence of imprisonment in a penal or correction institution;
- A Corporation;
- A person acting as an executor or trustee in any other representative capacity
- A candidate who failed to file the necessary financial statements in the last municipal election (2022).
- A person convicted of a corrupt practice under the Municipal Election Act, or of an offence under the Criminal Code of Canada in connection with an act or omission that relates to an election
- Persons found to be in violation of Sections 423(1), 424(1) of the Municipal Act
- Persons found to be in violation of Section 9(1) of the Municipal Conflict of Interest Act

**Please note that a Member of Council must maintain their qualifications throughout the entire term of office or their seat will become vacant.**

## Nomination Form and Fee

Nomination Day is **Friday, July 25, 2025**. Nominations may be filed on that day between the hours of 9:00 a.m. to 2:00 p.m. at the Clerk's Office, 1 Cameron Street East, Cannington. They may also be filed by making an appointment with the Clerk at any time that the Clerk's Office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.) beginning on Monday, July 7, 2025.

A candidate must be nominated prior to raising campaign funds or incurring expenses.

Candidates must file the [Nomination Paper – Form 1](#) and the [Endorsement of Nomination – Form 2](#), which must be endorsed by at least 25 persons who are eligible electors within the municipality. Persons may endorse more than one nomination. The onus is on the candidate to ensure that the endorsement signatures are from eligible electors and the Clerk is to accept the endorsements on its face. **Township staff are not permitted to endorse a Candidate during the hours the Clerk's office is open.**

At the time of filing, each candidate must pay the nomination fee of \$200 for the candidates for Mayor. Payment must be made by cash, certified cheque, money order, or debit payable to the Township of Brock. **A personal cheque or credit card is NOT acceptable.**

The candidate or agent of the candidate must file the [Nomination Paper – Form 1](#) and the [Endorsement of Nomination – Form 2](#) in person. If an agent is filing the nomination paper and endorsement of nomination on behalf of a candidate, the candidate's agent must be provided with written authorization from the candidate to submit the nomination form sworn before a commissioner. The agent must also provide a copy of the candidate's identification, as well as providing their own identification. If the written authorization from the candidate is not commissioned prior to filing, the Clerk **will not** accept the documentation.

**Faxed and electronic nominations cannot be accepted, as original signatures are required on the Nomination Paper – Form 1 and Endorsement of Nomination – Form 2.**

## Identification

All candidates must show proof of identity and qualifying address within the Township of Brock at the time the [Nomination Paper – Form 1](#) is filed. This is to ensure that only the names of qualified candidates appear on the ballot.

Acceptable pieces of identification are contained within O. Reg. 304/13. They include, but are not limited to:

- Government issued identification or form that contains the name and qualifying address e.g. driver's license, income tax assessment
- Township of Brock property tax bill

- Ontario Health Card

**In the case of a person renting property (tenant), the Clerk, may request the candidate to furnish a current lease/rental agreement for the purpose of determining eligibility to be a candidate.**

### **Certification of Nomination Papers**

The Clerk will certify nominations by 4:00 p.m. on **Monday, July 28, 2025** . Once a candidate is certified, his or her name will be placed on the ballot unless the candidate dies or the candidate's name is removed by Court Order. Nomination papers are public documents and are available for inspection in the Clerk's Office.

### **Withdrawal of Candidacy**

A candidate who wishes to withdraw his or her nomination must notify the Clerk in writing by **2:00 p.m., Friday, July 25, 2025**. Either the candidate or an agent of the candidate must file the withdrawal form in person. Upon receiving the withdrawal form, the nomination filing fee refund will be processed following the submission of a financial statement covering all financial transactions up to the time of the withdrawal.

The candidate or agent must provide identification at the time of filing the withdrawal form. In addition, if an agent is filing the withdrawal form on behalf of a candidate, the candidate must provide the agent with a written authorization sworn before a commissioner to give to the Clerk authorizing the agent to file the withdrawal form. The Clerk will contact the candidate to confirm their intention to withdraw.

### **Death/Ineligibility of a Certified Candidate**

In the event of the death of a certified candidate or if the candidate becomes ineligible to hold the office, the following provisions apply:

- If there continues to be a contest between two (or more) candidates, the election will proceed as if the candidate who dies or becomes ineligible had not been nominated. In the event ballots have been printed, the Clerk will advertise the removal of the candidate.
- **If there is only one candidate who would be elected by acclamation, the election for that office is void and a further by-election is required to fill the office.**

## Advertisements

### Timing

### Mandatory Information

All advertisements purchased by, or under the direction of the candidate, must identify the candidate.

### Mandatory Information for Publisher/Broadcaster, etc.

The following information must be provided to the publisher and/or broadcaster in writing:

- The name of the candidate; and,
- The name, address, and telephone number of the individual who deals with the publisher/broadcaster under the direction of the candidate.

### Obligations to Publishers/Broadcasters

The publisher and/or broadcaster must maintain the following information for a period of four (4) years after the date the advertisement appears and shall allow the public to inspect such records during normal business hours:

- The name of the candidate;
- The name, address, and telephone number of the individual who deals with the publisher/broadcaster under the direction of the candidate;
- A copy of the advertisement or the means of reproducing it for inspection; and,
- A statement of the charge made for its appearance.

## Use of Corporate Resources

The Municipal Elections Act, S.O. 1996, as amended, prohibits a municipality from making a contribution to a candidate. The Act also prohibits the candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution. Since contributions may take the form of money, goods, or services, any use by a candidate of the municipality's resources for his/her election campaign would be viewed as a contribution and, therefore, a violation of the Act. Information made available to the public on the municipality's website does not constitute a contribution to a candidate. This information may include the phone number and email address provided by the candidate on their nomination form, as well as a hyperlink to the candidate's website.

As per the [Township of Brock Use of Corporate Resource Policy](#) (Section 5)

- No person shall use any Township Resource for Campaigning or any election-related activity, during a Campaign Period.
- Township Facilities shall not be used for any Campaign related purposes unless the Candidate or Registered Third Party has paid the market value rental rate and any campaigning is limited to the rented space. Under no circumstances will the rental fee be waived for any Campaigning.
- Any event whereby an organizer has a permit to rent, or a lease agreement with the Township, for a Township Facility and sublets rentable booth/space to Candidates or Registered Third Parties, is permitted. Subject to the rentable booth/space being made available, without bias, to all Candidates or Registered Third Parties.
- The Township's voice mail system shall not be used to record any partisan election-related messages and the computer network and related information technology systems shall not be used to distribute partisan election-related correspondence or any other election campaign related material.
- Candidates or Registered Third Parties may only undertake Campaigning or election-related activities at Township Facilities provided they have paid full-marketrental fees and rates for use of such facilities.
- No Candidate, Registered Third Party, or person under the direction of either, shall use the services of Township Staff for any Campaigning, or any election-related activities, during hours in which Township staff are at work.
- Photographs produced for and owned by the Town shall not be used for campaigning.
- The Township's logo, crest, coat of arms, slogan, brand, etc. may not be printed or distributed on any election materials or included on any election Campaign related website, domain or social media site, except in the case of a link to the Township's website to obtain information about the municipal election process.
- Constituent information (including email and mailing addresses) collected by Members of Council as part of their constituent communications shall not be used for election related purposes.
- Political involvement and activity by Staff is governed by the Township's Employee Code of Conduct No. AP21, or as amended.
- Political involvement and activity by Members of Council is governed by the Township's Council Code of Conduct By-Law No. 2843-2019-AP, or as amended.

## **Campaign Finances**

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in municipal elections and also imposes requirements on the candidate to report the contributions received and the funds expended. The candidate should become familiar with these provisions.



## Record keeping

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

You should also review the Campaign Financial Statement (appended) that you will be required to file to make sure that you are keeping records of all the information that must be included on the Statement.

You are required to keep all of your campaign financial records until November 15, 2026 when the next council takes office. You must keep the following records:

- the receipts issued for every contribution including when you accepted the contribution and the date you issued the receipt (Remember to issue receipts to yourself for any contributions you make)
- the value of every contribution, whether it is in the form of money, goods or services, and the contributor's name and address
- all expenses, including the receipts obtained for each expense
- any claim for payment of an expense that the campaign disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the monies received at a fundraising event or activity by donations of \$25 or more
- the terms of any loan received from a bank or other recognized lending institution

## Campaign period

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

Your campaign begins on the day you file your nomination.

In most cases, your campaign will end on October 23, 2025. Exceptions are:

- If you withdrew your nomination, your campaign ends on the date you informed the clerk in writing that you withdrew
- If you were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (July 25, 2025)

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of:

- the day you notify the clerk in writing that you will be ending your campaign and not accepting any more contributions;
- you no longer have a deficit;

## Bank account

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

All contributions – including contributions you make yourself – must be deposited into the campaign bank account. All expenses must be paid for from the campaign account (with the exception of the nomination fee).

**You are not required to open a bank account if you do not raise or spend money related to your campaign.**

## Contributions

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

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

### Example:

Your order for campaign signs would normally cost \$500, but the vendor agrees to sell them to you for \$300. You must record a contribution of \$200 in goods or services from the vendor. If a professional who would normally charge for a service gives you that service for free, the value of the service (i.e. what an average person would pay for it) is considered to be a contribution.

If you sell goods at a fundraising event for more than their market value, the difference between what the person paid you and what they would have normally paid for the item is considered to be a contribution if the amount is over \$25.00.

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

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

If you or your spouse guarantees your campaign loan, and the campaign is unable to

repay the full amount, any unpaid balance is considered to be a contribution by the guarantor.

### **Things that are deemed not to be contributions**

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

A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you.

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

If you obtain a campaign loan from a bank or a recognized lending institution in Ontario, the amount of the loan is not considered to be a contribution. Note that loans may only be guaranteed by the candidate or spouse.

### ***When you can receive contributions***

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

### ***Who can make a contribution***

You can accept contributions from:

- individuals who normally reside in Ontario
- yourself and your spouse

Groups such as clubs, associations or ratepayer's groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

### ***Ineligible contributors***

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

- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board
- corporations that carry on business in Ontario
- trade unions that hold bargaining rights for employees in Ontario

### ***Contribution limits***

There is a \$1,200 limit that applies to each person who contributes to your campaign. If a person makes more than one contribution (e.g. contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

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

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

Candidates are required to inform contributors of contribution limits. Candidates could consider including on their receipts the contribution limits as noted above.

### ***Contributions from yourself and your spouse***

The maximum contribution by a candidate or spouse is the lessor of \$7,500 + \$0.20 per elector for the head of Council.

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

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

### ***Preliminary Maximum Permitted Expenses***

Position	Maximum Amount	Maximum Amount for Parties, etc. after voting day	Maximum contributions to a candidate's own election campaign
Mayor	\$ 16,039.10	\$1,603.91	\$ 9,509.20
Third Party Advertiser	\$5,502.30	\$550.23	Not applicable

### ***Contribution receipts***

You must issue a receipt for every contribution you receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, you must determine the value of the goods or services and issue a receipt for the full value. Candidates could consider including the contribution limits on the bottom of the receipts.

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

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

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

### ***Returning ineligible contributions***

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

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

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (e.g. someone who doesn't live in Ontario, a corporation, trade union, etc.)
- greater than the \$1200 limit or the \$5,000 total limit per jurisdiction;
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

## ***Fundraising***

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

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

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

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

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

If you raise funds by selling goods or services for more than fair market value, the difference between the fair market value and the amount paid is considered to be a contribution if the amount is over \$25.00.

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

If you host a party or make other expressions of appreciation after the close of voting, the spending limit is ten percent (10%) of your maximum spending limit as issued by the Clerk.

## Expenses

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

The first expense that you will incur is your nomination fee. It is the only expense that does not have to be paid from your campaign bank account (since you cannot open your campaign bank account until after you have paid the fee).

You can only incur expenses during your campaign period.

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

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

### Example:

Your order for campaign signs would normally cost \$500, but the vendor lets you have them for \$300 because he wants to help out your campaign. You should record an expense of \$500 for the signs, and record a contribution of \$200 in goods or services from the vendor. (Note: the contribution would have to be a personal contribution from the vendor.)

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

## Spending Limit

There are limits on the amount a candidate may spend on expenses during the period commencing on the date the candidate is nominated under Section 33 of the Act and ending on voting day. The limits on campaign expenses are based on a formula that corresponds to the number of electors entitled to vote for the office for which the candidate is nominated on July 25, 2025 and is the greater of the number of eligible electors based on the number of eligible electors used in the calculation of the preliminary expense limits.

## ***Types of Expenses***

The following are deemed to be expenses under the [Municipal Elections Act](#) (Section 88.19(3)):

- replacement value of goods retained from any previous election and used in the current election
- the value of contributions of goods and services
- audit and accounting fees
- interest on loans
- cost of holding fundraising function
- cost of holding parties and other expressions of appreciation after the close of voting
- expenses related to a recount or a controverted election
- expenses related to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- cost of election campaign advertisements

The cost of holding fundraising functions does not include costs related to events or activities that are organized to promote public awareness of a candidate and at which soliciting of contributions is incidental nor is promotional materials in which the soliciting of contributions is incidental.

The following expenses are not subject to the spending limit:

- audit and accounting fees
- expenses related to holding a fundraising function
- expenses related to parties and other expressions of appreciation after the close of voting (subject to limits explained below)
- expenses relating to a recount or controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election

## ***When the spending limit applies***

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit except for parties or other expressions of appreciation.

Note: If you incur an expense before voting day, but do not pay for it until after voting day, it would still be subject to the spending limit.



## Campaign inventory

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

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

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

### ***Spending Limits for Parties After the Close of Voting***

Expenses related to parties and other expressions of appreciation after the close of voting are not subject to the spending limit established for the election campaign. However, the Act now contains a maximum spending limit for this item which is equal to 10% of the overall spending limit established for the campaign. If your spending limit is \$6800.00, the maximum eligible for parties and other expressions of appreciation would be \$680.00.

## Campaign Financial Statement

It is your responsibility as a candidate to file a **complete** and **accurate** financial statement **on time**.

The filing deadline is **2:00 p.m. on November 24, 2025**.

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

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

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

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

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

Once filed, should you discover an error in the submitted financial statement, you may withdraw the statement and submit a corrected statement prior to the filing deadline.

If you think that you will be unable to file your financial statement by the deadline, you may apply to the Superior Court of Justice for an extension.

If you do not file the financial statement or apply for an extension by the deadline, provided you pay a **late filing fee of \$500**. You will **not** be entitled to a refund of your nomination filing fee in this case.

If, you have not given the clerk your financial statement or written notice that you have applied to the court for an extension, you will forfeit your elected office (if you won the election) and you will be ineligible to run for office or be appointed to fill a vacancy until after the 2026 election.

### ***Extended campaigns***

Your campaign period ends on October 23, 2025. However, if your campaign has a deficit, you can extend your campaign in order to do some additional fundraising. If you want to extend your campaign, you must notify the Clerk using the Notice of Extension of Campaign.

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

- a financial statement reflecting your campaign until October 23, 2025 (due at 2 p.m. on November 24, 2025).
- a supplementary financial statement which includes the information from your primary statement and adds financial information from your extended campaign.

### ***Surplus and Deficit***

If your campaign ends with a surplus you can withdraw the value of contributions that you and your spouse made from the surplus. If you still have a surplus once you have withdrawn your contributions, the surplus remaining must be returned to the Clerk. The surplus will be held in trust, and you can use it if you incur expenses related to a recount, an application for a controverted election, or a compliance audit. If the surplus is not needed for these expenses it becomes the property of the municipality or school board.

If your campaign expenses are greater than your campaign income, your campaign will be in deficit. You are **not** allowed to carry forward this deficit to your next campaign if you run again for an office on the same council or school board. The campaign deficit exists on paper. You are still obligated to pay any vendors that you owe money to.

## ***Auditor's Report***

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

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

## ***Clerk's Report/Compliance Audit Committee***

The Clerk will prepare a report addressing whether each candidate has complied with the requirement to submit a financial statement and shall make the report available to the public as soon as possible after **December 8, 2025**.

In addition, the Clerk also has the responsibility to review the source of all contributions to ensure that no contributor has exceeded the \$1200 spending limit to each candidate and the contributor has not exceeded the aggregate spending limit of \$5000 for all offices (candidates) on the same Council. In the event of an apparent contravention the Clerk shall prepare a report for each contributor and shall forward same to the Compliance Audit Committee. The Compliance Audit Committee shall consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

## **Compliance & Enforcement**

### **Automatic penalties**

There are three contraventions of the Act where penalties apply automatically:

1. if you fail to file a financial statement or apply to the court for an extension by the filing deadline
2. if your financial statement shows that you exceeded your spending limit
3. if you fail to turn over your surplus to the clerk when you file your financial statement

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

### **Compliance audits**

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

If an eligible elector believes that you have contravened the election finance rules, they may apply for a compliance audit of your campaign finances even if you fail to submit a financial statement by the deadline. The application must be in writing, and must set out

the reasons why they believe you contravened the rules.

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

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

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

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

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

A person who does not want to or who is not able to apply for a compliance audit may decide to commence legal action on their own.

## Penalties

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

- a fine of up to \$25,000
- ineligibility to run until after the next general election (2026)
- up to six months in prison
- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

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

Prior to Voting Day, the Clerk shall provide each certified candidate a notice advising of penalties related to election campaign finances and the return of the nomination filing fee (if applicable) on the date the financial statement is submitted.

Candidate's financial statements are deemed to be public documents and will be posted on the Township's website in their entirety. The documents will be available to the public for inspection until the next term of Council takes office after the next election (2026).

## **General Information**

### **Definition of Residence**

In determining the eligibility of electors, one must examine the meaning of residence.

Section 2 of the *Municipal Elections Act, 1996* reads as follows:

#### **Residence**

2.(1) For the purposes of this Act, a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return. 1996, c. 32, Sched., s. 2 (1).

#### **Rules**

(2) The following rules apply in determining a person's residence:

1. A person may only have one residence at a time.
2. The place where a person's family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.
3. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence. 1996, c. 32, Sched., s. 2 (2).

#### **Exception, students**

(2.1) Despite paragraph 1 of subsection (2), a person may have residences in two local municipalities at the same time if,

- (a) the person lives in one of the local municipalities in order to attend an educational institution, but not with the intention of changing his or her permanent lodging place; and
- (b) The person's permanent lodging place is in the other local municipality. 2009, c. 33, Sched. 21, s. 8 (3)

#### **Rules if no permanent lodging place**

(3) If a person has no permanent lodging place as described in subsections (1) and (2), the following rules apply in determining his or her residence:

1. The place to which the person most frequently returned to sleep or eat during the five weeks preceding the determination is his or her residence.
2. If the person returns with equal frequency to one place to sleep and to another to eat, the place to which he or she returns to sleep is his or her residence.

3. Multiple returns to the same place during a single day, whether to eat or to sleep, shall be considered one return.
4. A person's declaration regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary. 1996, c. 32, Sched., s. 2 (3).

## Enumeration

The 2025 Preliminary List of Electors for the Township of Brock will be prepared by Elections Ontario (EO). The list contains the names, addresses and school support of each person who meets the qualifications of an elector. The Voters' List will be available to candidates no later than July 28, 2025.

## Revisions to Voters' List

Applications for amendments to the Voters' List will be available online as of July 7, 2025, and can be returned at the following location:

- Clerk's Office, 1 Cameron Street East, Cannington.

## Voters' List

In accordance with Section 23(4) of the *Municipal Elections Act, 1996*, a certified candidate will receive an electronic copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated. The Candidate shall submit a completed Voters' List Request Form and the Clerk's office shall provide the requested list.

## Scrutineers

A candidate may appoint, in writing, any necessary number of persons to act as scrutineer and to represent him or her during the voting process and the counting of the votes. Rules of Conduct for Scrutineers and Candidates:

- (1) Voting Assistance Centre
- (2) The Municipal Clerk, or designated Election Official, is responsible for the conduct of the Voting Assistance Centre, and **no Candidate or Scrutineer has any right to interfere** with the Municipal Clerk, or designate, in the discharge of his/her duties.
- (3) Prior to entering any of the Voting Assistance Centres, every person appointed as a Scrutineer shall produce and show his/her Appointment of Scrutineer form to the Municipal Clerk or designate, and take the Oral Oath of Secrecy.

- (4) Upon being approved to enter any of the Voting Assistance Centres, every Candidate and Scrutineer shall, at all times while in any of the Election Stations, wear the assigned Identification Card in such a manner that it can be easily seen by the Election Officials.
- (5) Only one Scrutineer for each certified Candidate may be present at a Voting Assistance Centre. If the Candidate or another of his/her Scrutineers enters the Voting Assistance Centre, the other Scrutineer is required to leave.
- (6) Scrutineers/candidates wishing to observe the count, **must** be at the Voting Assistance Centre prior to 8:00 p.m. on Voting Day. No one other than Election Officials will be admitted to the Centre after 8:00 p.m. on Voting Day.
- (7) Scrutineers are reminded to provide a clipboard for their own use, as the candidates and Scrutineers shall be required to sit in the designated areas.
- (8) Scrutineers must not attempt to directly or indirectly influence how an elector votes.
- (9) Scrutineers shall not display any campaign material or literature anywhere within the Voting Assistance Centres or the boundaries of the property where the Election is located and includes the parking lot. Candidates, supporters, and scrutineers are **not** permitted to wear campaign material, handout campaign material, or park a vehicle displaying campaign material in the parking lot of the Election Stations. Anyone breaking these rules will be asked to remove the campaign material immediately.
- (11) Scrutineers and/or Candidates shall **not** touch any election equipment, materials and or documents, including but not limited to: scanning/tabulator equipment, computers,. They are simply there to observe.
- (12) The total of votes cast for each candidate as counted by the scanning/tabulating equipment and as accepted by the Clerk, or designate, is final and the **ballots will not be recounted**. The Municipal Clerk or designate, shall provide to a Candidate or his/her Scrutineer, if requested, a report of the unofficial election results.
- (13) Cell phones and/or other electronic communication or recording devices are **not** permitted in any Voting Assistance Centre.

## Election Signs

### Election Act Provisions

Candidates are guaranteed access to dwelling units within apartments, condominiums, non-profit housing, and gated communities between the hours of 9 a.m. to 9 p.m. for campaigning purposes. Tenants may post signage within their dwelling units. Landlords may prohibit the display of election signs within common areas of the premises.

An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate.

### By-law Number 3114-2022

The Township of Brock passed [By-law Number 3114-2022](#) on April 25, 2022. Below are highlights from the by-law. Please ensure to read the full by-law for the complete Election requirements.

- Election signs shall not be erected until twenty-eight (36) days prior to Voting Day **(August 3, 2025)**;
- Any Candidate or Registered Third Party Sign removed in contravention of this By-law will be notified in order to make arrangement to pick up the Signs and will be subject to pay \$20 per sign when the Candidate or Registered Third Party, picks them up. Otherwise, they will be disposed of 30 days after the election;
- Upon direction from the Clerk's Office, Township staff is authorized to remove any sign that does not comply with the provisions of the by-law. The Clerk's decision in this regard is final;
- Signs must be removed within 72 hours after midnight on voting day **(September 11, 2025)**;
- Signs cannot be animated, illuminated, have flashing lights, or simulate a traffic control device;
- Signs cannot be affixed to public property, Canada Post Mailboxes, public utility poles, trees, stones or other natural objects or on boundary fences located on public property;
- Signs cannot impede pedestrian or vehicular traffic or municipal maintenance operations;
- The municipality's logo, crest, coat of arms, tag-line, or seal cannot be used in whole or in part;
- Signs that are on or within a vehicle (including vehicle wraps) and visible to the outside or are on a vehicle itself are prohibited in a voting place and voting assistance centres;
- Election signs are prohibited within public parks and the road allowance fronting the park, daylighting triangles, bridges, overpasses, medians, islands, central boulevards, or sidewalks;



### Special Provisions for Registered Third Parties

- Signs erected by Registered Third Parties must include the name of the Registered Third Party, the municipality where the Third Party is registered, and a telephone number, mailing or email address where the Third Party may be contacted.

In addition, the placement of elections signs on property owned by the Ministry of Transportation, Ontario is governed by rules and regulations separate from the Township of Brock and permits may be required from the respective agency.

Please also note that the Township of Brock will **NOT** enforce alleged infractions related to signage placed on property owned by the Ministry of Transportation, Ontario.