

ELECTION
2018
City of Burlington

The logo features the word "ELECTION" in a blue, sans-serif font at the top. Below it, the year "2018" is rendered in a large, bold, blue font. A yellow checkmark is superimposed over the "0" and "1". The checkmark's stem extends from the top right, passing through the "1" and ending above the "E" in "ELECTION". Below the year, the text "City of Burlington" is written in a blue, sans-serif font.

Candidates' Guide

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About this Handbook

Overview

The City of Burlington clerks department has prepared this guide to assist persons seeking election or re-election for Municipal Council or School Board Trustee in the upcoming municipal election on October 22, 2018. It includes information on procedures regarding nominations for office, legislative requirements and qualification requirements for electors.

Candidates should also obtain a copy of the Candidates' Guide from the Ministry of Municipal Affairs and Housing which is available online at www.mah.gov.on.ca.

Disclaimer

The information in this package is general in nature and candidates should refer to the *Municipal Elections Act, 1996 (MEA)* for specific provisions and additional information.

A copy of the Act is available from Publications Ontario or online at www.e-laws.gov.on.ca.

Contacts and Resources

City of Burlington Election website

Candidates are encouraged to subscribe to our election page web minder at www.burlington.ca/elections to receive emails each time new election information is posted or a page updated on our website. The website will continue to develop as new information becomes available.

City of Burlington Clerks Department

City Hall business hours are Monday to Friday 8:30 a.m. to 4:30 p.m., except statutory holidays.

Lisa Palermo, Elections Officer

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Ministry of Municipal Affairs and Housing

Municipal Services Office serving Halton Region Central
777 Bay Street, 2nd Floor, Toronto, ON M5G 2E5
(416) 585-6226
1-800-668-0230
email: mea.info@ontario.ca
www.mah.gov.on.ca

Publications Ontario

880 Bay Street, Main Floor, Toronto, ON M7A 1N8
(416) 326-5300
1-800-668-9938
www.e-laws.gov.on.ca

Important Dates

Note: Burlington City Hall will be closed Dec. 24-31, 2018 inclusive. Subsequently, when Dec. 31 is indicated as a deadline in this Guide, the deadline is considered Dec. 21, 2018.

Dec. 2017

Procedures – Vote Counting Equipment

Procedures for voting and vote counting equipment are available on the city's election website.

May 1 to July 27, 2018

Nomination Period

Nominations may be filed from 8:30 a.m. to 4:30 p.m. Monday to Friday in the City Clerks Office, City Hall, at 426 Brant Street, Burlington. Nominations must be filed no later than 2 p.m. on July 27.

May 1 – Oct. 19, 2018

Third Party Registration

Registrations may be filed from 8:30 a.m. to 4:30 p.m. Monday to Friday in the City Clerks Office, City Hall, at 426 Brant Street, Burlington. Individuals, corporations or trade unions must register as third party advertisers with the City Clerk of the municipality where they want to advertise.

July 27, 2018

Nomination Day

Last day for a candidate to file a nomination. Nominations may be filed from 9 a.m. to 2 p.m. in the City Clerks Office, City Hall, 426 Brant Street, Burlington

July 27, 2018

Withdrawal of Nomination Papers

Last day for a candidate to withdraw a nomination. Withdrawals will not be accepted after 2 p.m.

July 30, 2018

Certification of Nomination Papers

Certification of nomination papers to be completed by 4 p.m.

July 30, 2018

Acclamation

Declaration of candidates elected by acclamation provided after 4 p.m.

Sept. 4, 2018

Voters' List

The voters' list will be available for election purposes only. In order to protect personal information, public viewing of the voters' list must be supervised. The City Clerk will provide candidates access to the part of the voters' list that contains the names of the electors who are entitled to vote for that office.

Mar. 12 to Sept.1, 21018

Voterlookup

Electors are able to confirm their voter eligibility, or add/update their information and add other names of eligible electors in their household, through voterlookup.ca. The information obtained through voterlookup will be used to update the voters' list.

Sept. 4 to Oct. 22, 2018

Revision – Application to Add, Remove or Amend an Elector's Name

An individual may make an application in writing to the City Clerk to remove, add or amend their elector information on the voters' list by filing an application to the Clerks department during the revision period or at the voting place on voting day.

Sept. 4 to Oct. 22, 2018

Revision – Application to Remove another Elector's Name

An individual may make an application in writing to the City Clerk to remove another elector's name from the voters' list.

Sept. 25, 2018

Certificate of Maximum Campaign Spending Limits

The City Clerk shall issue a certificate of maximum campaign spending limits to all certified candidates.

Oct. 1-17, 2018

Internet Voting Period

Internet voting begins at 12 a.m. Oct. 1 and ends at 11:59 p.m. Oct. 17

Oct. 13 and 17, 2018

City-wide Advance Polls

There are two advance voting places: Mapleview Mall (Oct. 13) and Tansley Woods Community Centre (Oct. 17). Both advance voting places will be open from 11 a.m. to 5

Oct. 22, 2018

Voting Day

Voting places are open from 10 a.m. to 8 p.m. except for specific locations such as nursing homes and retirement homes which have reduced voting hours.

Week of Oct. 22, 2018

Official Results

City Clerk will declare official results as soon as possible after voting day.

Nov. 2018

Orientation

Orientation will be provided for elected Members of Council on dates to be determined. Notification will be provided after the election.

Dec. 3, 2018

Inaugural Meeting of Council

Elected members shall take the declaration of office during the Inaugural Meeting of Council. The term of office is Dec. 3, 2018 to Nov. 14, 2022 and commences once the declaration of office has been taken.

Dec. 31, 2018

End of Campaign Period

Campaign period ends for candidates and registered third parties. Candidates may not raise funds or incur expenditures beyond this date.

Dec. 31, 2018

Extension of Campaign Period

Last day for candidates or registered third parties to file an extension of campaign period by submitting a Form 6 to the clerks department no later than 4:30 p.m.

March 29, 2019

Deadline for Filing of Financial Statements

Candidates must file a financial statement by 2 p.m. on this day even if the nomination was withdrawn or the campaign period was extended.

Offices to be Elected

Municipal

Office	To be elected
Mayor	1 to be elected city-wide
City and Regional Councillor	1 to be elected in each of the city's 6 wards
Regional Chair	1 to be elected by all electors of the Regional Municipality of Halton. Nominations coordinated by and filed with the Regional Clerk, Regional Municipality of Halton

Regional Chair candidates should contact the Office of the Clerk of the Regional Municipality of Halton for further information on the duties and responsibilities of the Chair (see below). Regional Council meets as scheduled at the Regional Building on Bronte Road in Oakville.

District School Boards

Office	To be elected
Trustee – Halton District School Board	4 Trustees to be elected in Burlington in the following combination of wards: <ul style="list-style-type: none"> • Wards 1 & 2 • Wards 3 & 6 • Ward 4 • Ward 5
Trustee – Halton Catholic District School Board	3 Trustees to be elected city-wide in Burlington.

Trustee – Conseil scolaire Viamonde (French Language Public District School Board))	1 to be elected by all voters within the geographic area of the City of Hamilton, Region of Halton, County of Brant and that part of the Region of Niagara consisting of Grimsby, Lincoln, Niagara-on-the Lake, St., Catharines and West Lincoln. (Nomination papers to be filed with the City of Hamilton)
Trustee – Conseil scolaire catholique MonAvenir (Catholic French Language District School Board)	1 to be elected by all voters in the Region of Halton. (Nomination papers to be filed with the Town of Oakville)

School Board candidates should contact the office of the Director of Education of the appropriate school board to obtain information on the duties and responsibilities of a trustee.

Council Roles

The *Municipal Act, 2001*, s. 224 and 225 outlines the legislated role of Council and Head of Council (Mayor).

“It is the role of council,

- (a) to represent the public and to consider the well-being and interests of the municipality
- (b) to develop and evaluate the policies and programs of the municipality
- (c) to determine which services the municipality provides
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council; (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality
- (e) to maintain the financial integrity of the municipality

It is the role of the head of council,

- (a) to act as chief executive officer of the municipality

- (b) to preside over council meetings so that its business can be carried out efficiently and effectively
- (c) to provide leadership to the council
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1)
- (d) to represent the municipality at official functions”

In addition, Burlington Council adopted the following description of the role recommended by the 2017 citizen committee to review council compensation, expense limits and resources:

“In the broadest sense, the Mayor and all Councillors are responsible for establishing a vision, a set of objectives, develop and adopt various by-laws, set annual taxation- based budgets, and provide overall stewardship for the strategic, operational and financial health of the entire Corporation (not solely responsible for individual wards). To deliver on this prime responsibility, the Mayor and Councillors need to allocate the necessary time and effort to acquire relevant information and data so as to become informed participants in the decision making process.”

Council and Standing Committee Meetings

The City of Burlington holds council and standing committee meetings during the day and evening. The 2018 meeting schedule can be found on the City of Burlington website at www.burlington.ca/publicmeetings.

All members of Burlington Council sit on the Council for the Region of Halton. Information can be found at www.halton.ca.

Nomination Information for Candidates

The responsibility rests with the candidate to determine whether they are qualified to be elected to and hold the office. Qualifications for election as a member of council or School Board are governed by provisions of the [Municipal Act, 2001](#), the [Municipal Elections Act, 1996](#) and the [Education Act, 1990](#).

Qualification

In order to be eligible to run for a member of Burlington Council, a person must be, at

the time of filing the nomination paper:

- a Canadian citizen
- at least 18 years of age
- a resident of Burlington or a non-resident owner or tenant of land (separately assessed under the *Assessment Act*) in Burlington or the spouse of such non-resident owner or tenant
- not legally prohibited from voting
- not disqualified by any legislation from holding municipal office

Disqualification

The following are disqualified from being elected as a member of Burlington Council:

- an employee of the City of Burlington except during an authorized leave of absence (employees must be on a leave of absence prior to filing their nomination form)
- a judge of any court
- a member of the Provincial Legislature, Senate or House of Commons of Canada who has not resigned from their seat by the close of nominations on Nomination Day. Proof of resignation must be provided or the Clerk will not certify the nomination form
- a candidate who failed to file the necessary financial statements in the last municipal election

Note: A member of Council must maintain their qualifications throughout the entire term of office or their seat will become vacant.

Filing of Nomination

Nomination forms may be filed at the City of Burlington Clerks Office, beginning Tuesday, May 1, 2018 from Monday to Friday, 8:30 a.m. to 4:30 p.m., with the exception of statutory holidays.

The final day to register to run for office is Friday, July 27, 2018 (Nomination Day). Nomination forms may only be filed from 9 a.m. to 2 p.m. on nomination day at the City of Burlington Clerk's Office, City Hall, 426 Brant Street.

Note: In accordance with the *Municipal Elections Act*, a candidate must be nominated before raising any campaign funds or spending any money on a campaign.

Form

Candidates must complete and sign the prescribed Nomination Paper – Form 1.

When completing Form 1, the candidate's name should be typed or printed as it is to appear on the ballot, given names followed by surname. No identification such as a title, honour, decoration or degree should be included. If the name to appear on the ballot is different than the identification presented during the filing of the nomination form, the candidate must discuss the reason for the change with the Clerk and get approval.

Prior to filing the nomination form, the declaration of qualification section must be completed and signed by the candidate.

The nomination form must be filed in person by either the candidate or agent of the candidate as original signatures are required.

Declaration of Qualification

Prior to filing a nomination, the Declaration of Qualification – Form EL18 must also be signed by the candidate. This declaration ensures that only qualified candidates run in the municipal election.

If an agent is filing the nomination form on behalf of a candidate, the candidate's declaration of qualification must be commissioned by a Commissioner of Oaths prior to the agent filing the form with the City. The agent must also provide a copy of the candidate's identification as well as a copy of their own identification. If the declaration of qualification portion of the nomination form is not commissioned prior to filing, the Clerk **will not** accept the form.

Note: A Commissioner of Oaths is available in the City Clerk's Office.

Facsimile transmissions (faxes), e-mails, or mailed-in nomination forms will not be accepted.

Note: Original signatures are required on all election documents filed with the City Clerk.

Filing Fee

At the time of filing, candidates must pay the nomination filing fee:

- Head of Council \$200.00
- All other candidates \$100.00

Identification

At the time of filing, candidates must show proof of identity including:

- photo identification; and
- proof of citizenship; and
- proof of qualifying address within Burlington, at the time the nomination form is filed (see below).

The following may be presented as verification for qualifying address:

- Driver’s License
- City of Burlington property tax bill
- Utility bill (hydro, gas, telephone, cable TV)
- Mortgage, rental or lease agreement
- Insurance policy
- Current employer record (paystub)

Endorsement

The nomination of a person for a member of Burlington Council must be endorsed by at least 25 persons, and they may endorse more than one nomination. Persons endorsing a nomination must be eligible to vote in the City of Burlington on the day they endorse the nomination.

Note: All election documents filed with the City Clerk are public documents.

Certification of Nomination Form

The Clerk will certify nominations by Monday, July 30, 2018. Once a candidate is certified, their name will be placed on the ballot unless the candidate withdraws by 2 p.m. on Friday, July 27, 2018 or the candidate’s name is removed by Court Order. A nomination form is a public document and is available for inspection in the clerks department.

Withdrawal of Nomination

A candidate who wishes to withdraw their nomination must notify the City Clerk in writing by 2 p.m. on Friday, July 27, 2018 by completing the Withdrawal of Nomination - Form EL19.

Either the candidate or an agent of the candidate must file the withdrawal form in person. Original signatures are required on all election documents filed with the City Clerk.

Upon receiving the withdrawal form the nomination filing fee refund will be processed. The candidate will still have to submit a Form 4 Financial statement (due no later than 2 p.m. on March 29, 2019) covering all financial transactions up to the time of the withdrawal. If the withdrawal is filed by an agent, it must be accompanied by written authorization provided by the candidate.

Refund of Filing Fee

A candidate is entitled to receive a refund of the nomination filing fee if the candidate has filed a financial statement and auditor's report, each in the prescribed form, on or before 2 p.m. on the filing date. *Municipal Elections Act, 1996 s. 34*

Voters' List

The Municipal Property Assessment Corporation (MPAC) is legislatively responsible for collecting occupant information (name, date of birth, citizenship and school support) for municipal and school board elections, and keeping up-to-date population figures for every municipality in Ontario.

MPAC uses this information to create a voters' list for the City of Burlington and all Ontario municipalities. The voters' list contains the names, addresses and school support of each person who is qualified to vote in Burlington.

MPAC will provide municipalities with the preliminary voters' list on Sept. 4, 2018. The voters' list is to be used for election purposes only. In order to protect personal information, public viewing of the voters' list must be supervised. Posting the voters' list in public places or on electronic media, such as a website is prohibited by Ontario Regulation 101/97, issued pursuant to the *Municipal Elections Act, 1996*.

The City Clerk will provide candidates access to the part of the voters' list that contains the names of the electors who are entitled to vote for that office

Note: Candidates are encouraged to advise eligible electors that are not on the voters' list to get their name added to the list prior to voting day to avoid line-ups and delays in the voting process.

Starting on Sept. 4, 2018 and ending on the close of voting on voting day (Oct. 22, 2018):

- a person may add, delete or correct their own information on the voters' list by completing the Application to Amend Voters' List - Form EL15.
- A person may request that a deceased person's name be removed from the voters' list by completing the Application for Removal of Another's Name from Voters' List – Form EL16.

All applications are filed in the City Clerk's office, in writing on the prescribed form. Updates to the voters' list will be reflected on the voters' list for voting day.

Note: An interim list of changes made to the voters' list from Sept. 4 to Sept.15 will be compiled and a copy of the interim voters' list will be provided to candidates by Sept. 25, 2018.

Canvassing and Election Signs

The City Clerk is the lessee of the premises used as voting places. As the lessee of such premises, the Clerk will not permit electioneering of any nature in or on the premises used as a voting place on Election day. The premises are deemed to include the entire building and the property on which it is located. Election staff are instructed to remove immediately any material or literature of any nature which may be at the voting place.

The *Municipal Elections Act, 1996* provides that while an eligible voter is in a designated voting place, no one shall attempt, directly or indirectly, to influence how the eligible voter votes and that no one shall display a candidate's campaign material or literature in a designated voting place.

In view of a number of school buildings being used for voting purposes, the attention of candidates is also drawn to the policies of the school boards and provisions of the *Education Act, 1990* which provide as follows:

- i. No agent or representative may canvass in the schools, nor exhibit advertising material in the schools or on the school property, without the approval in writing of the Director of Education.
- ii. All visitors to schools must report to the office.
- iii. It is the duty of a principal of a school, in addition to duties as a teacher, to maintain a visitors' book in the school when so determined by the Board.

Based on the above, in connection with a municipal election, only persons attending a school building for the purpose of casting their ballot, duly qualified election officials, candidates or their authorized agents in, or going to or from the voting place, may be present on school premises.

Election Sign By-law

The *Municipal Elections Act, 1996* does not address where campaign signs may be located or when they may be erected. Sign regulation falls under the jurisdiction of the City of Burlington for local roads and the Region of Halton for regional roads, and the Ministry of Transportation when placed near a provincial highway.

City of Burlington council passed By-law 18-2018, a by-law to regulate election signs in the City of Burlington on April 26, 2018. The by-law provides clarity related to signage for candidates and third party advertisers in municipal, provincial and federal elections.

It is the responsibility of each candidate and third party advertiser to review and understand the contents of by-law 18-2018. Some details included in the by-law are:

- Election signs may be erected no more than 45 days prior to election day (vehicle signs excepted)
- Election signs may only be erected on private property with the permission of the owner
- Election signs include vehicle signs
- Election signs must be removed within 3 days following election day
- Election signs must not be displayed at a voting place

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

statement 'paid for by {candidate name}' on each sign, advertisement, poster, etc.

Candidates for regional chair and selected school boards may experience different rules in the different municipalities within Halton Region.

Note: Election signs that are not in compliance with by-law 18-2018 will be removed by the City of Burlington enforcement staff without notice. Stolen or damaged/ vandalized sign inquiries should be directed to the Halton Regional Police.

Access to Residential Premises

In accordance with the *Municipal Elections Act, 1996, s. 88.1*, “No person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate or his or her representative from campaigning between 9 a.m. and 9 p.m. at the doors to the apartments, units or houses, as the case may be.”

Rented Premises

In accordance with the *Residential Tenancies Act, 2006, s. 28*, “No landlord shall restrict reasonable access to a residential complex by candidates for election to any office of the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material”.

Candidates experiencing difficulty in gaining access to these premises should contact the landlord of the building.

In accordance with the *Municipal Elections Act, 1996, s. 88.2 (1)* “No landlord or person acting on a landlord’s behalf may prohibit a tenant from displaying signs in relation to an election on the premises to which the lease relates.”

Condominiums

In accordance with the *Condominium Act, 1988, s. 118*, “No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, or an office of a Municipal Government or school board if access is necessary for the purpose of canvassing or distributing election material.”

Candidates experiencing difficulty in gaining access to these premises should contact the property manager of the building or the board of directors of the condominium.

In accordance with the *Municipal Elections Act, 1996, s. 88.2 (2)*, “No condominium corporation or any of its agents may prohibit the owner or tenant of a condominium unit from displaying signs in relation to an election on the premises of his or her unit.”

Co-operatives

In accordance with the *Co-operative Corporations Act, 1990, s. 171.24*, “No non-profit housing co-operative or servant or agent of such co-operative shall restrict access to the housing units of the co-operative by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, any office in a municipal government or a school board for the purpose of canvassing or distributing election material”

Candidates experiencing difficulty in gaining access to these premises should contact the co-operative representative.

Note: A landlord, person or condominium corporation may set conditions relating to the size or type of sign displayed and may prohibit the display of signs in common areas.

Voting Information

Starting March 12, 2018, Ontarian’s can confirm their voter eligibility, or add/update their information and add other names of eligible electors in their household, through voterlookup.ca. The information obtained through voterlookup will be used to update the voters’ list to be used by municipalities in the 2018 election.

Voterlookup.ca makes it easier and more efficient when electors head to the polls. It is the responsibility of every elector to make sure they are eligible to vote.

[Voterlookup.ca](http://voterlookup.ca)

Voter Qualifications

A person is qualified to be a voter in Burlington if, on voting day they:

- reside in Burlington or are the owner or tenant of land in Burlington or the spouse of such owner or tenant; and

- are a Canadian citizen; and
- are at least 18 years old; and
- are not prohibited from voting as outlined in the Act or any other legislation.

Prohibition from Voting

A person is prohibited from voting in Burlington on voting day if they are:

- a person serving a sentence of imprisonment in a penal or correction institution;
- a corporation
- a person acting as executor or trustee or in any other representative capacity, except as a voting proxy; or
- a person is convicted of the corrupt practices described in subsection 90(3) of the *Municipal Elections Act, 1996*, if voting day in the current election is less than four years after voting day in the election in respect of which they were convicted.

Definition of Residence

In accordance with section 2(1) of the *MEA*, “residence” refers to the permanent lodging place to which, whenever absent, a person intends to return. The following rules apply in determining a person’s residence:

- a person may only have one residence at a time
- the place where a person’s family resides is also their residence, unless they move elsewhere with the intention of changing their permanent lodging place
- if a person has no other permanent lodging place, the place where they occupy a room or part of a room as a regular lodger or to which they habitually return is their residence

Voting Places

Each voting place will be accessible to electors with disabilities. The City Clerk will provide each candidate with an up-to-date copy of the voting places for the area in which the candidate is standing for elected office, once all voting places have been confirmed. In the event that any voting place is subsequently changed due to circumstances beyond our control, a notice of such change will be conveyed to all candidates and posted on the city’s website, www.burlington.ca/elections.

Voting Notice

The Clerk will advise each resident elector of the date and time of voting, including advance voting, and of the location of the voting place at which that elector is to vote by mailing a notice. Additional notice will be provided through newspaper advertisements in the Burlington Post Update feature and postings on the city's website, www.burlington.ca.

Proxy Voting

A person who is not able to attend the voting place to vote may appoint another person to vote on their behalf (section 44 (1) of the *Municipal Elections Act, 1996*). The person acting as a proxy must also be an eligible elector. No person shall appoint more than one voting proxy and no person can act as a proxy for more than one person, unless the persons they are voting for are spouses or siblings of each other, parent and child, or grandparent and grandchild.

Proxies can only be appointed after the time for withdrawal of nominations has expired for all offices for which the election is being conducted. Applicants who wish to act as proxies must attend the office of the City Clerk after nomination day, present a completed Appointment for Proxy Voting - Form 3, and make a statutory declaration. The Clerk will issue a certificate which must be presented at the voting place.

Election Day Voting

Election day (voting day) is Monday, Oct. 22, 2018 and voting places will be open from 10 a.m. to 8 p.m. The *Municipal Elections Act, 1996*, requires that voters whose names appear on the voters' list must show identification at the voting place.

Electors and Candidates with Disabilities

The City Clerk is responsible for conducting the election will have regard to the needs of electors and candidates with disabilities. Clerk's department staff consult with the Burlington Accessibility Advisory Committee when selecting voting locations and will be consulting the Accessibility Coordinator in preparation for the election. Within 90 days after voting day, the City Clerk will submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Campaign Period

The candidate's campaign period commences at the time the nomination paper is filed with the City Clerk and in most cases ends on Dec. 31, 2018.

Note: Candidates must not spend or receive funds for their election campaign until their nomination paper is filed with the City Clerk.

Campaign Expenses / Contributions

The *Municipal Elections Act* contains a number of requirements regarding campaign expenses (*Municipal Elections Act, 1996 s. 88.19 - 88.20*) and campaign contributions (*Municipal Elections Act, 1996 s. 88.8 - 88.11*). Each candidate should become completely familiar with these provisions.

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

Campaign expenses are the costs that you incur during your campaign.

Helpful Hints

- open a separate bank account specifically for the campaign. Do not use your personal bank account for campaign purposes. Open the account prior to accepting any contributions or spending any money other than the payment of the nomination filing fee
- obtain a line of credit or bank loan (deposited directly into the campaign account) to fund your account, if required, prior to obtaining contributions
- issue receipts for all contributions upon receipt of the contribution
- contributions of money by a candidate and their spouse are contributions and a receipt must be issued
- deposit all contributions intact into the campaign account. Contributions that have not been deposited may not be used to pay off debts or to pay for purchases, without being properly documented through your account
- a contribution of money that exceeds \$25 cannot be given in cash
- ensure each contribution is associated with the contributor's name and account or by a money order signed by the contributor.
- the limit for campaign contributions to one candidate is \$1200
- the maximum total amount that a contributor can give to candidates in the same jurisdiction is \$5000

- pay all expenses by cheque or money order from the campaign account other than the nomination filing fee
- keep receipts and/or records of all expenses including gifts in kind
- consider establishing a petty cash fund for small purchases. Set up petty cash with funds from your campaign account
- keep proper records of contributions and expenses. Records must be kept until after the next regular election
- when closing your campaign account make sure:
 - all bills have been paid
 - all cheques have cleared the bank
 - all bank charges have been paid
 - that you have a certified cheque, bank draft or money order payable to the City of Burlington if you have a surplus

Contribution Limits – from candidate and candidate spouse

If you are running for municipal council (this limit does not apply to school board trustees), the total amount that you and your spouse may collectively contribute to your own campaign is calculated using the following formulas:

- for head of council - \$7,500 plus \$0.20 per eligible elector (max \$25,000)
- for council member - \$5,000 plus \$0.20 per eligible elector (max \$25,000)

The Clerk will provide candidates with their self-funding limits.

Contribution Limits – from other people

The limit for campaign contributions to one candidate is \$1200 and the maximum total amount that a contributor can give to candidates in the same jurisdiction (same council or same school board) is \$5000.

Spending Limits

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

General spending limit

The general spending limit for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council - \$7,500 plus \$0.85 per eligible elector
- for council member or trustee - \$5,000 plus \$0.85 per eligible elector

When you file your nomination the clerk will give you an estimate of your general spending limit.

Spending limit for parties and expressions of appreciation

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

Third Party Advertisers

A third party advertisement is an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate in the election, or a “yes” or “no” answer to a question on the ballot.

A third party advertiser is any individual, corporation or trade union that causes an election campaign advertisement to appear. A third party advertiser is required to register with the City Clerk of the municipality where they want to advertise.

To become a third party advertiser you must register with the City Clerk.

Until the City Clerk certifies your registration, you may not spend money on your campaign, accept contributions or begin advertising.

Candidates cannot register as a third party advertiser and cannot direct a third party advertiser.

For more information on third party advertisers, refer to the 2018 Guide for third party advertisers Ontario municipal and school board elections.

Use of Corporate Resources during an Election Period

The use of corporate resources during an election period shall be in accordance with the City of Burlington “Use of Corporate Resources during a Municipal Election” policy which contains specific restrictions regarding candidate use of corporate resources. No candidate shall use the corporate logo or any form of corporate resource in any

campaign literature, advertising etc. A copy of the policy is included in the candidate package.

Scrutineers

Candidates may appoint scrutineers in writing to represent them at voting places. Scrutineers shall be a minimum of 16 years of age. Scrutineers must show their Appointment of Scrutineer by Candidate – Form EL12 to election officials upon entering a voting place. Scrutineer appointment forms will be made available to candidates after nomination day.

Only one scrutineer per candidate will be allowed for each voting location. Candidates who enter the voting place as observers are considered to be scrutineers, and their scrutineer must leave the voting place during the period of time the candidate is in attendance. A candidate who has been declared to be elected by acclamation may only enter a voting place to vote and may not be there for any other purpose unless appointed as a scrutineer for another candidate.

Rights

Candidates and scrutineers have a number of rights, including the following:

- to be present when materials and documents related to the election are delivered to the City Clerk at the end of each voting day;
- to enter the voting place 15 minutes before it opens and to inspect the vote tabulator, the ballots and all other forms and documents related to the vote (but not so as to delay the timely opening of the voting place);
- to place their seal (which may not in any way identify the candidate) on the ballot box immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal;
- to place their own seal (which may not in any way identify the candidate) on the ballot box immediately after the close of voting on each day of an advance vote and on voting day, so that ballots cannot be deposited or withdrawn without breaking the seal;
- to object to an elector receiving a ballot on the grounds that the issuance of the ballot does not comply with the prescribed rules (objection to be decided by the deputy returning officer at the poll); and
- to sign the statement of the results of an election, printed at the close of voting.

Financial Reporting

It is the responsibility of each candidate to file a complete and accurate financial statement on time. If you filed a nomination form, you must file a financial statement.

This includes candidates:

- who were elected to office
- who were not elected
- who withdrew their nominations
- who were not certified and did not appear on the ballot
- whose nominations were rejected by the Clerk
- who were acclaimed

Filing Timing

The filing deadline is 2 p.m. on March 29, 2019 in the clerks department at Burlington City Hall.

If a candidate wishes to extend their campaign period in order to eliminate a deficit, they must file a Notice of Extension of Campaign Period - Form 6 with the City Clerk by 4:30 p.m. on Dec. 31, 2018. In addition to the first financial statement (March 29, 2019), the candidate must also file a supplementary financial statement by the supplementary filing date (2 p.m. September 27, 2019). The supplementary reporting period covers the six month period following the year of the election. There is only one supplementary campaign period.

Reporting Period	Filing Deadline
First reporting period – date nomination paper filed to Dec.31, 2018	March 29, 2019
Final reporting period – date nomination paper filed to June 30, 2019	Sept.27, 2019

Candidate's financial statements are filed with the Clerk and are public documents. All statements will be posted on the election website. This means that the personal information of all donors who make a contribution of more than \$100 will be posted on the City of Burlington website.

A candidate must file a separate financial statement for each office they were nominated for during the election period.

Campaign Deficits

If the candidate has a deficit at the time the election campaign period would generally end and wishes to extend their campaign period, they must notify the Clerk using Form 6 before Dec. 31, 2018.

A supplementary financial statement or auditors report shall include all the information in the initial statement or report and in any previous supplementary statement or report, updated to reflect the changes to the candidate's election campaign finances during the supplementary reporting period.

Note: Burlington City Hall will be closed Dec. 24-31, 2018 inclusive.

Campaign Surpluses

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the Clerk when you file your financial statement. The surplus will be held in trust, and you can use it if you incur expenses related to a recount, an application for a controverted election, or compliance audit. If the surplus is not needed for these expenses it becomes the property of the municipality.

Penalties for Non Compliance

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 2022 election.

For more details on campaign contributions, campaign expenses and financial reporting, see the 2018 Candidates guide for Ontario and municipal council and school board elections.

Meetings

Public meetings May 1, 2018 – Oct. 22, 2018

If a nominated candidate is attending a City of Burlington public meeting from May 1, 2018 through to election day, please call the meeting organizer in advance and introduce yourself to them at the beginning of the meeting. This will allow the chair, clerk or meeting organizer to introduce you at the meeting where appropriate.

Note: Election candidates will not be introduced at City of Burlington standing committee and council meetings.

Candidate Meetings

If you become aware of any 'all-candidates' meetings during 2018, please e-mail the Election Officer at lisa.palermo@burlington.ca so that we can add this information to our website.

Ward Boundaries Map







