

THIS IS NOT TO BE CONSIDERED LEGAL ADVICE**Financial Filings**

- ☐ As a candidate, you must file a financial statement, regardless if you had any financial transactions (s. 88.25(1))
- ☐ You are required to keep all of your campaign financial records until November 15, 2026.
- ☐ Your campaign begins on the day you file your nomination and will end on November 20, 2025
 - If you have a deficit, you can extend your campaign to pay down your deficit.
- ☐ Candidates must open a bank account before incurring any expenses or accepting any contributions of money (including from themselves or their spouse) (s. 88.22)
 - You cannot use your personal account
- ☐ If you don't accept or spend any money you don't have to open a bank account
- ☐ All contributions (including contributions you make to yourself) must be deposited into the campaign bank account
- ☐ All expenses must be paid for from the campaign account
- ☐ 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 is considered to be a contribution that you make to your campaign
- ☐ If your campaign expenses are greater than \$10,000, you must have your financial statement audited and include the auditor's report with your financial statement
- ☐ Limit to what a candidate or spouse can contribute to their own campaign (does not apply to school board candidates) (s. 88.9.1)
- ☐ There is a separate spending limit for expenses related to parties and expressions of appreciation after the close of voting
- ☐ A contributor shall not make contributions exceeding a total of \$1,200 to any one candidate in an election. (s. 88.9(1))
- ☐ Nomination fees will be returned after you file your campaign financial statement by the deadline – 2 pm, Monday, December 22, 2025

Not considered a Campaign expense:

- ☐ The nomination fee is considered to be a personal expense, not a campaign expense
- ☐ Volunteers working for your campaign, the value of their volunteer labour is not a contribution
- ☐ A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution. (s. 88.15(4))
 - You may accept such donations without keeping track of who gave it to you
 - You will have to report the total amount of money that you received (s. 88.25)

Who cannot make a contribution: (s. 88.8(4))

- ☐ A corporation, trade union, or an individual who is not normally resident in Ontario
- ☐ A federal or provincial government, party or candidate, a municipality or a school board
- ☐ Groups such as clubs, associations or ratepayer's groups

Contribution Receipts (s. 88.22(1))

- ☐ You must issue a receipt for every contribution you receive
- ☐ You are required to list every contributor who gives more than \$100 (aggregate) in your financial statement
- ☐ Only contributions of \$25 or less may be made in cash. All other must be made by cheque, money order etc (88.12(8))
- ☐ Contributions receipts are not tax receipts.

Ineligible Contributions

- ☐ You must 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 can't return it, it must be returned or paid to the Clerk
- ☐ Contributions should be returned to the clerk if:
 - It is made outside of your campaign period
 - From an anonymous source (in excess of \$25)
 - From an ineligible source
 - Greater than the individual \$1,200 limit or the \$5,000 total limit
 - A cash contribution greater than \$25
 - From funds that do not belong to the contributor who gave them to you

Election Signs

- ☐ Election Signs
 - You must submit an election sign application and pay the required fee prior to placing any election signs (By-law 011-2018, as amended, s. 3.2)
 - You cannot use your personal account to pay for an election sign application
 - Election signs cannot be posted before August 22, (45 days prior to voting day) (By-law 011-2018, as amended, s. 6.1 & 6.2))
 - The election sign fee may be refundable (By-law 011-2018, as amended, s. 3.2.1)
- ☐ Illegal elections signs will be removed without warning to the candidate
 - The candidate will not be informed that the sign has been removed (By-law 011-2018, as amended, s. 8.1)
 - All illegal election signs will be destroyed without notice given to the candidate (By-law 011-2018, as amended, s. 8.3)
 - Candidates may be fined \$87 for each illegal sign removed, or \$300 for repeat offenders or difficult or dangerous signs
- ☐ You have 72 hours to remove all your election signs after the election (By-law 011-2018, as amended, s. 6.4)

Corporate Resources

- ☐ Candidates should not use the Town of Milton website, domain names, Town Crest or logo for campaigning/advertising (171 Corporate Resources For Elections Policy)

Third Party Advertising

- ☐ Third party cannot be a candidate, and is separate from any candidate's campaign and must be done independently from a candidate
- ☐ Groups or businesses that are not corporations cannot register as third party advertisers
- ☐ There is no blackout period on election day for advertising
- ☐ Third Party Election Signs
 - You must submit an election sign application and pay the required fee prior to placing any election signs (By-law 011-2018, as amended, s. 3.2)
 - The election sign fee is non-refundable (By-law 011-2018 s. 3.2.1)
 - Election signs cannot be posted before August 22, (45 days prior to voting day) (By-law 011-2018, as amended, s. 6.1 & 6.2))
 - All third party election signs must contain the following information: (s. 88.5(1))
 - The name of the registered third party
 - The municipality where the registered third party is registered
 - Contact information
- ☐ Illegal elections signs will be removed without warning to the third party
 - The third party will not be informed that the sign has been removed (By-law 011-2018, as amended, s. 8.1)
 - All illegal election signs will be destroyed without notice given to the candidate (By-law 011-2018, as amended, s. 8.3)
 - Third parties may be fined \$87 for each illegal sign removed, or \$300 for repeat offenders or difficult or dangerous signs
- ☐ You have 72 hours to remove all your election signs after the election

Declaration of Candidate or Agent

- ☐ I, the undersigned, acknowledge that the above information has been reviewed with me by Milton Election staff. Furthermore, I understand that the above is a general review of the rules and regulations and not legal advice, and that it is my responsibility as the candidate to refer to the relevant legislation prior to making any decisions or taking any actions with respect to my campaign or campaign finances; or,
- ☐ I do not wish to review the above information with Milton Election staff.

Last Name or Single Name	First Name
Signature	Date

For Election Official Use Only

Date Reviewed	Time Reviewed	Nominee or Agent Initial	Signature of Clerk or Designate
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