

Candidate Nomination Checklist - Council

Part I – Candidate Information

Last Name or Single Name

First Name

Agent's Information (if applicable)

Last Name

First Name

Office for Election

- ☐ Town Councillor Ward 1

Part II – Mandatory Forms

☐ **Nomination Paper** (Form EL1)

Completed and signed in front of Clerk or designate:

- Verify that the name on Nomination Paper is that which is to appear on the ballot.
- Make a copy of the candidate's photo identification. Must be government issued photo ID, valid, current and containing qualifying address.
- Ask the candidate if they have filed a nomination paper for any other office in the Ontario.
If yes, where? _____
- Has the nomination paper been withdrawn in writing? _____
- Provide the candidate a copy of the Nomination form.

☐ **Declaration of the Name on Ballot** (Form TOM74) (Optional – only if the name on ballot doesn't match ID)

- Provide the candidate a copy of the Declaration of the Name on Ballot form, required if ID and name do not match.

☐ **Endorsement of Nomination** (Form EL2)

Review for completeness, ensure at least 25 declarations of endorsement are completed, original signatures only. (Council candidates only)

☐ **Declaration of Qualifications – Council** (Form EL18 (A))

If being filed by an agent, the candidate nomination will not be posted to the Town website until the candidate appears in person to sign the Declaration of Qualifications in front of the Clerk or designate.

- Verify that the candidate is not on the Halton Region Candidates Ineligible to Run list for not filing their Financial filings for the 2022 Municipal Election.

☐ **Nomination Fee** (Form TOM109)

Nomination fees are \$100 for the office of Councillor.

- Form of payment: _____ (cash, cheque or debit only)
- Provide the candidate a receipt of their nomination payment.

☐ **Notice of Penalties – Council & Trustee** (Form TOM95)

- Provide the candidate a copy of the Notice of Penalties – Council form.

☐ **Preliminary Certificate of Maximum Campaign Expenses** (Form EL37(A))

Office _____

Part III – Optional Forms☐ **FOI Release** (Form TOM60)

Authorization to post specific information on the Town's election website. If not signed, only the candidate's name and office they are running for will be posted on the Town's website.

- Provide the candidate a copy of the FOI release form.

☐ **Appointment of Agent** (Form TOM63)

To appoint an agent, if applicable.

- Provide the candidate a copy of the Appointment of Agent form.

☐ **Election Sign Permit** (Form TOM93)**FOR LATER – CANDIDATES NEEDS TO PAY AFTER THEY SET UP BANK ACCOUNT**

Election sign refundable fee is \$150 for office of Town Councillor. Candidate may be charged \$87 for each illegal sign removed by the Town; extreme violations or repeat offenders may be charged \$300 per sign.

- Provide the candidate a receipt of their election sign payment.
- Form of payment: _____ (cash, cheque or debit only)
- Provide the candidate a receipt of their election sign payment.

Part IV – Information / Resources☐ **Election Sign Q & A** (Form TOM100)☐ **Election Sign By-Law 011-2018, as amended**

First day to post election signs is August 22, 2025

- Election signs may be posted on a campaign office prior to August 22, 2025
- All elections signs must be removed within 72 hours after the election.

☐ **2022 Provincial Candidates Guide**

Guide available on the Ministry's website: <https://www.ontario.ca/page/municipal-elections>

Please note that dates and timelines referred to within this document provided by the Province of Ontario relate to the 2022 Municipal Election.

Dates and timelines related to the 2025 Town of Milton By-Election can be confirmed: at www.milton.ca; within the candidate package provided to registered candidates; or by contacting the Town of Milton Election Team at elections@milton.ca or 905-875-5390

☐ **Corporate Resources for Elections** (Policy 171)☐ **Financial Statement** (Form EL04)

All candidates must complete form. Candidates who receive contributions or incur expenses in excess of \$10,000 must also complete the Auditor's Report section. (financial filings are due December 22, 2025)

☐ **Letter – Canvassing and Access**

Information with respect to canvassing and access to locations.

☐ **Declaration of Office** (TOM101)☐ **Candidate Nomination Review Sheet** (Form TOM110)

To be reviewed and signed by the candidate / agent.

Part V – Other Specific Resources☐ **Ward Map****Part VI - For Election Official Use Only**

Date	Accepted By	Signature of Clerk or Designate	Signature of Candidate / Agent
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