

## Candidate Reference Guide

Elections Website	MyCampaign	Electronic Financial Filing System (EFFS)
<p>The Elections website has all the information you need, including:</p> <ul style="list-style-type: none"> <li>access to MyCampaign</li> <li>an event calendar</li> <li>Candidates' Guide</li> <li>forms</li> <li>by-laws, policies and procedures</li> <li>election sign rules</li> <li>notices and letters</li> </ul> <p style="text-align: center;"><b><a href="http://toronto.ca/elections/by-election">toronto.ca/elections/by-election</a></b></p>	<p>Use MyCampaign to:</p> <ul style="list-style-type: none"> <li>provide your contact information to be posted on the Election's website</li> <li>manage accounts for your campaign staff</li> <li>view your Nomination Paper</li> <li>receive your preliminary and final expense limits</li> <li>view your city ward map, list of voting places and sample ballot</li> <li>access EFFS</li> <li>download the voters' list and the list of people who voted during the advance vote</li> </ul> <p style="text-align: center;"><b><a href="http://toronto.ca/elections/mycampaign">toronto.ca/elections/mycampaign</a></b></p>	<p>Use EFFS (in MyCampaign) to:</p> <ul style="list-style-type: none"> <li>track and calculate all contributions and expenses</li> <li>create and print contribution receipts</li> <li>link a contributor to multiple contribution</li> <li>be notified of any contributions that exceed the allowable limit</li> </ul> <p>The Financial Statement – Auditor's Report, Form 4, section of EFFS is not available for this by-election due to recent legislative changes. You can, however, obtain Form 4 on the Elections' website.</p>

Key Dates	Changes to Municipal Elections Act, 1996
<p>Refer to the List of Key Dates or visit the Elections by-election website for more details:</p> <ul style="list-style-type: none"> <li>Dec. 30, 2016      Nomination day (last day to withdraw)</li> <li>Jan. 3, 2017      Voters' List available</li> <li>Jan. 12, 2017      Final maximum expense limit available</li> <li>Feb 4 &amp; 5, 2017      Advance vote</li> <li><b>Feb. 13, 2017</b>      <b>Election day</b></li> <li>Mar. 30, 2017      Deadline to extend a campaign to erase a deficit</li> <li>Mar. 30, 2017      Primary campaign period ends</li> <li>May 1, 2017      Primary financial statement due by 2 p.m.</li> <li>Oct. 2, 2017      End of supplementary campaign period (if applicable)</li> <li>Nov. 1, 2017      Supplementary financial statement due by 2 p.m.</li> </ul>	<p>There have been many changes and new rules added to the Municipal Elections Act, 1996. It is imperative that you read the Candidates' Guide and the Act to understand the changes and how they affect your campaign.</p> <p>Some of the changes effect:</p> <ul style="list-style-type: none"> <li>campaigning</li> <li>contributions</li> <li>campaign expenses</li> <li>expense limit on voting day parties and other expressions of appreciation after close of voting</li> <li>refund of nomination filing fee</li> <li>reporting</li> </ul>

Before beginning a campaign, candidates should familiarize themselves with the Education Act, the Municipal Election Act, 1996, its regulations, and all other relevant legislation for specific provisions and details. The City of Toronto cannot provide interpretations of any Act or legal advice.

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### Election Signs

In order to place any signs on public property, you must first submit an *Election Sign Deposit* form and pay the \$250 deposit fee. Visit Election Services or mail the form and include the fee in cash, certified cheque or money order (payable to 'Treasurer, City of Toronto')

- know the election sign by-law – it outlines the rules for signs and locations for posting
- key dates:
  - Nov 15 - campaign office signs cannot be posted until you file a nomination
  - Jan 19 - election signs may be posted
  - Feb 19 - election signs must be removed within 3 days of election day

[toronto.ca/elections/library](http://toronto.ca/elections/library)

### Other Resources

- visit [e-laws.gov.on.ca](http://e-laws.gov.on.ca) to download relevant laws, including: *Municipal Elections Act, 1996, Education Act, City of Toronto Act, 2006*
- 311 for information on: election signs, voter information, etc.
- Ministry of Municipal Affairs, for information on: Candidate's Guide, relevant laws, enforcement, etc.  
[mininfo@ontario.ca](mailto:mininfo@ontario.ca); 416-585-7041
- Election Services, for all other inquiries:  
[toronto.ca/elections/candidates](http://toronto.ca/elections/candidates)  
[candidateinfo@toronto.ca](mailto:candidateinfo@toronto.ca); 416-338-1111

### Campaigning

- you can access condominiums, co-operatives, apartments, etc. from 9 a.m. to 9 p.m.
- you cannot use any part of the City of Toronto logo in your campaign materials
- on voting days, you and your staff cannot canvass on the premises of voting places including the entire property

[toronto.ca/elections/by-election](http://toronto.ca/elections/by-election)

### Contribution Rebate Program

The City of Toronto has a contribution rebate program in which your contributors can receive a rebate from the city. You may wish to provide them with a copy of the Contribution Rebate Guide.

In order to participate in the contribution rebate program, you must:

- provide contributors with a Contribution Rebate Receipt & Application form (available in EFFS)
- file an audited financial statement (no matter how much you raised or spent on your campaign) by the deadline date
- provide copies of all expense invoices with your financial statement

Your contributors must:

- complete their section of the Contribution Rebate Receipt & Application form
- mail the original to Election Services, 89 Northline Road by the deadline date

### What Now?

#### Read your Candidates' Guide

- you must open a campaign account before accepting any monetary contributions or incurring expenses
- you can start campaigning once you have filed your Nomination Paper
- provide contributors with a receipt for every contribution you receive
- review the financial statement to see what type of expense you have to report
- start looking for an auditor licensed under the *Public Accounting Act, 2004*