

**Notice to Candidate of Filing Requirements**

*Municipal Elections Act, 1996 (Section 88.25)*

To:

_____ / _____
(Name of Candidate) (Office)
_____
(Address) (Postal Code)

From:

The Elections Clerk or designated election official of:

**MUNICIPALITY OF CALVIN**

TAKE NOTICE EVERY CANDIDATE SHALL FILE the “Financial Statement – Auditor’s Report” FORM 4 on or before 2:00 pm on March 30, 2023, with the Clerk with whom their nomination was filed a financial statement and auditor’s report in accordance with section 88.25 of the Municipal Elections Act, 1996 reflecting the Candidate’s election campaign finances as of December 31 in the year of the election.

- (1) On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor’s report, each in the prescribed form, reflecting the candidate’s election campaign finances,
  - (a) in the case of a regular election, as of December 31 in the year of the election; and
  - (b) in the case of a by-election, as of the 45th day after voting day.

Note: The earliest the “Financial Statement – Auditor’s Report” FORM 4 can be filed is the first day the Municipal Office is open in January 2023.

- (2) If a candidate’s election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor’s report must reflect the candidate’s election campaign finances as of the day the election campaign period ended.
- (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor’s report on or before the applicable filing date under section 88.30.
- (4) If the candidate’s election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the supplementary reporting period.
- (5) If a candidate’s election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the period commencing on the day the candidate’s election campaign period ends and including the six-month period following the year of the election.
- (6) A supplementary financial statement or auditor’s report shall include all the information

contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.

- (7) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004. (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000. 2016, c. 15, s. 60.
- (9) If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).



\_\_\_\_\_

Date

\_\_\_\_\_

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every candidate whose nomination was filed with him or her, notice of the filing requirements of this section.  
Also Note: If the clerk has provided for electronic filing, candidates must also be advised of the options and consequences or limitations associated with it, if any.

