

MUNICIPALITY OF SOUTHWEST MIDDLESEX



2022 Municipal Election
Information for Candidates
April 2022

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Introduction

This Guide has been prepared for the purpose of supplying information to persons intending to stand for elected office. This guide is available electronically on the Southwest Middlesex website.

This Guide is only intended to provide candidates with information on running for office. Candidates are responsible for ensuring they are familiar with the requirements of the *Municipal Elections Act* and should consult the *Act* for complete information and legislative requirements.

A copy of the *Municipal Elections Act, 1996* is available online at www.e-laws.gov.on.ca

Candidates must comply with all regulations of the *Act* relating to election campaign financing. The Ministry of Municipal Affairs and Housing (MMAH) produces a guide for candidates that outlines the financial reporting requirements under the *Act*. The Ministry Guide is available online from the Ministry of Municipal Affairs and Housing [website](#), the Southwest Middlesex [website](#) and in hardcopy from the Clerks Department.

This guide may be updated periodically. Please notify municipal staff if there are any changes to your mailing and/or email address.

It is the responsibility of prospective candidates to ensure that they are complying/have complied with the election financing regulations and that they are in fact, qualified and not disqualified by law to take part in the election.

In all cases of filing times, the time displayed by the Clerks Department electronic clock shall prevail.

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Important Dates

The following are legislative dates as set out in the *Municipal Elections Act, 1996*.

2022

Monday, May 2

- First day for candidates to file a nomination paper for the office of Mayor, Councillor or school board trustee
- First day for an individual or entity to file a notice of registration as a third-party advertiser
- Campaign period begins once a nomination paper or notice of registration is filed
- Preliminary expense limit and other legislative documentation provided to candidates and third-party advertisers on the day they file

Friday, August 19

- Nomination Day
 - Last day for a candidate to file their nomination papers
 - 9:00 am to 2:00 p.m. – nominations or withdrawal cannot be accepted beyond 2:00 p.m.
 - A candidate who wishes to withdraw their nomination must notify the clerk in writing before 2 p.m. (s.36)

Monday, August 22

- The clerk will
 - Examine and certify all nominations by 4:00 p.m. (s.35(1))
 - Declare the candidate(s) elected by acclamation (s.37(1))

Thursday, September 1

- Deadline to reproducing the voters' list
 - On written request, provide candidates with a copy of the part of the voters' list that contains the names of the electors who are entitled to vote for that office (s.23(4)).

Monday, September 26

- The clerk will provide candidates with:
 - A certificate of the applicable maximum amount of expenses (s.88.20(6)).

- A certificate of the applicable maximum amount of contributions to the candidate's own election campaign (s.88.9.1(1)).
- A certificate of the applicable maximum amount for parties, etc. after voting day (s.88.20(9)).
- The clerk shall provide registered third parties with:
 - A certificate of the applicable maximum amount of expenses (s.88.21(14)).
 - A certificate of the applicable maximum amount for parties, etc. after voting day (s.88.21(14)).

Friday, October 21

- Last day for third party advertisers to file their notice of registration (s.88.6(7)).

Monday, October 17 to Monday, October 24

- Voting Period (24 hours per day online or by telephone beginning at 9:00 am until Monday, October 22 at 8:00 pm)

Monday, October 24

- Voting Day – 8:30 am to 8:00 pm
- The clerk will, as soon as possible, declare the unofficial results of the 2022 Municipal Election on the website or in another electronic format.

Tuesday, October 25

- The clerk will, as soon as possible, declare the results of the election and provide the results on a website or in another electronic format (s.55(4), (4.1)).

Tuesday, November 15

- New term of office commences (2022 to 2026)

Saturday, December 31

- End of election campaign period.

2023

Tuesday, January 3

- Deadline for candidates and registered third parties to provide written notice, in the prescribed form, of a deficit and the continuation of their campaign period (s.88.24(2), s.88.28)

Wednesday, March 1

- Deadline for the Clerk to provide candidates and registered third parties with notice of the filing requirements for their initial financial statements and auditor's reports (s.88.25(9), s.88.29(7))

Thursday, March 30

- Deadline for candidate or registered third party to apply to Superior Court of Justice to extend the time to for filing their initial financial statements and auditor's reports (s.88.23(6), S.88.27(3)).

Friday, March 31

- Deadline to file financial statement for reporting period ending December 31, 2018 – applies to all candidates and registered third parties (s.88.30(1)).
- Deadline for candidate or registered third-party to notify Clerk, in writing, that an application has been made to the Superior Court of Justice to extend the time for filing their initial financial statement and auditor's report by the 2:00p.m. deadline (s.88.23(7), S.88.27(4)).

Monday, May 1

- Last day for candidates and registered third parties to file their initial financial statements and auditor's reports (by 2:00 p.m. with a \$500.00 late filing fee) (s.88.23(9), s.88.27(6)).
- Documents submitted after this deadline are to be accepted by the Clerk only for the purposes of making them available to the public (s.88.25(12), s.88.29(10)).

Friday, June 30

- End of the extended campaign period for candidates and registered third parties.

Wednesday, August 28

- Last day to provide candidates and registered third parties with notice of the filing requirements for their supplementary financial statements and auditor's reports (s.88.25(10), s.88.29(8)).

Thursday, September 28

- Last day for candidate or registered third party to apply to Superior Court of Justice to extend the time for filing their supplementary financial statements and auditor's reports. (s.88.23(6), s.88.27(3)).

Friday, September 29

- Deadline for candidates and registered third parties to file their supplementary financial statements and auditor's reports (s.88.30(1)).

Monday, October 30

- Last day for candidates and registered third parties to file a supplementary financial statement and auditors report (by 2:00 p.m. with a \$500.00 late filing fee) (s.88.23(9)).

Municipal Offices to be Elected

From Monday, October 17, 2022 at 9:00 a.m. to Monday, October 24, 2022 at 8:00 p.m., voters in the Municipality of Southwest Middlesex will elect members for the following offices:

Mayor

One to be elected by all electors of the municipality

Deputy Mayor

One to be elected by all electors of the municipality

Councillor

6 Councillor positions in total to be elected

- Two to be elected by Ward 1 electors of the municipality
- Two to be elected by Ward 2 electors of the municipality
- Two to be elected by Ward 3 electors of the municipality

School Boards

Thames Valley District School Board (English)

- Two to be elected by public school board electors of the municipality

London and District Catholic Separate School Board (English)

- One to be elected by separate school board electors of the municipality

Conseil scolaire Viamonde - French Language School Board

- One to be elected by French language electors of the municipality

Conseil scolaire Catholique Providence – French Language District Separate School Board

- One to be elected by French language separate school electors of the municipality

Qualifications of Candidates

Member of Council

Qualifications for members of Council are set out in Section 256 of the *Municipal Act, 2001* and Section 17 of the *Municipal Elections Act, 1996*.

In order to run for office in the Municipality of Southwest Middlesex a person must be:

1. A Canadian citizen;
2. At least 18 years old;
3. A resident of the Municipality of Southwest Middlesex or the owner or tenant of land here, or the spouse of such owner or tenant; and
4. Who is not disqualified by any legislation from holding office.

Ineligibility

The following people are disqualified from being elected to municipal office:

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Nomination Procedures

Filing Nomination Papers

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and/or expending any funds on a campaign. A candidate may file his or her nomination papers as of May 2, 2022 beginning at 9:00am. Nomination papers will be available at the Southwest Middlesex office and on the Municipality of Southwest Middlesex website.

Nomination Papers submitted by fax, email or mail will not be accepted. Forms must be completed and submitted in person at 153 McKellar Street, Glencoe, Ontario. Candidates are required to complete the Nomination Paper which includes a declaration of qualification, taken before a Commissioner of Oaths, a Commissioner of Oaths in the Clerks Department can administer this declaration for you. Photo identification containing the candidates signature is also required.

The nomination of a person for an office on council must be endorsed by at least 25 persons and the person endorsing the nomination must be eligible to vote in an election for an office within the municipality if a regular election was held on the day that the person endorses the nomination.

The deadline for filing for the 2022 municipal election is Nomination Day, Friday, August 19, 2022 – 9 am to 2pm.

The nomination must be accompanied by the prescribed nomination filing fee. The prescribed fee is \$200 for the head of council (Mayor) and \$100 for all other offices (Deputy Mayor and Councillor) and can be paid by cash, debit, certified cheque or money order payable to the Municipality of Southwest Middlesex.

If an agent is filing the nomination on behalf of a candidate, the Candidates Nomination paper must be commissioned before the agent files the nomination form with the Municipality of Southwest Middlesex and the agent must provide a copy of the Candidate's Identification as well as providing their own identification.

Candidates are responsible for ensuring that they meet all the qualifications and have followed the procedures with respect to the filing of Nomination Papers.

Exception for Additional Nominations

If the number of nominations filed for an office is less than the number of persons to be elected to an office, additional nominations may be filed between 9 am and 2 pm on the Wednesday following Nomination Day – August 24, 2022.

Refund of Nomination Deposit

A candidate is entitled to receive a refund of the nomination filing fee if they file their financial statements with the Clerk by the filing date. For the 2022 Municipal Election, the filing date is before 2 pm on March 31, 2023.

Examination and Certification of Nominations by Clerk

The Clerk shall certify the Notice of Candidates by 4:00 p.m. on the Monday following Nomination Day, August 22, 2022.

Any additional nominations filed under MEA, s.33(5) shall be examined before 4 pm on the Thursday following Nomination Day – August 25, 2022.

If the Clerk rejects a nomination, they will provide notice as soon as possible to the individual seeking nomination and to all candidates. The Clerks decision to certify or reject a nomination is final.

Withdrawal of Nominations

A person may withdraw his or her nomination by filing a written withdrawal at/with the Clerks Department before 2 pm on August 19, 2022.

Acclamations

If at 4 pm on August 22, 2022 the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate or candidates elected by acclamation.

Campaign Information

Candidates are advised to refer to the Province of Ontario’s Candidates Guide for information on Campaign Contributions and Fund Raising and on Campaign Expenses. The provincial guide is available online from the Ministry of Municipal Affairs and Housing and from the Clerks Department.

The *Municipal Elections Act, 1996* does not contain restrictions on when a candidate may or may not advertise but does regulate the amount a candidate can spend on their campaign. The candidate must have filed their nomination form before spending any money on advertising and the amount they spend on their campaign is regulated as explained in the restrictions below.

Campaign Expense Limits

These are limits on the amount that a registered candidate may spend on a campaign. The campaign period begins the day the candidate files a Nomination Paper and ends on December 31, 2022. The limit on campaign expenses is based on a formula related to the number of electors entitled to vote for the office.

Once an individual files their nomination paper, they will be given a Preliminary Certificate of Maximum Campaign Expense Limit based on the Voters’ List from the 2018 municipal election. Each candidate will be provided a final certificate on or before September 25, 2022 which is calculated using the greatest number of electors on the Voters’ List as of the 2018 municipal election or September 15, 2022, whichever provides the highest maximum limit.

The following is the formula used to calculate the limits:

Head of Council	\$7,500.00 plus 85 cents for each elector entitled to vote for the office $7500 + (0.85 \times \# \text{ of Electors})$
Candidate for another office	\$5,000.00 plus 85 cents for each elector entitled to vote for the office $5000 + (0.85 \times \# \text{ of Electors})$

Please note that candidates will also be subject to Maximum Amount of Contributions – Own Campaign.

Third-party advertisers will also be subject to Maximum Campaign Spending Limits.

Filing Financial Statements

All nominated candidates, including those not elected, those who withdrew their nomination and whose nomination was rejected by the Clerk MUST disclose and report on or before March 31, 2022 by 2:00 p.m. their contributions and expenses as of December 31, 2022 in accordance with the following:

- All candidates are required to file a detailed financial statement on the prescribed form – MMAH Form 4.
- Candidates must have their financial statement audited and submit the auditor's report to the Clerk along with their financial statement if expenses are over \$10,000.00

A candidate must file a separate financial statement for each office they were nominated during the election period unless the offices are all on the same council and are elected by a general vote of all electors of a municipality. Each campaign for an office for which the election is conducted by ward is a separate campaign.

The financial statement must be filed by March 31, 2023. Candidates' financial statements are filed with the Clerk and are public documents which are to be available at no charge for viewing by the public on the Municipality of Southwest Middlesex website. The Clerk will advise at least 30 days prior to March 31, 2023 filing deadline of all the filing requirements of the Act. The Clerk is not required to give additional notice for each supplementary filing date.

It is the responsibility of the candidate to file a complete and accurate financial statement by the filing date.

Please refer to the *Municipal Elections Act* for detailed information with respect to:

- Extending a campaign in order to eliminate a deficit;
- Supplementary financial statement information;
- Surplus and deficit information; and
- Enforcement and penalties.

Scrutineers (Candidates' Agents)

Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the *Municipal Elections Act, 1996*, as amended.

If appointed, scrutineers will be entitled to the following:

Upon request and after producing the properly signed "Appointment of Scrutineer" (SWM22) and prescribing to the oath(s) of secrecy (SWM25), they will be provided access to a Candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots, and determine who has voted.

Upon request and after producing the properly signed appointment of scrutineer form and prescribing to the oath(s) of secrecy, they may attend a Voter Help Centre(s) during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Clerk or election official(s), or who attempt to interfere, influence or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Help Centre.

Scrutineers and candidates are prohibited from the following:

- Use of a cellular telephone or any other electronic device within a Voter Help Centre by any candidate or scrutineer.
- Engaging electors in conversation while in a voting place or location;
- Attempting directly or indirectly, to interfere with how an elector votes;
- Attempting to campaign or persuade an elector to vote for a particular candidate;
- Displaying a candidate's election campaign material in a voting place;
- Compromising the secrecy of the voting;
- Interfering or attempting to interfere with an elector who is marking a ballot;
- Obtaining or attempting to obtain, in a voting place, any information about how an elector intends to vote or has voted;
- Communicating any information obtained at a voting place about how an elector intends to vote or has vote

Election Signs

Election signs must follow election sign regulations of the Municipality of Southwest Middlesex and the County of Middlesex. The *Municipal Elections Act*, section 88.3(2) sets out important signage requirements for Candidates and sections 88.4(2) and 88.5(1) set out important signage requirements for Third Party Advertisers.

Southwest Middlesex Sign Regulations

The Municipality of Southwest Middlesex regulates the placement of election signs on municipal roads and intersections (excluding Middlesex County Roads).

Excerpt from Municipality of Southwest Middlesex Sign By-law No. 2021/061:

- 10.1 In addition to the requirements contained in Section 3, the requirements of this section shall apply to election signs.
- 10.2 No person shall affix, erect or otherwise display an election sign or permit an election sign to be erected, affixed, or otherwise displayed prior to the issuance of writs for a provincial or federal election.
- 10.3 No person shall affix, erect or otherwise display an election sign or permit an election sign to be erected, affixed or otherwise displayed prior to nomination day in a municipal election or by-election.
- 10.4 An election sign shall not display a logo, crest, seal or other identification of the municipality.
- 10.5 No person shall place or permit to be placed an election sign that:
 - a. Is illuminated;
 - b. Has a sign area greater than 6 square meters;
 - c. Interferes or impedes the safe operation of vehicular traffic, or pedestrians;
 - d. Interferes, impedes or obstructs municipal maintenance operations;
 - e. Is in or on a roadway;
 - f. Is in between a roadway and sidewalk;
 - g. Is on a tree, fence, wall, gate or utility pole located on public property;
 - h. Is in a publicly owned park or at a municipal facility;
 - i. Is within 10 meters of another election sign of the same candidate;
 - j. Is located in or at a voting place.
- 10.6 An election sign shall not exceed a height of one (1.0) metres above grade if erected in a sight triangle.
- 10.7 An election sign shall be removed within forty-eight (48) hours immediately following the day of the election.

Middlesex County Sign Regulations

The County of Middlesex regulates the placement of election signs on municipal roads and intersections under their jurisdiction.

Excerpts from Middlesex County Sign By-law No. 6272:

ELECTION SIGNS:

3(a) A temporary sign (which includes election signs) shall be a sign or notice of temporary nature which sign shall not exceed 1.2 metres (3.9') by 2.4 metres (7.9') in size.

3(e) Election signs may be erected on the right-of-way or adjacent to a County Road, providing:

- (1) They are not placed closer to the travelled portion of the highway than the outer extremity of the shoulder and do not interfere with official signs, traffic signals, or other safety devices. Should the extremity of the shoulder be difficult to determine, it shall be up to the County Engineer to specify its location on any particular County Road.
- (2) Election signs are not to be affixed to any permanent or official County sign or support, guide rail or other County structure or facility.
- (3) Mobile Trailer type read-o-graph signs are prohibited on the right-of-way of a County road. Such read-o-graph signs may be utilized providing they are erected on private property and meet the requirements of the Local Municipality for Mobile Trailer type read-of-graph signing.
- (4) Election signs shall be removed within 24 hours after the election date.

Prohibition of Canvassing in Voting Places

The Clerk, as the Returning Officer, is the lessee of the Voter Help Centre. As the lessee, the Returning Officer does not permit campaigning of any nature in or on the premises (The Voter Help Centre) used as a voting location throughout the voting period. The premises are deemed to include the entire building and the property on which it is located.

Section 48 of the Act provides as follows:

‘While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes. No person shall display a candidate’s election campaign material or literature in a voting place. For the purpose of this section, ‘Voting Place’ includes any place in the immediate vicinity of the voting place designated by the Clerk.’

Election Officials are instructed to immediately remove from any voting place material or literature of any nature which may be deposited in and around a voting place. Candidates or their agents and scrutineers must not engage electors in conversations at voting places and they may not wear campaign buttons or distribute material of any kind in and around a voting place.

We ask for your cooperation in this regard.

Access to Apartment Buildings, Condominiums, etc. by Candidates

Campaign provisions have been clarified through recent amendments to the *Act* to allow candidates to campaign in apartment buildings, condominiums, non-profit housing co-ops or gated communities from 9 am until 9 pm. Landlords and condominium corporations may not prohibit tenants or owners from displaying campaign signs in their windows.

When the building is being used as a voting location, canvassing in the building during voting hours is not permitted.

General Voter Information

Voter Qualifications

You are eligible to vote in the election for municipal council if you meet all of the following requirements:

- you are a Canadian citizen
- you are aged 18 or older
- you qualify to vote in the Municipality of Southwest Middlesex

There are 3 ways that you can qualify to vote in a municipality:

1. As a **resident elector** if you live in the municipality. You may own, rent, live in shared accommodation where you do not pay rent or live in the municipality but do not have a fixed address. Being a resident elector is the most common type of eligibility.
2. As a **non-resident elector** if you own or rent property in a municipality, but it's not the one where you live. You can only be a resident elector in 1 municipality. However, you can be a non-resident elector in any other municipality (or municipalities) where you own or rent property.
3. As the **spouse of a non-resident elector** if your spouse owns or rents property in the municipality or municipalities other than the one where you live.

Neither you nor your spouse qualify as a non-resident elector if you do not personally own or rent the property in the municipality. For example, if the property is owned by your business or your cottage is owned by a trust, you would not qualify as a non-resident elector.

Persons Prohibited from Voting

The following persons are prohibited from voting:

- a. A person who is serving a sentence of imprisonment in a penal or correctional institution;
- b. A corporation;
- c. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy (see section on Voting Proxies);
- d. A person who was convicted of the corrupt practice described in subsection 90(3) of the *Municipal Elections Act*, if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Definition of Residence

Residence

2 (1) For the purposes of this Act, a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return. 1996, c. 32, Sched., s. 2 (1).

Rules

(2) The following rules apply in determining a person's residence:

1. A person may only have one residence at a time.
2. The place where a person's family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.
3. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence. 1996, c. 32, Sched., s. 2 (2).

Exception, students

(2.1) Despite paragraph 1 of subsection (2), a person may have residences in two local municipalities at the same time if,

- (a) the person lives in one of the local municipalities in order to attend an educational institution, but not with the intention of changing his or her permanent lodging place; and
- (b) the person's permanent lodging place is in the other local municipality. 2009, c. 33, Sched. 21, s. 8 (3).

Rules if no permanent lodging place

(3) If a person has no permanent lodging place as described in subsections (1) and (2), the following rules apply in determining his or her residence:

1. The place to which the person most frequently returned to sleep or eat during the five weeks preceding the determination is his or her residence.
2. If the person returns with equal frequency to one place to sleep and to another to eat, the place to which he or she returns to sleep is his or her residence.
3. Multiple returns to the same place during a single day, whether to eat or to sleep, shall be considered one return.
4. A person's declaration regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary. 1996, c. 32, Sched., s. 2 (3); 2016, c. 15, s. 2.

Voter's List

The 2022 Voter's List for the Municipality of Southwest Middlesex is initially prepared by the Municipal Property Assessment Corporation (MPAC). The Voters' List contains the names, addresses and school support of each person who meets the qualifications of a voter.

The information contained on the Voters' List is to be used for election purposes only. The use and sale of the Voters' List for commercial purposes is prohibited.

Candidates are entitled to receive a copy of the list for their use and candidates may request either an electronic or paper copy of the list by completing Form EL14-Candidate's Declaration – Proper Use of Voters' List.

Revision of the Voters' List

The Voters' List will be available by Thursday, September 1, 2022. Applications for amendments to the list will be accepted by the Clerk from Thursday, September 1, 2022 to the close of voting on Voting Day – October 24, 2022.

Individuals will be able to confirm if their information on the Voters' List by visiting Voterview.ca before the end of July, and at the following locations during regular operating hours at any time:

- Municipal Office – 153 McKellar Street, Glencoe

Proxy Voting

The intent and purpose of proxy voting is to allow individuals to vote through a trusted friend or family member if such individual anticipates being away on Voting Day for various reasons.

With internet and telephone voting proxy voting is not required. Internet and telephone voting allows individuals who have been issued a voting PIN to vote from anywhere in the world at any time during the Voting Period.

Advance Voting Days

All eligible electors are encouraged to vote any time from October 17, 2022 at 9 am through to Voting Day at 8 pm – votes are accepted by telephone and internet, 24 hours a day, during the voting period.

Candidates may view the names of the electors who have already voted through the Candidate's Module when the Form EL14 (Candidates Declaration – Proper Use of Voters' List) has been completed and returned to the Clerks Department.

Voter Notification

A notice will be mailed by the Clerk to each voter advising them of the date and time of Voting Period and locations and methods of voting (options on where and how to vote).

The Clerk will provide the candidates with an up-to-date copy of a list of voting places for the area in which they are standing for elected office. In the event that any location is subsequently changed, a notice of such change will be mailed to the candidates concerned.

Voting Method

Voting is by internet and telephone. Voting procedures are available from the Southwest Middlesex website or in hard copy, upon request. Southwest Middlesex's Election Policy and Procedures are provided to all candidates when filing a nomination paper.

Reminders to Candidates

1. Must be eligible elector for the office being sought.
2. Must file their FORM 1 and FORM 2 in person or by agent.
3. Cannot be nominated for more than one office.
4. Must pay a filing fee of \$100 or \$200 cash, debit, certified cheque or money order payable to the Municipality of Southwest Middlesex.
5. Candidates cannot accept donations or spend any funds on a campaign until such time as you have filed a Nomination Paper with the Clerk.
6. You are responsible for keeping records of the financial activities related to your campaign. Remember to issue receipts for all donations, including donations of goods or services; obtain receipts for expenses incurred; keep copies of all receipts.
7. Keep receipts for all expenditures and a record of the value of all contributions which are not money (ie. Sign stakes, paper, printing services, etc.).
8. It is the responsibility of the candidate to file a complete and accurate financial statement on time. Candidates should completely familiarize themselves with the appropriate sections of the *Municipal Elections Act, 1996*.

Southwest Middlesex Candidate Guide Resources

1. Sign By-laws
 - a. Southwest Middlesex Sign By-law No. 2021/061
<https://www.southwestmiddlesex.ca/government/laws>
 - b. County of Middlesex Sign By-law No. 6272:
<https://middlesex.ca/departments/roads/transportation-bylaws-permits>
2. Ministry of Municipal Affairs and Housing (MMAH) Guides:
 - a. [Candidate Guide](#)
 - b. [Third Party Advertiser Guide](#)
 - c. [Voters' Guide](#)
3. Required Ministry of Municipal Affairs and Housing (MMAH) Forms:
 - a. Nomination Paper – [Form 1](#)
 - b. Nomination Paper, Endorsement of Nomination – [Form 2](#)
 - c. Financial Statement, Auditor's Report – [Form 4](#)