



**Elections
Ontario**

Candidate's Guide (F0405)

Office of the Chief Electoral Officer

Elections Ontario

May 2018

Uncontrolled Document When Printed

Effective Date: 01/08/2017

Revision #: 2.0

Status: Approved

Print Date: 5/16/2018

Page 1 of 52

Table of Contents

Overview.....	4
Introduction.....	5
PART ONE - GOVERNING LEGISLATION.....	6
Electoral Legislation.....	7
<i>Election Act</i>	7
<i>Election Finances Act</i>	7
PART TWO - BECOMING A CANDIDATE.....	9
Step 1: Becoming a Candidate.....	10
Qualifications of a Candidate.....	10
Candidate Election Calendars (F0415 and F0416).....	11
Step 2: Nomination.....	12
How to apply to become a candidate.....	12
Completing a Candidate Nomination Paper (F0400).....	13
Submitting your Nomination Documentation.....	15
Updating your Nomination Documentation.....	17
Withdrawing your Nomination Documentation.....	18
Step 3: Appointing Your Campaign Team.....	19
Appointing a Chief Financial Officer (CFO) and Auditor.....	19
Appointing a Chief Financial Officer (CFO).....	19
Appointing an Auditor.....	19
Appointing Designates and Scrutineers.....	20
PART THREE - VOTING OPTIONS AND ACTIVITIES.....	22
Elections Ontario Voting Options.....	23
Results and Official Tabulation.....	23
Recounts.....	24
Candidate Activities.....	25
Financial Activities.....	25
Canvassing.....	26
In the Voting Location.....	26
Restrictions on Advertising and Surveys.....	27
PART FOUR - CANDIDATE SUPPORT.....	29
Candidate Materials.....	30
Candidate Information Meetings.....	30
First Candidate Information Meeting.....	30
Second Candidate Information Meeting.....	31
Elections Ontario Products.....	32

Maps and Addresses..... 32

Voter Information 33

 Policy Requirements for the List of Electors 33

 Restriction on Use of Information from the List of Electors 34

 List of Electors (F0313) 34

 Distribution of the List of Electors by the Returning Officer 34

 Distribution of the List of Electors by the Candidate 35

 Secure Destruction of the List of Electors 36

 Return of Materials upon Candidate Withdrawal 36

Assisting Electors in your Electoral District 37

 Public Outreach during the Election 37

Information on the Elections Ontario Website 38

Contact Information 39

 Candidate Nominations - Returning Office 39

 Candidate Nominations - Elections Ontario Headquarters 39

 Compliance Division - Elections Ontario Headquarters 39

PART FIVE - APPENDICES 40

Appendix A: Glossary 41

Appendix B: Summary of Materials 47

Materials Available on the Elections Ontario website 47

Materials Available from Your Returning Officer 49

Overview

Elections Ontario is responsible for administering provincial elections in Ontario. We are a non-partisan office of the Legislative Assembly of Ontario, which means that we have no political affiliation. Elections Ontario protects the integrity of the electoral process. We make sure that Ontario provincial elections are independent, impartial, efficient, secure, transparent, and accountable. We also provide Ontarians with information they can use to learn more about provincial elections, the electoral process and how they can participate.

Ontario's *Election Act* and *Election Finances Act* are two legislative frameworks that govern the numerous activities that take place during an election. You should learn about these Acts in order to understand what you can and can't do during your campaign.

The Returning Officer (RO) for your Electoral District is your main point of contact throughout the election. Questions related to campaign finances may be directed to our Compliance Division at Elections Ontario headquarters.

Thank you for taking part in the democratic process, and we wish you good luck on your campaign!

This document is also available in accessible formats, such as large print.

Disponible en français

Introduction

The purpose of this guide is to provide information to anyone who wants to run in a provincial election to be elected to sit as a member of Provincial Parliament in the Legislative Assembly of Ontario. This guide provides an overview for both independent candidates and candidates who are representing parties about:

- What forms you need to file to be a candidate;
- important dates and deadlines; and
- the rules that you, and the people working on your campaign, need to follow as well your rights and responsibilities.

The *Election Act* establishes the rules and procedures governing the conduct of provincial elections, and the *Election Finances Act* establishes the rules for raising and spending money. Where possible, references to the applicable sections of the *Election Act* and *Election Finances Act* are provided. If any conflict arises between what appears in this guide and the provincial *Election Act* or *Election Finances Act*, the Acts are deemed to be the exclusive authority with respect to the conduct of elections in Ontario.

Finally, there are a number of terms and forms discussed in this guide that are specific to elections. Information about these terms and forms can be found in the appendices of this guide.

Election-related terms are listed in alphabetical order, with explanations, in Appendix A: Glossary, which can be found at the end of this guide. A detailed list of election-related terms can also be found on the Elections Ontario website at elections.on.ca > Resources > Learning about Elections > [Glossary](#).

More information about the different forms this guide mentions can be found in Appendix B: Summary of Materials. For your convenience, the forms are listed in the order in which you will typically need them.

PART ONE - GOVERNING LEGISLATION

Election Act

Election Finances Act

Electoral Legislation

Election Act

The *Election Act* sets out how an election in Ontario should be conducted. For example, the *Election Act* establishes:

- When the election begins;
- when election day is;
- a revision period during which changes may be made to the list of electors;
- the length of the nomination period;
- details for the advance voting period; and
- to whom elector products may be provided.

The *Election Act* also covers the printing and counting of the ballots. The *Election Act* establishes the provisions for special ballot voting and accessible voting equipment at the Returning Office.

More information about how elections are conducted in Ontario is available on the Elections Ontario website at: elections.on.ca > Resources > [Learning about Elections](#).

Election Finances Act

The *Election Finances Act* regulates the financial activity of candidates. All candidates must file audited financial statements after the campaign period has ended. Your Chief Financial Officer (CFO) manages your campaign finances and needs to understand the rules under the *Election Finances Act* that govern campaign finances.

As a candidate, you need to be aware that there are strict rules about campaign expense limits and contribution limits in Ontario. Additionally, candidates cannot conduct any financial activity before the election is called and before you are nominated under the *Election Act*. Financial activities include:

- Using your own funds;
- obtaining a bank loan;
- accepting contributions; and

- incurring such expenses as purchasing campaign materials.

Auditors for candidates are eligible to receive a subsidy for their work.

Candidates who receive at least five per cent of the popular vote in an election are entitled to receive a partial reimbursement of their expenses.

For more information on these matters, please refer to the CFO handbook which can be found on the Elections Ontario website at: elections.on.ca > Political Entities > Candidates > [Filing Guidelines for Candidates](#).

Please direct any questions you have about campaign finances to the Compliance Division at Elections Ontario headquarters:

Contact information:	Toll Free: 1-866-566-9066
Monday to Friday:	TTY: 1-888-292-2312
9:00 A.M. - 4:00 P.M.	Email: electfin@elections.on.ca

PART TWO - BECOMING A CANDIDATE

Step 1: Becoming a Candidate

- i. **Qualifications of a Candidate**
- ii. **Candidate Election Calendars (F0415 and F0416)**

Step 2: Nomination

- i. **How to Apply to Become a Candidate**
- ii. **Completing a Candidate Nomination Paper (F0400)**
- iii. **Submitting Your Nomination Documentation**
- iv. **Updating Your Nomination Documentation**
- v. **Withdrawing your Nomination Documentation**

Step 3: Appointing Your Campaign Team

- i. **Appointing a Chief Financial Officer (CFO) and Auditor**
- ii. **Appointing Designates and Scrutineers**

Step 1: Becoming a Candidate

Qualifications of a Candidate

If you meet the following criteria, you are qualified to be a candidate:

- 18 years of age or older on election day;
- a Canadian citizen;
- a resident in Ontario for the six months preceding election day; and
- not disqualified by the *Legislative Assembly Act* or any other Act.

Not living in the electoral district where you are running will not prevent you from being a candidate, but, there are certain statutory restrictions that may prohibit you from being a candidate. You are prohibited from being a candidate if you:

- Are a Returning Officer, Election Clerk, Revising Agent or Revision Assistant at the revision of any list of electors to be used in the election (*Election Act*, s. 26(2));
- have been convicted of a corrupt practice in an election in the last eight years unless, at the time of conviction, the presiding judge found the act was unintentional (*Election Act*, s. 98);
- were previously a candidate or leadership contestant who, prior to this election, failed to file audited financial statements with Elections Ontario (*Election Finances Act*, s. 43);
- are a Member of the House of Commons of Canada (*Legislative Assembly Act*, s. 7); or
- are a Member of the Senate of Canada (*Legislative Assembly Act*, s. 7).

You should also check with your employer to see if there are any conditions in your terms of employment in relation to running for the Legislative Assembly. For example, if you work in the federal, provincial, or municipal sector, serve in the military, or hold a public appointment or office, you should consult your employer to see what rules may apply.

Candidate Election Calendars (F0415 and F0416)

The **Candidate Election Calendars (F0415 and F0416)** list important deadlines for candidates, as well as electoral activities that are important for candidates to be aware of. The calendars start on Day 29, the day the writ is issued, and countdown to Day 0, election day. A number of activities also occur after election day.

Please note that certain events occur on different days of the election calendar depending on whether it is a scheduled general election, an unscheduled general election, or a by-election.

The **(Candidate Scheduled General Election Calendar (F0415))** contains dates for scheduled general elections; and **(Candidate By-Election Calendar or Unscheduled General Election (F0416))** contains dates specific to unscheduled general elections and by-elections.

Some of the critical dates and events that these calendars contain are:

- The open and close of the nomination period, which is when you can submit your nomination paper;
- when different list products and candidate materials become available; and
- when candidate meetings will be held.

You can find the calendars on the Elections Ontario website at: elections.on.ca > Political Entities > [Candidates](#).

Step 2: Nomination

How to apply to become a candidate

If you want to become a candidate in a provincial election in Ontario, and you are not disqualified from becoming a candidate based on the criteria listed in Step 1, you must file a completed **Candidate Nomination Paper (F0400)** as your first step in applying to become a candidate.

The paper includes step-by-step instructions for filling out the form, and information about where and when your nomination paper must be filed. Nomination papers should be completed in pen, **not** pencil, or by using the online fillable forms. It is your responsibility to ensure that all information included in the nomination paper is complete and correct. It must be received by the filing deadline (*Election Act s. 27.1(3)*). Incomplete or late nomination papers will not be accepted.

Please note that:

- For a **scheduled general election**, nomination papers are accepted until 2:00 P.M. on **Day 21**
- For an **unscheduled general election or a by-election**, nomination papers are accepted until 2:00 P.M. on **Day 14**

The **Candidate Nomination Paper (F0400)** includes the following sections:

- Section 1 - Candidate Information
- Section 2 - Electors Consenting to Candidacy
- Section 3 - Appointment of Chief Financial Officer (CFO)
- Section 4 - Appointment of Auditor
- Section 5 - Endorsement of Candidate

The **Candidate Nomination Paper (F0400)** can be found on the Elections Ontario website at: elections.on.ca > Political Entities > [Candidates](#).

Completing a Candidate Nomination Paper (F0400)

Candidate Name Appearance on the Ballot

When you are completing your **Candidate Nomination Paper (F0400)**, you will be asked to provide your full legal name (the name that appears on your government-issued ID, like a driver's licence, passport, SIN Card, etc.) in Section 1, Part A.

In Section 1, Part D, you have the opportunity to specify how you want your name to appear on the ballot.

Can I use my legal name on the ballot?

Yes, you can choose to have your legal name appear on the ballot.

Can I use a given or middle name other than my legal given name on the ballot?

Yes, if you ordinarily go by a given or middle name other than your legal name, you may have that name appear on the ballot.

Examples of ordinarily used given or middle names include nicknames, initials, abbreviations, and familiar forms of legal given or middle names.

Can I use a surname (last name) other than my legal surname on the ballot?

Yes, if you ordinarily go by a surname other than your legal surname, you may have that name appear on the ballot.

However, if you want to use an ordinarily used surname, you must provide **one piece of evidence** proving that you ordinarily use that surname. Examples of evidence include business cards, utility bills, official correspondence, or news articles.

Examples of ordinarily used surnames include simplifying long or complex names, using only part of a hyphenated name, or using a former surname if you have taken a spouse or partner's surname.

Can I use my legal name if it is a single name?

Yes, you may use a single name if this is also your legal name. Although Elections Ontario's form asks for your first, middle, and last names, prospective candidates who have a legal single name may enter their single name in the last name or surname area of the form. Please note that you must have legal documentation supporting a single name, such as a driver's licence. You may not use a single name if it is different from your legal name.

Questions?

If you have questions about the appearance of your name on the ballot that are not covered in this section, please read Elections Ontario's Candidate Name Appearance Policy which can be found on our website at: elections.on.ca > Resources > [Policies](#).

Additional Rules for Candidate Name Appearance on the Ballot

There are several other rules that prospective candidates should be aware of when filling out their **Candidate Nomination Paper (F0400)** for how they want their given name(s), surname or both to be shown on the ballot:

- Surnames with prepositions or prefixes (such as Mc, Mac, de, d', da, etc.) will appear with spacing and punctuation as entered in the **Candidate Name as it will appear on the Ballot** field of the **Candidate Nomination Paper (F0400)**. The default position for such lowercase letters will be uppercase (e.g. surname with "de" preposition will appear as "DE", e.g. surname with "Mc" preposition will appear as "MC").
- Other alternative fonts or font sizing, including superscript and subscript, will not appear on the ballot.
- Hyphenated surnames will appear on the ballot in their entirety as entered in the **Candidate Name as it will appear on the Ballot** field of the **Candidate Nomination Paper (F0400)**.
- Single names (as outlined in the *Change of Name Act*) will be considered surnames for the purpose of completing **Candidate Nomination Papers (F0400)** and for ballot creation.
- The surname will appear in its entirety as entered in the **Candidate Name as it will appear on the Ballot** field of the **Candidate Nomination Paper (F0400)**.
- No occupation, title, honour, decoration, degree, brackets, or quotation marks are permitted with a candidate's name on the ballot.

There are also several rules that Elections Ontario has to follow when listing candidates' names on the ballot, to make sure that the ballots show all candidates' names in a fair and equal way. These rules are followed to make sure that ballots meet strict quality standards.

Submitting your Nomination Documentation

Candidate Nomination Paper (F0400)

In order to become a candidate, it is your responsibility to file your **Candidate Nomination Paper (F0400)** on time, and to ensure that all of the information provided is accurate and complete.

How do I submit my Candidate Nomination Paper (F0400)?

You can submit your nomination paper in person or electronically by email, by mail, or by fax. Detailed instructions for filing your nomination documents are also included in the **Candidate Nomination Paper (F0400)**.

Can I file my Candidate Nomination Paper (F0400) before an Election is called?

You may file your **Candidate Nomination Paper (F0400)** with Elections Ontario headquarters at any time before an election is called. This is known as a standing nomination. You will get a notice of receipt in the same format that you used to submit your nomination documents (mail or email) confirming that your application has been received and is complete. This confirmation means that your nomination paper has been accepted. However, you will not receive a **Certificate of Nomination (F0403)** form until the writ is issued.

After the writ of election is issued and your nomination paper has been accepted, you will receive a **Certificate of Nomination (F0403)** form (*Election Act s.27.2(5)*). You are now considered a candidate.

If your nomination has been refused, you may update or edit your nomination paper and re-submit it before the close of nominations.

Where do I file my Candidate Nomination Paper (F0400) once an election is called?

You can still file your nomination paper once an election is called. However, once the writ is issued for an election, you may only file your **Candidate Nomination Paper (F0400)** with the Returning Officer for your electoral district.

To submit your nomination paper to your Returning Officer, you must make an appointment with the Returning Officer, even if you are submitting your nomination papers electronically or by fax, to ensure that your Returning Officer receives everything. You can find contact information for your Returning Officer either on the Elections Ontario website, or by calling Elections Ontario headquarters.

After the writ of election is issued and once your nomination paper has been accepted, you will receive a **Certificate of Nomination (FO403)** form (*Election Act s.27.2(5)*). You are now considered a candidate.

If your nomination has been refused, you may update or edit your nomination paper and re-submit it before the close of nominations.

How do I know when I have become a candidate?

If you have submitted your nomination paper before an election is called, Elections Ontario will send you confirmation that your nomination paper is complete. You will receive this confirmation in the same method you used to submit your nomination paper (mail, email, etc.). This confirmation means that your nomination paper has been accepted. However, you will not receive a **Certificate of Nomination (FO403)** form until the writ is issued.

After the writ of election is issued and your nomination paper has been accepted, you will receive a **Certificate of Nomination (FO403)** form (*Election Act s.27.2(5)*). You are now considered a candidate.

If your nomination has been refused, you may update or edit your nomination paper and re-submit it before the close of nominations.

Registration under the *Election Finances Act*

You are deemed registered under the *Election Finances Act* as soon as your **Certificate of Nomination (FO403)** form is issued. If you filed a standing nomination with Elections Ontario headquarters, you will receive your **Certificate of Nomination (FO403)** form the day the writ is issued.

Being registered under the *Election Finances Act* is important for several reasons. You must be registered in order to:

- Accept campaign contributions
- Spend money on your campaign
- Take out loans for your campaign

A **Candidate Nomination Paper (FO400)** is a public document.

Your **Candidate Nomination Paper (FO400)** will be available for public inspection at the returning office during an election and will be available at the Elections Ontario headquarters during regular hours until one year after the return of the writ for the election (*Election Act s. 27.4*). This means that your nomination paper and all of its contents are public documents that are made available to anyone who is interested in

viewing them. They are available until one year after the return of the writ for the election in which you were a candidate.

Updating your Nomination Documentation

Nomination Statement of Change (F0401)

In some cases, you, as a candidate, will need to update the information you have provided to Elections Ontario in your **Candidate Nomination Paper (F0400)**. This could include updates to your personal information, updates to your appointed campaign staff, and so on. The **Nomination Statement of Change (F0401)** form is the document you use to indicate a change to your personal information or any of your financial contact information.

The **Nomination Statement of Change (F0401)** form can be found on the Elections Ontario website at: elections.on.ca > Political Entities > [Candidates](#).

Can I make changes before the writ is issued?

Yes. If you've made these changes before you receive your **Certificate of Nomination (F0403)** form (ex: if you have filed a standing nomination), you can send your statement of change to Elections Ontario headquarters:

Contact information:

Monday to Friday:
9:00 A.M. - 4:00 P.M.

Toll Free: 1-866-771-6314

TTY: 1-888-292-2312

Fax: 1-866-714-2817

Email: candidate@elections.on.ca

Mail: Elections Ontario - Nominations
51 Rolark Drive,
Toronto, ON M1R 3B1

Can I make changes after the writ is issued?

Yes. If you have filed your nomination paper with the Returning Officer, and you have received your certificate, you must file your changes with the Returning Officer in your electoral district.

Withdrawing your Nomination Documentation

Nomination Notice of Withdrawal (F0404)

If you choose not to run in the election, you have to let Elections Ontario headquarters or your Returning Officer know you are withdrawing.

When can I withdraw?

You can choose to withdraw as a candidate at any point between submitting your nomination paper and election day.

How do I withdraw?

To withdraw after you have filed a nomination with the Chief Electoral Officer, but before an election and an election has not been called, you can do so by sending a letter, signed by you, to the Chief Electoral Officer at Elections Ontario headquarters.

If you choose to withdraw your nomination once an election has been called and you have received a **Certificate of Nomination (F0403)** form from the Returning Officer, you must complete a **Nomination Notice of Withdrawal (F0404)** form.

If I withdraw, will my name still be on the ballot?

If you withdraw before the close of nominations, your name will not appear on the ballot.

However, if you withdraw after the close of nominations, your name will still appear on the ballot. If this happens, your Returning Officer will post a **Notice to Voters (F0229)** that clearly states that you have withdrawn as a candidate. The notice is posted publicly, and is also posted prominently at voting locations.

As part of filling out the **Nomination Notice of Withdrawal (F0404) form**, you also acknowledge that you must provide your **Candidate Campaign Period Financial Statements (CR-1)** to Elections Ontario headquarters – Compliance Division within 60 days of your withdrawal.

Step 3: Appointing Your Campaign Team

Under both the *Election Finances Act* and the *Election Act*, you must appoint certain individuals to help you manage your campaign. You may also appoint individuals to other roles to support your campaign.

Appointing a Chief Financial Officer (CFO) and Auditor

Under the *Elections Finances Act* you must appoint a Chief Financial Officer (CFO) and an auditor.

Please note that you are required to include your appointments for the positions of CFO and Auditor when you file your **Candidate Nomination Paper (F0400)**. Your filing will be considered incomplete if you do not include the required information about these two campaign team members.

Appointing a Chief Financial Officer (CFO)

Your CFO manages your campaign finances. The CFO administers budgets and authorizes all payments, keeps records of all your financial transactions, and issues tax credit receipts to contributors. After the campaign period has ended, the CFO prepares and submits audited financial statements and other information to Elections Ontario. The Compliance Division at Elections Ontario distributes a handbook for CFOs that outlines a candidate's financial requirements and legal liabilities. Your CFO must consent to take legal liability for his or her actions while acting as CFO for your campaign.

The CFO information must be submitted in Section 3 of the **Candidate Nomination Paper (F0400)**. The CFO must sign the CFO section of the nomination paper. The CFO cannot be the candidate or the auditor.

Appointing an Auditor

An auditor is a public accountant who is licensed in Ontario. Your auditor examines and reports on your campaign financial statements. The CEO at Elections Ontario pays an audit fee subsidy on your behalf directly to your auditor.

You can find the **Candidate Campaign Period Financial Statements (CR-1)** on the Elections Ontario website at: elections.on.ca > Political Entities > Candidates > [Filing Requirements](#).

The auditor information must be submitted in Section 4 of the **Candidate Nomination Paper (F0400)**. Under Section 40(3) of the *Election Finances Act*, the auditor cannot be:

- A Returning Officer or Deputy Returning Officer;
- an Election Clerk;
- a nomination contestant, candidate or leadership contestant;
- a CFO of a nomination contestant, candidate or leadership contestant; or
- a CFO of a registered party or constituency association.

Appointing Designates and Scrutineers

Appointment of Designate (F0406)

Under the *Election Act*, you may appoint a designate to perform certain functions on your behalf. A designate can perform the following duties on your behalf:

- Appoint scrutineers;
- be present at any place that a scrutineer may attend; and
- observe the official tabulation of votes at the Returning Office.

The **Appointment of Designate (F0406)** form has to be completed and filed with your Returning Officer before the close of nominations. This form will be handed out by your Returning Officer at the first candidate meeting on Day 24 of the candidate election calendar, or you may download the form from the Elections Ontario website at: elections.on.ca > Political Entities > [Candidates](#).

Part A of the appointment form is where you may appoint a designate who will appoint your scrutineers for the voting locations. A scrutineer represents you at the voting location and observes the voting process. Part B of the form is where you may appoint a designate to be present for the official tabulation at the returning office. The date and time of the official tabulation is on the **Notice to Voters (F0230)**. The Returning Officer will give you a copy of the notice at the second candidate meeting, which takes place on Day 10 of the candidate election calendar.

Appointment of Scrutineers (F0412)

A scrutineer represents you at the voting location and observes the voting process. You, or your designate from the **Appointment of Designate (F0406)** form, must complete an **Appointment of Scrutineer (F0412)** form for each scrutineer. Forms are provided by your Returning Officer at the second candidate meeting on Day 10 of the candidate election calendar. You may photocopy this form with either your signature or your designate's signature on it. The form does not require an original signature on it.

One scrutineer per candidate is permitted for each poll official that issues a ballot to an elector. When scrutineers arrive at a voting location, they must show their **Appointment of Scrutineer (F0412)** form to the designated poll officials and sign an oath and affirmation of secrecy.

Your Returning Officer will provide you with a copy of **A Guide for Scrutineers (F0411)** at the first candidate meeting on Day 24 of the candidate election calendar. All scrutineers must read and review this guide before entering a voting location.

You can also find **A Guide for Scrutineers (F0411)** on the Elections Ontario website at: elections.on.ca > Political Entities > [Candidates](#).

PART THREE - VOTING OPTIONS AND ACTIVITIES

Elections Ontario Voting Options

- i. Results and Official Tabulation
- ii. Recounts

Candidate Activities

- i. Financial Activities
- ii. Canvassing
- iii. In the Voting Location
- iv. Restrictions on Advertising and Surveys

Elections Ontario Voting Options

There are several options for voting in Ontario provincial elections. They include:

- Special ballot voting:
 - in person
 - by mail
 - by requesting a home visit under certain conditions
 - through the hospital program that runs during a general election
- Advance polls with technology
- Polls with and without technology on election day; and
- Single, special, and mobile polls on election day.

More information about the options for voting are available on the Elections Ontario website at: elections.on.ca > Resources > [Learning About Elections](#), in the Voting in Ontario brochure.

Additionally, information about the voting processes in Ontario can be found in **A Guide for Scrutineers (F0411)**.

Results and Official Tabulation

Once polls close on election night, the ballots are counted. This is done manually for special ballot write-in ballots and by poll officials in single, special, and mobile polls locations. Ballots will also be counted manually for polling locations that do not use technology and do not have vote tabulators. Results are generated by the vote tabulators in all polls where technology is used. All results are then phoned in to the returning office by the poll officials. These unofficial results are posted on the Elections Ontario website and shared with the public. Results reported on polling night are unofficial and are provided as a public service.

The date and time of the official tabulation is printed on the **Notice to Voters (F0230)**. You or your designate may be present at the official tabulation, which is held at the returning. The ballot statement that recorded the totals for each candidate is used to compile the official poll results. If no one applies for a judicial recount, the Returning Officer submits the official return to the Chief Electoral Officer at Elections Ontario headquarters seven days after the official tabulation.

Recounts

A candidate or elector in the Electoral District may apply to a judge for a recount if they believe there has been an error in the counting of ballots or tabulation of the results. A Returning Officer must apply for a recount if the margin between the first and second place candidate is less than 25 votes. The application for a recount may be granted by the judge if the errors could affect the outcome of the election.

Candidate Activities

Now that you have an understanding of the election timeline, as well as the voting options, it's good to have a sense of some of the activities and restrictions on activities that apply to you throughout the campaign period.

Financial Activities

Any money, goods, or services contributed by a candidate or others for use in a campaign are treated as contributions and are eligible for tax receipts. Voluntary activity like knocking on doors is not treated as a contribution. Anything purchased or obtained by a candidate or others for use in a campaign is treated as a campaign expense. It is important to remember that a candidate's campaign is only permitted to receive contributions, or incur expenses, once a candidate is registered under the *Election Finances Act*.

Please remember that you, as a candidate, are only registered under the *Election Finances Act* once you have been issued a **Certificate of Nomination (F0403)** form.

As noted above, there are spending, contribution, and reporting requirements that must be followed. Registered candidates are also prohibited from attending provincial political fundraising events where the admission fee includes a contribution amount.

For more information, please refer to the CFO handbook which can be found on the Elections Ontario website at: elections.on.ca > Political Entities > Candidates > Filing Guidelines for [Candidates](#).

Please direct any questions you have about campaign finances to the Compliance Division at Elections Ontario headquarters:

Contact information:	Toll Free: 1-866-566-9066
Monday to Friday:	TTY: 1-888-292-2312
9:00 A.M. - 4:00 P.M.	Email: electfin@elections.on.ca

Canvassing

Under new legislation, a candidate, or his or her representative, must be granted access to the common areas of some multiple-residence buildings to distribute campaign materials and canvass residents. These are the rules that have to be followed for accessing a multiple-residence building during an electoral event:

- The access must be between 9:00 A.M. and 9:00 P.M., from Monday to Friday, or between 9:00 A.M. and 6:00 P.M. on a Saturday or Sunday;
- At least one person seeking access must be at least 18 years of age;
- Every person seeking access must, upon request, provide valid identification documents; and
- Every person seeking access who is not a candidate must, upon request, provide valid written authorization from the candidate.

However, a multiple-residence building does not have to grant access if it is:

- A university or college student residence.
- A building whose residents' physical or emotional well-being may be at risk.
- A building occupied by residents who require assisted living.
- A building with fewer than 7 units.

If you as a candidate, or your designate, are refused access to a multiple-residence building, you may leave a notice at the building advising of your right to be granted access within the next 24 hours, or on the same day if it is election day. If you are not granted access within the required time, you may notify your Returning Officer, who has authority to impose an administrative monetary penalty on the owner(s) of the building. **Returning Officers do not have authority to order a building to grant access to candidates or their canvassers.**

In the Voting Location

Individuals Allowed at the Voting Location

Only electors in the process of voting, poll officials and candidates or their scrutineers may remain in a voting location. There are a few exceptions to this: caregivers, individuals assisting electors with

accessibility needs, and officials designated at Elections Ontario headquarters by the Chief Electoral Officer are examples.

Interfering with the Polling Process

No person may interfere with an elector. No person may try to find out which candidate an elector is about to vote for or has voted for, or whether the elector declined to vote.

Media at the Voting Location

Generally, no recording devices are permitted inside a voting location. As a candidate, however, you may be filmed casting your ballot. You must receive authorization from the returning office at least one day *before* the photo opportunity. Contact your Returning Officer and give them the date, time, and requested location of your media event. The Returning Officer will complete a **Candidate Media Request (F0418)** form. Members of the media are not permitted to film or photograph other electors or poll officials in the voting location, even with consent.

No Campaigning at the Voting Location

Anything that identifies a party or candidate, such as pamphlets, clothing, hats, accessories, signs, or buttons, is not permitted at the voting locations or the area around the locations. These areas will be checked regularly for political logos and materials.

The Deputy Returning Officer is the final arbiter and may take whatever action is necessary to preserve the secrecy of the ballot and maintain peace and order at the voting location, including removing signs from the voting location.

A voting location is not just the room where voting takes place. It includes the building and surrounding areas of the property. If the voting location is in an apartment building or similar property, this applies only to the common areas but not individual residential units.

Restrictions on Advertising and Surveys

Commercial Advertising

It is important to note that there are restrictions on political advertising on specific days in the campaign period. This is sometimes called a blackout period.

A blackout period is a set amount of time during an election when no political party, constituency association, candidate or third party may broadcast political advertising.

For paid political advertising, the blackout period includes the day before election day and election day for all elections.

Opinion Surveys

The *Election Finances Act* prohibits the release of new or previously unpublished opinion surveys about how electors voted or will vote before the close of polls on election day. The ban does not apply to survey results that have been published or announced before election day.

For more information on this please visit the Elections Ontario website at: elections.on.ca > Political Financing > Other Rules > [Canvassers and Surveys](#).

PART FOUR – CANDIDATE SUPPORT

Candidate Materials

- i. Candidate Information Meetings
- ii. Elections Ontario Products
- iii. Maps and Addresses
- iv. Voter Information
- v. Return of Materials upon Candidate Withdrawal

Assisting Electors in your Electoral District

- i. Public Outreach During the Election

Information on the Elections Ontario Website

Contact Information

Candidate Materials

During the writ period, you are eligible to receive certain products from Elections Ontario and your Returning Officer. This section describes the types of products that are available to you.

You can refer to the **Candidate Election Calendar (F0415)** for the timeline of when these materials will be available. You can also refer to Appendix B: Summary of Materials for more information about the materials you will receive.

Note: In order for candidates to receive these products, they, or their party, must have a valid privacy policy on file with Elections Ontario. Independent candidates will be provided with a sample privacy policy upon request.

Candidate Information Meetings

The Returning Officer holds two candidate information meetings during the event. The Returning Officer will mail you a letter confirming the meeting dates, times and locations.

*Refer to the **Candidate Election Calendars (F0415 and F0416)** for more information.*

At the candidate meetings, the Returning Officer distributes specific materials and documents to each candidate. Your party must have filed a valid privacy policy with Elections Ontario, and you must file a **Candidate Nomination Paper (F0400)** and receive a **Certificate of Nomination (F0403)** form to be eligible to receive list of elector materials. If you are an independent candidate, you must submit your own valid privacy policy. Independent candidates will be provided with a sample privacy policy upon request

First Candidate Information Meeting

The first candidate information meeting is held on Day 24 of the **Candidate Election Calendar (F0415)**. At this meeting, your Returning Officer will cover the candidate election calendar, target revision, nomination procedures, procedure for collecting election materials from the Returning Office, appointing designates, dates and times of advance polls and polling day, rights of candidates canvassing, special ballot

voting, when the second candidate information meeting will be held, and any other questions you might have.

Additionally, the following materials are made available to candidates after they receive their **Certificate of Nomination (F0403)** form:

- An electronic copy of the **Preliminary List of Electors (F0313)**. A printed version is available upon request. List products (documents with elector information) are only made available to candidates once a privacy policy is filed with Elections Ontario.
- **Polling Division wall map** of the candidate's Electoral District
- **Geography CD**

Refer to Appendix B: Summary of Materials in this guide for more information.

Candidates must sign for the materials with their Returning Officer before they can receive them.

When you distribute the products to your campaign team, you must complete the **Distribution of List of Electors (F0315)** form, and the written **Acknowledgement for the List of Electors (F0101)** form.

Second Candidate Information Meeting

The second candidate information meeting is held on Day 10 of the **Candidate Election Calendar (F0415)**. At this meeting, your Returning Officer will cover topics selected by the candidates, which can include: voting locations, special ballot voting, the role of scrutineers, contact information for polling day, vote tabulation, and any other questions candidates might have.

Additionally, the following materials are made available to candidates after they receive their **Certificate of Nomination (F0403)** form:

- **Second Candidate Information Meeting Agenda (F0424)**
- **Notice to Voters (F0230)**
- **Vote Tabulator Directive**
- **Mobile Poll Directive**
- **Notice of Mobile Poll Voting Hours (F0581)**
- **List of Certificates to Vote Issued (F0233)** to date.
- **List of area advance polls**
- One electronic copy and one hard copy (on white paper) of the **Advance Poll List of Electors (F0313)** for each candidate

- Copies of the Elector Strike off Data Verification report, which lists electors who voted at the advance polls

Refer to Appendix B: Summary of Materials in this guide for more information.

Candidates must sign for the materials with their Returning Officer before they can receive them.

When you distribute the products to your campaign team, you must complete the **Distribution of List of Electors (F0315)** form, and the written **Acknowledgement for the List of Electors (F0101)** form.

Elections Ontario Products

Through the Returning Officer, Elections Ontario makes available to candidates maps, address information, and voter information. These products come with special considerations for their use, distribution and tracking. These considerations are addressed in the following sections.

All candidates are able to receive geography products such as maps from their Returning Officer. For a candidate to receive list products (documents with elector information), their party must have a privacy policy on file with Elections Ontario. Independent candidates must file their own privacy policy.

Maps and Addresses

Once the writ is issued and you have submitted your **Candidate Nomination Paper (F0400)** and received a **Certificate of Nomination (F0403)** form, you are entitled to receive free geography products from your Returning Officer:

Polling Division Wall Map (paper map)

- 1 set for each candidate
- 34 inches x 44 inches, black and white

Geography CD (electronic files)

- Map book
- Polling Division Wall Map
- Poll Key (Also known as a Street Index Guide, which lists all of the streets and address numbers for each polling division in an Electoral District)

- Electoral District and Polling Division Shapefiles (boundary information for each Electoral District)

If you would like extra map products, please visit Elections Ontario's website and download them for free or purchase them for a fee by contacting Elections Ontario headquarters:

Contact information:

Toll Free: 1-866-771-6314

Monday to Friday:

TTY: 1-888-292-2312

9:00 A.M. - 4:00 P.M.

Fax: 1-866-714-2817

Email: candidate@elections.on.ca

Mail: Elections Ontario - Nominations
51 Rolark Drive,
Toronto, ON M1R 3B1

Voter Information

Policy Requirements for the List of Electors

The *Election Act* and the **Guideline for the Use of Electoral Products** require every registered political party and independent candidate that would like to receive products containing elector personal information (such as the voters list) to develop and implement a policy that restricts the use of information obtained from the Permanent Register of Electors for Ontario (PREO) or the list of electors.

Note: In order for candidates to receive list products, their party must have a valid privacy policy on file with Elections Ontario. Independent candidates will be provided with a sample privacy policy upon request.

- Candidates of registered political parties are covered by the policy of their party. The policy must be filed with Elections Ontario before products can be given out. You must confirm with your political party if a policy has been filed before obtaining products from the Returning Officer.
- Independent candidates must file a written policy directly with their Returning Officer before receiving the **List of Electors (F0313)**.

Additionally, candidates and political parties can refuse to take PREO products. If no products are taken, a policy is not required.

Finally, all candidates and political parties who receive list products must abide by Elections Ontario's Guideline for the Use of Electoral Products.

For further details on what the policy must contain, refer to the Guideline for the Use of Electoral Products. The Returning Officer will provide you with a copy of the sample policy and the Guideline for the Use of Electoral Products. The guidelines is available on our website at: elections.on.ca > Resources > [Policies](#).

Restriction on Use of Information from the List of Electors

During the writ period, the *Election Act* requires that registered political parties, party candidates and independent candidates comply with the restrictions on the use of information from the list of electors under section 17.4 and the Guideline for the Use of Electoral Products.

The *Election Act* requires that a person who directly or indirectly obtains information from the Register or the **List of Electors (F0313)**:

- Use the information only for electoral purposes;
- Not use the information for commercial purposes; and
- Disclose information to others only after obtaining their written acknowledgement that they are bound by the restrictions on use in section 17.4.

List of Electors (F0313)

The **List of Electors (F0313)** contains personal information about Ontario electors. Elections Ontario places high importance on respecting the privacy of personal information. Authorized users of the **List of Electors (F0313)** must take appropriate measures to keep the personal information included in the **List of Electors (F0313)** private and to preserve the reputation of Ontario's electoral system and its participants.

Distribution of the List of Electors by the Returning Officer

If your party has a privacy policy on file with Elections Ontario, and once the writ has been issued and you have submitted your **Candidate Nomination Paper (F0400)** and received a **Certificate of Nomination (F0403)** form, your Returning Officer will provide you with an electronic copy of the **Preliminary List of Electors (F0313)**. If you require a hard copy, you may request it from your Returning Officer.

Refer to the *Candidate Election Calendar (F0415)* for more information about when you will receive list products.

Note: If you are an independent candidate and you would like to receive list products, then you must give your written policy to the Returning Officer before you receive a copy of the **List of Electors (F0313)**.

The Returning Officer will provide you with a copy of a sample policy, contained within the **Guideline for the Use of Electoral Products**.

You may designate another person to receive the **List of Electors (F0313)** from your Returning Officer. You must let the Returning Officer know whether you have authorized a designate to receive the **List of Electors (F0313)** before you send them. If the designate changes during the event, please inform your Returning Officer.

Each time you or your designate receives a copy of the **List of Electors (F0313)** from the Returning Officer, you or your designate must sign for receipt of the list product.

All persons to whom the Returning Officer provides access to **List of Electors (F0313)** (electronic or paper copy) must complete an **Acknowledgement for the List of Electors (F0101)**.

Note: For security reasons, the data on the **List of Electors (F0313)** CD is encrypted and password protected. You must call your Returning Officer to obtain the password.

Distribution of the List of Electors by the Candidate

You must track the distribution of the **List of Electors (F0313)** in the **Distribution of List of Electors (F0315)** form. For example, if you give a copy of the **List of Electors (F0313)** to a volunteer to assist with getting out the vote, you must record this in the form. The Returning Officer will provide you with a sample copy of the **Distribution of List of Electors (F0315)** form, contained within the **Guideline for the Use of Electoral Products**.

All persons who receive access to the **List of Electors (F0313)** (electronic or paper copy) from you or your delegate must complete an **Acknowledgement for the List of Electors (F0101)** form. Included on the **List of Electors (F0313)** CD is a sample acknowledgement form that candidates may use to obtain written acknowledgement.

Note: Candidates must keep the written acknowledgement forms safely secured because the Chief Electoral Officer at Elections Ontario headquarters may ask to see them at any time.

Refer to the Guideline for the Use of Electoral Products for more information.

Secure Destruction of the List of Electors

You are required to provide written proof of the secure destruction of the **List of Electors (F0313)** (electronic and/or paper copies) to Elections Ontario. The Returning Officer will provide you with a sample copy of the **Secure Destruction (F0317)** form, contained within the **Guideline for the Use of Electoral Products**.

You must file the **Distribution of List of Electors (F0315)** form(s), signed **Acknowledgement for the List of Electors (F0101)** form(s), and completed **Secure Destruction (F0317)** form(s) with Elections Ontario's Compliance Division within the six months after election day.

Note: Address the return of all materials to Elections Ontario.

Elections Ontario – Nominations
51 Rolark Drive,
Toronto, ON M1R 3B1
Attention: Operations-PREO.

Return of Materials upon Candidate Withdrawal

Candidates who withdraw their nomination are no longer eligible to have candidate materials in their possession. If you are withdrawing your nomination and have already received Elections Ontario materials during the writ period, then please return all materials to your Returning Officer as soon as possible. At the latest, these materials must be returned by Day +2 of the **Candidate Election Calendar (F0415)**.

Assisting Electors in your Electoral District

As a candidate, you or a member of your team may be asked by electors about what services or information are available to them. It might be helpful for you to be able to direct an elector to the appropriate resource.

In almost every case, the information an elector needs is available online on the Elections Ontario website at www.elections.on.ca. Likewise, the services an elector may require are almost always available at the returning and satellite offices for their electoral district.

Public Outreach during the Election

The returning office is your resource centre. Candidates may also use this section of the guide for their staff and volunteers in their local campaign offices. If you are unable to respond to a call from a member of the public using this guide, please refer callers to the Elections Ontario call centre at 1-888-668-8683.

Information on the Elections Ontario Website

During the election period, names of nominated candidates along with their party affiliation are posted on the Elections Ontario website within 48 hours of a **Certificate of Nomination (F0403)** form being issued.

Note: Only one campaign website URL is posted. Links to social media sites such as Facebook and Twitter are not posted on the website.

Candidate information is posted on the Elections Ontario website once the writ has been issued, and after candidates receive their certificate of nomination. Candidate information is removed from the website after election day.

Contact Information

Candidate Nominations - Returning Office

The returning office is your point of contact during an election for information about the *Election Act*, candidate materials and the nomination process for becoming a candidate.

The Returning Officer will provide you with information at the first candidate information meeting. Returning office hours of operation during the writ period are Monday to Saturday: 10:00 A.M. – 8:00 P.M. and Sunday: 12:00 P.M. – 5:00 P.M. Returning offices are not open outside of the writ period.

Candidate Nominations - Elections Ontario Headquarters

If you require information about the *Election Act* or the nomination process for becoming a candidate before an election is called, please contact Elections Ontario - Nominations:

<p>Contact information: Monday to Friday: 9:00 A.M. – 4:00 P.M.</p>	<p>Toll Free: 1-866-771-6314 TTY: 1-888-292-2312 Fax: 1-866-714-2817 Email: candidate@elections.on.ca Mail: Elections Ontario - Nominations 51 Rolark Drive, Toronto, ON M1R 3B1</p>
------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Compliance Division - Elections Ontario Headquarters

If you require information about the *Election Finances Act*, campaign finance information or the financial filing requirements for nomination contestants, please contact Elections Ontario - Compliance:

<p>Contact information: Monday to Friday: 9:00 A.M. – 4:00 P.M.</p>	<p>Toll Free: 1-866-566-9066 Email: electfin@elections.on.ca</p>
------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

PART FIVE - APPENDICES

Appendix A: Glossary

Appendix B: Summary of Materials

- i. **Materials Available on the Elections Ontario Website**
- ii. **Materials Available from Your Returning Officer**

Appendix A: Glossary

The following glossary is meant to help you understand the terms used in this guide. If you are unsure about a term that is referred to in this guide, please check the list below for an explanation.

If you are unsure of a term that is not explained in this glossary, please contact your Returning Officer.

Advance Poll

This is a voting location for electors who want to vote in person before election day. Electors may vote at any advance poll location in their electoral district.

Appointment of Designate (F0406)

An **Appointment of Designate (F0406)** form specifies an individual who may appoint scrutineers on behalf of the candidate. It is filed with the candidate's Returning Officer.

Appointment of Scrutineer (F0412)

An **Appointment of Scrutineer (F0412)** form specifies an individual who is being appointed as a scrutineer for a candidate. Scrutineers must present this form in order to be admitted to the polling location they will be monitoring. **Appointment of Scrutineer (F0412)** forms are provided by your Returning Officer at the second candidate information meeting on Day 10 of the candidate election calendar.

Ballot Statement of the Poll (F0525)

An official document that a poll official uses to record ballots cast for each candidate, rejected ballots, unmarked ballots, cancelled ballots, declined ballots, and unused ballots.

By-Election

A by-election is an election called in one or more electoral districts between general elections to replace a Member of Provincial Parliament who has vacated their seat in the Legislative Assembly of Ontario.

Campaign Period

The campaign period begins with the issue of a writ for an election and ends three months after election day.

Candidate

A candidate is a person who, once the writ is issued to call a general election or by-election, has received their certificate of nomination from either the Chief Electoral Officer or the Returning Officer before nominations close.

Candidate Election Calendar

The Candidate Calendar lists important dates for prospective candidates and candidates who have had their nominations accepted by Elections Ontario. The calendar counts backwards from writ day, and includes dates for candidates about: when to submit documents related to their nomination to their Returning Officer or Elections Ontario HQ; when candidates will receive information and other electoral products from Elections Ontario; and other activities related to the election cycle in Ontario, such as when electors may vote.

Candidate Nomination Paper (F0400)

Candidate Nomination Paper (F0400) is used by Elections Ontario to collect detailed information about a prospective candidate in order to confirm their eligibility to become a candidate.

Certificate of Nomination (F0403)

A **Certificate of Nomination (F0403)** form is distributed to candidates whose **Candidate Nomination Paper (F0400)** has been accepted by Elections Ontario, and signifies that he or she is now a candidate for the election in the electoral district for which they filed their nomination paper. In the case of standing nominations, **Certificate of Nomination (F0403)** forms are distributed once the writ is issued.

Chief Electoral Officer

The Chief Electoral Officer (CEO) is an Officer of the Legislative Assembly of Ontario, appointed by the Lieutenant Governor in Council. The CEO has the overall responsibility for administering Ontario's provincial elections.

Election Clerk

An Election Clerk is appointed by the Chief Electoral Officer. They report to the Returning Officer and are second in command in a returning office.

Election day

Election day is the final day to vote in an election.

Election Period

The election period begins the day the writ is issued and ends on election day.

Elector

An elector is a person who is eligible to vote in an Ontario provincial election.

Electoral District

An electoral district is a geographical area represented by a Member of Provincial Parliament (MPP) in the Legislative Assembly of Ontario.

Endorsement of Candidate

An endorsement form from the leader of a registered political party is part of the **Candidate Nomination Paper (F0400)**. The endorsement indicates that the candidate is supported by the party they claim to be affiliated with, and is required in order for the name of a registered political party to be displayed with the name of the candidate on the ballot.

List of Electors

The List of Electors is a copy of elector information obtained from the Permanent Register of Electors for Ontario, and includes elector and address data. It is prepared by Elections Ontario following the writ being issued for a general election or by-election.

The List of Electors is updated throughout the writ period as people register, update or remove their information. As this gets updated at different points in the electoral process, the name may change slightly. Candidates will be able to get copies of the updated lists from the Returning Officer, i.e.:

- **Preliminary List of Electors (F0313)**
- **Advance Poll List of Electors (F0313)**
- **Polling Day List of Electors (F0313)**

Mobile Poll

A mobile poll is a poll that is open for part of the day at one location and moves to another location later in the day on election day. Mobile polls are typically located in nursing homes and in small, long-term care facilities.

Nomination

A prospective candidate is nominated to run as a candidate for an election in an electoral district when they have filed their **Candidate Nomination Paper (F0400)** and received their **Certificate of Nomination (F0403)** form. Candidates may receive their **Certification of Nomination (F0403)** form from either the Chief Electoral Officer on writ day or from the Returning Officer from the day nominations open until 2:00 P.M. on close of nominations.

Notice to Voters (F0230)

A **Notice to Voters (F0230)** lists all of the candidates running in an electoral district, and is posted publicly in the electoral district. At least one copy will be posted at each polling place on the days of the advance poll and the general poll.

Official Tabulation

At the official tabulation, the Returning Officer compiles the results for each candidate from the **Ballot Statement of the Poll**. At the conclusion of official tabulation, each Returning Officer declares the candidate with the most votes to be elected. Candidates or their designated representatives are invited to the official tabulation to observe the proceedings. The candidate must have completed and submitted the **Appointment of Designate (F0406)** form to the Returning Officer in order for a designate to be present at official tabulation.

Polling Division

An electoral district is divided into geographic areas called polling divisions. Elections Ontario uses polling divisions to determine where voting locations will be placed in an electoral district.

Record of Voters Who Have Voted on Polling Day

Also known as a Bingo Sheet, the Record of Voters Who Have Voted on Polling Day is a document used by poll officials to track who has voted. Scrutineers are also allowed to view this document to monitor voter turnout. There is no personal information on the Record of Voters who Have Voted on Polling Day, only a series of numbers that correspond to registered voters for that polling division.

Recount

A candidate or elector in an electoral district may apply to a judge for a recount if they believe there has been an error in the counting of ballots or tabulation of the results. A Returning Officer must apply for a

recount if the margin between the first and second place candidate is less than 25 votes. The application for a recount may be granted by the judge if the errors could affect the outcome of the election.

Return to the Writ

A Return to the Writ happens if there is no recount within seven days of official tabulation, and indicates who the successful candidate is for an electoral district. The Returning Officer signs, dates and writes the name of the successful elected candidate on the back of the writ and returns it to the Chief Electoral Officer.

Returning Officer

A Returning Officer is an election official who is appointed to administer an election in an electoral district by the Lieutenant Governor in Council upon recommendation from the Chief Electoral Officer.

Revising Agents

Revising Agents are election workers who make door-to-door visits to multi-residence buildings, such as long term care facilities or retirement homes, during the writ period in order to register electors who do not appear on the list of electors. This is to ensure that the list of electors is as accurate as possible.

Scrutineer

A scrutineer is a person representing a candidate at the voting location who observes the voting process. Scrutineers must have an **Appointment of Scrutineer (F0412)** form in order to observe the voting process. A candidate may designate an individual to appoint scrutineers by completing the **Appointment of Designate (F0406)** form.

Voter Information Card

The Voter Information Card is an election-specific document sent to electors on the List of Electors to confirm their registration and notify them of voting times and locations. It is prepared by Elections Ontario once the writ has been issued for a general election or by-election.

Writ Day

The day a writ of election is issued, beginning the election period.

Writ of Election

A Writ of Election is the legal document that sets the date for the close of nominations and election day. The Lieutenant Governor of Ontario

and the Chief Electoral Officer sign two copies of the Writ for each electoral district. One is sent to the Returning Officer in the appropriate electoral district and the other is filed with the Ministry of Government and Consumer Services.

Appendix B: Summary of Materials

The following materials (with form number shown, if applicable) are available to candidates. This summary is meant to help you as you read through this guide. If you see candidate materials being referenced in this guide and have questions about them, please look at the list below to see the form and its description.

This summary is also helpful for understanding the materials that are listed in the Candidate Election Calendars in Part 2 of this guide, and the materials listed in the Candidate Information Meetings section in Part 4 of this guide.

The materials below are separated into two lists, based on where you can get a copy of the form or document (either from the Elections Ontario website, or your Returning Officer).

The materials are also organized based on when you might need them. For example, materials that you might need or want to reference when you are first becoming a candidate, such as the *Election Act* and *Election Finances Act*, are at the beginning. Materials you will not receive or need until later on can be found further down the list.

If you still have questions after looking at these lists, please contact either Elections Ontario headquarters about materials available on our website, or your Returning Officer for questions about materials they will provide.

Materials Available on the Elections Ontario website

The following table lists materials that you can get from the Elections Ontario website.

Form	Name	Description
F0405	Candidate's Guide	Provides an overview of what is required of you as a candidate. Highlights important information for candidates in an election.
F0415 and F0416	Candidate Election Calendar	Sets out events and deadlines for each day.

Form	Name	Description
	<i>Election Act</i>	Sets out the guidelines for the conduct of an election.
	<i>Election Finances Act</i>	Provide specific information about electoral rules.
F0400	Candidate Nomination Paper	Form used by Elections Ontario to collect detailed information about a prospective candidate in order to confirm their eligibility to become a candidate.
	Candidate Name Appearance	Provides an overview of how your name should appear on the ballot.
F0411	A Guide for Scrutineers	Provides an overview of scrutineer activities. Describes roles and responsibilities of scrutineers while observing voting and counting ballots in single/double polls.
	CFO Handbook	Provides information for the Chief Financial Officer. Describes the rules that apply to all provincial candidates as set out in the <i>Election Finances Act</i> .
	Electoral District-specific geography products - Geography CD-ROM (electronic files)	Polling Division Wall Map - A large format (34" x 44"), printed paper map showing the polling divisions within the candidate's electoral district.
		Shapefiles - Digital files of each polling division for GIS software.
		Outline of the requirements for the use of elector information.
		Released at the same time as List of Electors (F0313) .
CR-1	Candidate Campaign Period	Form is used to gather all the information required by the <i>Election</i>

Form	Name	Description
	Financial Statements	<i>Finances Act</i> to be reported on by auditors.

Materials Available from Your Returning Officer

The following table lists materials that you can get from your Returning Officer.

Form	Name	Description
F0405	Candidate's Guide	Provides an overview of what is required of you as a candidate. Highlights important information for candidates in an election.
F0415	Candidate Election Calendar	Sets out events and deadlines for each day of the writ period.
F0400	Candidate Nomination Paper	Form used by Elections Ontario to collect detailed information about a prospective candidate in order to confirm their eligibility to become a candidate.
	Candidate Name Appearance	Provides an overview of how your name should appear on the ballot.
	Guideline for the Use of Electoral Products	Outlines the requirements for the use of elector information.
F0215	Notice of Election	Official announcement of election.

Form	Name	Description
F0313 (Available on CD; paper copy available upon request)	Preliminary List of Electors	List of Electors for use in initial campaign planning.
	Poll Elector Counts	Released at the same time as the List of Electors (F0313) .
F0411	A Guide for Scrutineers	Provides an overview of scrutineer activities. Describes the roles and responsibilities of scrutineers while they are observing voting and the counting of ballots in single/double polls.
F0412	Appointment of Scrutineers	Form that specifies an individual who is being appointed as a scrutineer for a candidate.
	Electoral District-specific geography products - Polling Division Wall Map	A large format (34" x 44"), printed paper map showing the polling divisions within the candidate's electoral district.
	Electoral District-specific geography products - Geography CD-ROM (electronic files)	Poll Key - List of streets and addresses within each polling division.
Polling Division Wall Map - A large format (34" x 44"), printed paper map showing the polling divisions within the candidate's electoral district.		
Map book - A book of maps containing more details about each polling division.		

Form	Name	Description
		Shapefiles - Digital files of each polling division for GIS software.
F0233	List of Certificates to Vote Issued	Form provided on request only to candidates of registered political parties.
F0313 (Available on CD; paper copy available upon request)	Advance Poll List of Electors	List of Electors for use at advance polls - see Deadline Days for availability.
F0230	Notice to Voters	Form indicates nominated candidates, date and time of official tabulation.
	Strike off Data for Candidates report for ADV002	Indicates all electors who voted by Special ballot - provided upon request to nominated candidates.
	Strike off Data for Candidates Report which includes all electors who voted at an Advance Poll	Indicates voters who voted at all advance polls - provided throughout the advance poll days.
F0313 (Available on CD; paper copy available upon request)	Polling Day List of Electors	List of Electors for use on election day. The names of electors who voted at an advance poll or by special ballot have been crossed off.

Form	Name	Description
F0244	Unofficial Return from the Records	Printed 7 days after official tabulation.
F0246	Copy of Return to the Writ	Printed 7 days after official tabulation.