ELECTIONS VAUGHAN

ELECTION PROCEDURE

PROCEDURE TITLE: **CANDIDATE NOMINATIONS**

PROCEDURE NO.: **EPRO-009**

Section:	Elections		
Effective Date:	April 13, 2026	**Date of Last Review:**	N/A
Approval Authority: City Clerk / Returning Officer		**Procedure Owner:** City Clerk / Returning Officer	

PROCEDURE STATEMENT
A procedure providing for direction on the receipt, processing and certification of candidate nominations for municipal and school board elections and by-elections.
PURPOSE
The *Municipal Elections Act, 1996* (the "Act") establishes the qualifications for nomination as a candidate and statutory obligations and requirements to file a nomination for a municipal and school board election or by-election. This procedure codifies the process by which Elections Vaughan will meet these obligations.
SCOPE
This procedure applies to all persons filing nominations for office at a municipal and school board election or by-election, and Elections Vaughan staff receiving, processing and/or certifying nominations in accordance with the Act.
LEGISLATIVE AUTHORITY AND REQUIREMENTS
Municipal Elections Act, 1996: **Powers of clerk** **12** (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that, (a) is not otherwise provided for in an Act or regulation; and (b) in the clerk's opinion, is necessary or desirable for conducting the election. 1996, c. 32, Sched., s. 12 (1).

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Filing of nomination

33 (1) A person may be nominated for an office by filing a nomination,

(a) in the clerk's office, in person or by an agent; or

(b) if the clerk has provided for electronic filing under subsection (6), electronically. 2021, c. 5, Sched. 4, s. 2 (1).

DEFINITIONS

Candidate: A person who has been nominated under section 33 of the Act.

City Clerk: The City Clerk appointed by Council in accordance with Section 228 of the Municipal Act, 2001, S.O. 2001, c.25 or their designate.

Nomination Day: The last day on which nominations for office shall be accepted. For a regular municipal election, this date shall be the third Friday in August. For a by-election, a date fixed by the City Clerk according to the conditions set out in Section 65 (4) of the Act.

PROCEDURE

1. Filing of Nominations

1.1 Nominations shall be filed in-person and with documents provided in a hard-copy format only, during normal business hours.

1.2 The Election Administrative Representative shall be responsible for scheduling nomination appointments which may be made by telephone or email.

a) The Election Administrative Representative shall verify that the person requesting a nomination is not ineligible to hold office by virtue of being in default. Should they be on the list of persons in default, their request for an appointment will be denied.

1.3 Persons wishing to file a nomination shall be required to make an appointment with Elections Vaughan at least two (2) business days before the date on which they wish to file their nomination.

a) Notwithstanding 1.1, on Nomination Day, nominations will be accepted without an appointment and on a first-come, first-served basis between the hours of 9:00 a.m. and 2:00 p.m..

1.4 Nomination appointments shall be conducted by a minimum of two Elections Vaughan staff members.

1.5 Candidates must be in possession of the following at the time of their nomination appointment:

a) Form 1 – Nomination Paper;

b) For Candidates for office on Vaughan Council, Form 2 – Endorsement of Nominations with a minimum of 25 completed endorsements;

c) Declaration of Qualification appropriate to the office to which they are filing their nomination;

d) Identification as set out in Section 2; and

e) Nomination filing fee in the appropriate amount and in an acceptable payment method as prescribed in *O. Reg. 101/97*.

1.6 At the nomination appointment Elections Vaughan staff will receive the items noted at Section 1.5 and review the Candidate Nomination Checklist as prepared by Elections Vaughan. Staff will review and discuss all forms, guides and policies and have the candidate initial to confirm they have received and understood each item.

a) The Candidate Nomination Checklist will contain a comprehensive list of Candidate Forms, Financial Forms, policies and guides that are of importance to Candidates.

b) Elections Vaughan staff will provide physical or digital copies of all nomination documents to Candidates.

1.7 Candidates will be required to complete the following during their nomination appointment:

a) Voters List Request Form;

b) Contribution Rebate Program Participation Form (for Vaughan Council candidates only); and

c) Penalty Notice.

1.8 At the conclusion of the nomination appointment, the Candidate will make payment of their nomination filing fee. Upon receiving receipt of the payment, Elections Vaughan will provide a copy of all signed original documents to the Candidate.

a) The Election Administrative Representative will prepare a letter to financial institutions confirming the Candidate is duly nominated as a Candidate in Vaughan for the purposes of opening a bank account. This

letter will be provided to the Candidate at the same time as the copies of original documents.

1.9 The Election Administrative Representative will file and store all original nomination documents in the Office of the City Clerk in a secure manner and organized according to the office to which they are a Candidate.

1.10 The Election Administrative Representative will make copies of all original nomination documents and place in a binder to be located at the Office of the City Clerk front counter for inspection upon request by a member of the public.

1.11 Elections Vaughan will update the city's election website to note the name, office and date of nomination for all Candidates immediately following their appointment. Additional contact information, social media links and other information may be added upon completion of the appropriate form.

1.12 Elections Vaughan will also provide email notification to internal stakeholders as appropriate, to advise them of nominations. These notices will be circulated twice daily, once in the morning and once in the afternoon.

2. **Acceptable Identification for Nomination**

2.1 A person filing a nomination for office must provide one of the following pieces of identification to verify their identity during their nomination appointment:

a) Ontario driver's licence;

b) Ontario Health Card (photo card with address);

c) Ontario motor vehicle permit (plate portion);

d) Cancelled personalized cheque;

e) Mortgage, lease or rental agreement;

f) Insurance policy;

g) Loan or financial agreement with a financial institution;

h) Document issued or certified by a court in Ontario;

i) Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government; or

j) Any document from a Band Council in Ontario established under the Indian Act (Canada).

2.2 If a person does not provide identification as set out at section 2.2, they may provide two pieces of identification as follows:

a) One piece of identification with the candidate's name and qualifying address; and

b) One piece of identification with the candidate's name and signature.

2.3 For the purposes of Section 2.2 (a) identification may include any of the following:

a) Ontario driver's licence;

b) Ontario Health Card;

c) Ontario motor vehicle permit (plate portion);

d) Canadian passport;

e) Certificate of Canadian Citizenship;

f) Certificate of Indian Status;

g) Veterans Affairs Canada Health Card;

h) Social Insurance Number Card;

i) Old Age Security Card;

j) Credit card;

k) Debit card;

l) Employee Identification card;

m) Student Identification card issued by a post-secondary institution;

n) Union Identification card or professional licence card;

o) Cancelled personalized cheque;

p) Mortgage, lease or rental agreement for property in Ontario;

q) Insurance policy;

r) Document issued or certified by a court in Ontario;

s) Any other document issued by the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government; or

t) Any document from a Band Council in Ontario established under the Indian Act (Canada).

2.4 For the purposes of Section 2.2 (b) identification may include:

a) Ontario motor vehicle permit (vehicle portion);

b) Income tax assessment notice;

c) Child Tax Benefit Statement;

d) Statement of Employment Insurance Benefits Paid T4E;

e) Statement of Old Age Security T4A (OAS);

f) Statement of Canada Pension Plan Benefits T4A (P);

g) Canada Pension Plan Statement of Contributions;

h) Statement of Direct Deposit for Ontario Works;

i) Statement of Direct Deposit for Ontario Disability Support Program;

j) Workplace Safety and Insurance Board Statement of Benefits T5007;

k) Property tax assessment;

l) Insurance statement;

m) Mortgage, lease or rental statement for property in Ontario;

n) Credit card, bank account, RRSP, RRIF, RHOSP or T5 statement;

o) CNIB Card or a card from another registered charitable organization which provides services to persons with disabilities;

p) Hospital card or record;

q) Document showing campus residence issued by the office or officials responsible for student residence at a post-secondary institution;

r) Utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission;

s) Cheque stub, T4 or pay receipt issued by an employer;

t) Transcript or report card from a post-secondary school;

u) Document issued or certified by a court in Ontario;

v) Any other document issued by the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government; or

w) Any document from a Band Council in Ontario established under the Indian Act (Canada).

3. **Review of Endorsement of Nominations**

3.1 At the nomination appointment, Elections Vaughan staff will review all Form 2 – Endorsement of Nominations submitted by Candidates for office on Vaughan Council to ensure a minimum of 25 endorsements have been received. The endorsements must include the name, qualifying address and signature for each person.

3.2 Where an endorsement is incomplete, that endorsement will be deemed ineligible for the purposes of establishing compliance with Section 33 of the Act.

3.3 Candidates that do not have a sufficient number of completed endorsements at the time of filing will be required to collect additional endorsements prior to their nomination being deemed filed.

3.4 Prior to certifying a nomination, endorsements will be reviewed again to ensure a sufficient number of completed endorsements have been received in accordance with Section 33 of the Act.

3.5 The City Clerk shall exercise their right under Section 33 (1.3) of the Act to rely on the accuracy of the information contained on all Form 2 – Endorsement of Nominations filed with Elections Vaughan without any additional verification of the correctness or accuracy of the addresses provided.

4. Certification of Nominations

4.1 The review and certification of nominations shall take place after the close of nominations on Nomination Day.

4.2 The review of nominations to be certified shall be performed by a certification panel which includes the City Clerk and at least one (1) of the following persons:

a) Deputy City Clerk; and

b) Manager, Election, Registration and Protocol Services.

4.3 The certification panel shall review all nominations for the following:

a) A complete and accurate Form 1: Nomination Paper;

b) A signed Declaration of Qualification for the appropriate office;

c) For candidates for offices on Vaughan Council, a review of Form 2: Endorsement of Nominations as set out at Section 3; and

d) Verify that the person is listed on the Register of Electors for the City of Vaughan.

4.4 A nomination that has successfully completed the review at Section 4.3 shall be certified by the City Clerk in accordance with Section 35 (2) of the Act.

4.5 Where a nomination has failed to pass the review at Section 2.2, the City Clerk shall reject the nomination in accordance with Section 35 (3) of the Act

and shall notify the Candidate in writing by email within one (1) business day of the completion of the certification process.

4.6 The list of Candidates on the city's official election website will be updated to reflect the final list of Candidates as certified by the City Clerk.

ADMINISTRATION			
Administered by the Office of the City Clerk			
Review Schedule:	3 Years	**Next Review Date:**	March 1, 2029
Related Policy(ies):	None		
Related By-Law(s)	None		
Procedural Document:	None		
Revision History			
Date:	**Description:**		