ELECTIONS VAUGHAN

ELECTION PROCEDURE

PROCEDURE TITLE: **APPOINTMENT OF AN AGENT**

PROCEDURE NO.: **EPRO-025**

Section:	Elections		
Effective Date:	April 10, 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 appointment of an agent to act on behalf of a candidate or registered third party.

PURPOSE

The *Municipal Elections Act, 1996* (the "Act") provides for agents to act on behalf of candidates or registered third parties in various matters at an election. This procedure codifies the process by which Elections Vaughan will conduct business with an agent and confirm they are a duly appointed agent with authority to represent the candidate or third party as appropriate.

SCOPE

This procedure applies to all persons appointed by a candidate or registered third party to act as their agent to interact with Elections Vaughan in campaign matters, and to candidates and registered third parties who wish to appoint an agent to act on their behalf.

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).

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).

Notice of registration

88.6 (1) An individual, corporation or trade union may, in accordance with subsection (1.1), file with the clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election, and the notice must be filed in the prescribed form and must include a declaration of qualification signed by the individual or by a representative of the corporation or trade union, as the case may be. 2016, c. 15, s. 49; 2021, c. 5, Sched. 4, s. 5 (1).

Same

(1.1) A notice of registration may be filed,

(a) in person or by an agent; or

(b) if the clerk has provided for electronic filing under subsection (12.1), electronically. 2021, c. 5, Sched. 4, s. 5 (2).

DEFINITIONS

Agent: A person appointed or authorized to act on behalf of a Candidate or Registered Third Party in respect to matters related to their campaign and interactions with Elections Vaughan.

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.

Registered Third Party: A third party advertiser registered with the City Clerk in accordance with Section 88.6 of the Act.

PROCEDURE

1. Agent Appointment

1.1 Candidates or Registered Third Parties who appoint or designate an Agent to represent their campaign, must do so using the form established by the City Clerk for that purpose.

1.2 Candidates or Registered Third Parties must indicate on the form any and all matters the Agent has their permission to represent them in.

a) An Agent making requests without the appropriate approval of their Candidate or Registered Third Party will be denied by Elections Vaughan.

1.3 Agents must provide their name and the Candidate or Registered Third Party they represent in any in-person or electronic interactions with Elections Vaughan.

a) An Agent who does not properly identify themselves will be denied by Elections Vaughan.

2. Acceptable Identification for Nomination and Registration

2.1 An Agent filing a nomination for a Candidate or providing a notice for a Registered Third Party 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 an Agent 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 Agent's name and address; and

b) One piece of identification with the Agent'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).

ADMINISTRATION			
Administered by the Office of the City Clerk			
Review Schedule:	3 Years	**Next Review Date:**	March 1, 2029
Related Policy(ies):	None		

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Related By-Law(s)	None
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