



ELECTION PROCEDURE

PROCEDURE TITLE: REGISTRATION OF THIRD PARTY ADVERTISERS

PROCEDURE NO.: EPRO-026

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 and processing of registrations for third party advertisers for municipal and school board elections and by-elections.

PURPOSE

The *Municipal Elections Act, 1996* (the “Act”) establishes the qualifications for the registration of third party advertisers and statutory obligations and requirements to file a notice of registration 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 registrations as a third party advertiser at a municipal and school board election or by-election, individuals, corporations and trade unions registered as third party advertisers and Elections Vaughan staff receiving and processing registrations 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.

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1996, c. 32, Sched., s. 12 (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).

Certification

(13) The clerk shall examine each notice of registration that has been filed and do one of the following as soon as practicable upon filing:

1. If satisfied that the individual, corporation or trade union is qualified to be registered and that the notice of registration complies with this Act, certify the notice of registration by signing it.

2. If not satisfied that the individual, corporation or trade union is qualified to be registered or that the notice of registration complies with this Act, reject the notice of registration. 2016, c. 15, s. 49; 2021, c. 5, Sched. 4, s. 5 (3).

Decision final

(14) The clerk's decision to certify or reject a notice of registration is final. 2016, c. 15, s. 49.

DEFINITIONS

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.

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

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PROCEDURE

1. Filing a Notice of Registration

- 1.1 Notices of registration 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 registration appointments which may be made by telephone or email.
 - a) The Election Administrative Representative shall verify that the person or organization requesting a nomination is not ineligible to be a Registered Third Party by virtue of being in default. Should they be on the list of persons or organizations in default, their request for an appointment will be denied.
- 1.3 Persons wishing to file a notice of registration 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 registration.
 - a) Notwithstanding 1.1 and 1.3, on the Friday before voting day, notices of registration will be accepted without an appointment and on a first-come, first-served basis.
- 1.4 Registration appointments shall be conducted by a minimum of two Elections Vaughan staff members.
- 1.5 Persons filing a notice of registration must be in possession of the following at the time of their registration appointment:
 - a) Form 7 – Notice of Registration – Third Party;
 - b) Declaration of Qualifications - Third Party (Individuals); or
 - c) Declaration of Qualifications - Third Party (Corporation or Union);
 - d) Identification as set out in Section 2; and
 - e) For persons acting as an agent to file for a corporation or trade union, documentation confirming they are authorized to act on behalf of that corporation or trade union.
- 1.6 At the registration appointment Elections Vaughan staff will receive the items noted at Section 1.5 and review the Third Party Registration Checklist as prepared by Elections Vaughan. Staff will review and discuss all forms, guides and policies and have the Registered Third Party initial to confirm they have received and understood each item.

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a) The Third Party Registration Checklist will contain a comprehensive list of Third Party Forms, Financial Forms, policies and guides that are of importance to Registered Third Parties.

b) Elections Vaughan staff will provide physical or digital copies of all registration documents to Registered Third Parties.

1.7 Registered Third Parties will be required to complete the following during their nomination appointment:

a) Penalty Notice.

1.8 At the conclusion of the registration appointment, the Registered Third Party will be provided a copy of all signed original documents by Elections Vaughan staff.

a) Upon request, the Election Administrative Representative will prepare a letter to financial institutions confirming the Third Party is duly registered as a Registered Third Party in Vaughan for the purposes of opening a bank account. This letter will be provided to the Registered Third Party at the same time as the copies of original documents.

1.9 The Election Administrative Representative will file and store all original registration documents in the Office of the City Clerk in a secure manner.

1.10 The Election Administrative Representative will make copies of all original registration 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 and date of registration for all Registered Third Parties immediately following their appointment.

1.12 Elections Vaughan will also provide email notification to internal stakeholders as appropriate, to advise them of registrations. These notices will be circulated once daily.

2. Acceptable Identification for Nomination

2.1 A person filing a notice of registration as 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);

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- 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;

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- 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;

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- 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. Verification of Eligibility – Corporation or Trade Union

3.1 Prior to the registration appointment, Elections Vaughan staff shall make every possible effort to verify the eligibility of a corporation or trade union to register as a Registered Third Party in accordance with the Act.

3.2 The verification process for corporations may include:

- a. Confirming the corporation is duly incorporated in the Province of Ontario or federally in Canada;
- b. Confirming the officers of said corporation; and
- c. Any other record or database that may confirm the status as a corporation presently doing business in Ontario.

3.3 The verification process for trade unions may include:

- a. Confirming the trade union holds bargaining rights for employees in Ontario;
- b. Confirming executive or officers of said trade union; and
- c. Any other record or database confirming the trade union holds presently holds bargaining rights for employees in Ontario.

4. Certification of Registration

4.1 At the time the notice of registration is filed, Elections Vaughan staff shall ensure the accuracy and correctness of the documentation provided.

- a. If the individual, corporation or trade union filing a notice of registration has been confirmed to be eligible for registration, that registration will be certified.

4.2 If the status of the individual, corporation or trade union is deemed to be ineligible for registration as a Registered Third Party, the notice of registration shall be rejected.

4.3 The notice of registration may be certified or rejected by the:

- a. City Clerk;
- b. Deputy City Clerk; or
- c. Manager, Election, Registration and Protocol Services.

4.4 Individuals or agents for a Registered Third Party will be informed of their certification status at the time the notice of registration is filed. Where the

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notice of registration is rejected, a written notification will follow the verbal confirmation in-person at the appointment within 24 hours.

ADMINISTRATION

Administered by the Office of the City Clerk

Review Schedule:	3 Years	Next Review Date:	March 1, 2029
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Related Policy(ies):	None
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Related By-Law(s)	None
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Procedural Document:	None
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Revision History

Date:	Description: