

Post-Election

Part 5 – Election Finance Statement

5.1 Requirement for all Registered Candidates to File

Once the election is over, all registered candidates must file an Election Finance Statement with the CAO. It will be helpful to forward a reminder letter of this requirement together with a copy of the Election Finance Statement form to all candidates, as soon as practicably possible after the election.

Refer to Appendix J at the end of Part 5 for a sample reminder letter to candidates.

Did you know?

All registered candidates must file an Election Finance Statement. This includes elected candidates and unelected candidates, including those who were registered and were not nominated and those who withdrew.

A Statement must still be filed even if a registered candidate did not accept contributions or have any election expenses.

The Election Finance Statement must include:

- All contributions received and expenses incurred;
- The name, residential address and contribution of anyone who contributed more than \$250;
- An itemized list of campaign expenses;
- The contributions and expenses relating to any fund-raising event;
- Details of any loan made to the candidate for the purpose of the election campaign including the name of the financial institution that made the loan, principal amount of the loan, interest rate on the loan and the terms of repayment;
- Any other information required by the municipality. Municipalities may require Election Finance Statements to be audited.

5.2 Methods of Filing

Election Finance Statements may be filed with the CAO in person or by fax.

The CAO should encourage candidates to file early in case the Election Finance Statement is incomplete and the candidate is required to make corrections. The CAO should take the candidate's phone number in case of a problem with the statement. This will enable the CAO to discuss opportunities to correct the statement with the candidate.

CAOs should review the Election Finance Statements to ensure required elements have been completed by candidates.

5.3 Deadlines for Filing Election Finance Statements

There are strict deadlines for filing the Election Finance Statement. The deadline is established in your municipality's Campaign Expenses and Contribution By-law, but must be no later than 210 days after Election Day:

**Resort Communities
(Winnipeg Beach, Dunnottar, Victoria Beach)**

February 20, 2015

All Other Municipalities

May 20, 2015

Did you know?

It is recommended that candidates file their Election Finance Statement as soon as possible after the election, to ensure that there is enough time to address any matters that may arise.

The CAO may request a further statement to be filed if there is incorrect or incomplete information on the initial statement. In the sample by-law, candidates will be given an additional 30 days, after receiving the request, to provide this information.

Did you know?

Candidates must file their Election Finance Statement on time or face penalties.

Elected candidates who do not file on time will not be allowed to sit on council, or may be disqualified from council.

Registered candidates, who are not nominated, withdraw or who are not elected, and fail to file will not be allowed to run for council until after the 2014 general municipal election.

5.4 Surplus Payable to Municipality

Any surplus showing on a candidate's Election Finance Statement must be turned over to the municipality.

The municipality will return the funds to the candidate if the individual registers as a candidate in the next general election. If the individual chooses not to run, the money will be transferred into the general funds of the municipality.