

Instruction

It is the responsibility of the person incurring expenses to file a complete and accurate notice. Please print or type information (except signatures).

Box A: Notice of Registration (Individuals, Corporations and Trade Unions)

Registration for an Individual, Corporation or Trade Union in the Following Municipality

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name
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Municipality	Province	Postal Code
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Email Address	Telephone Number ext.	Telephone Number 2
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Box B: Designation of an Official Representative (Corporations and Trade Unions)

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)
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Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name
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Municipality	Province	Postal Code
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Email Address	Telephone Number ext.	Telephone Number 2
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Box C: Additional Information (Corporations)

Business Name

Ontario Corporation Number

Names of Principal Officers

1.	- 2.	-
3.	- 4.	-
5.	- 6.	-
7.	- 8.	-
9.	- 10.	-
11.	- 12.	-

[Add Principle Officer \(+\)](#)

Box D: Declaration of Qualification

I, _____, the Registrant (or Official Representative of the Registrant), referred to in this notice, do hereby declare that:

- (1) The information in this notice of registration is, to the best of knowledge and belief, true;
- (2) The Registrant is qualified to be registered as a third party advertiser; and
- (3) I am authorized to sign on behalf of the Registrant (applies only where the Registrant is a corporation or trade union).

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)

Time Received

Initial of Registrant (or Official Representative) (if filed in person)

Signature of Clerk or Designate

Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the notice of registration of the aforesaid registrant filed with me and am satisfied that the registrant is qualified to incur expenses and that the notice of registration complies with the Act.

Signature of Clerk or Designate

Date Certified (yyyy/mm/dd)

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Print Form

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CONSENT TO RELEASE OF PERSONAL INFORMATION
Municipal Freedom of Information and Protection of Privacy Act
Municipal Elections Act, 1996

Name of Third Party Advertiser: _____

Name of Official Representative (if applicable): _____

Personal information on the Notice of Registration – Third Party - Form 7 is collected under the authority of the *Municipal Elections Act* and will be used to assist the City Clerk in the administration of the 2022 Municipal Elections.

I hereby acknowledge that the Notice of Registration – Third Party - Form 7 filed by me, with respect to Third Party Advertisers in the 2022 Municipal Election, contains personal information and I am aware that the City Clerk will disclose all or part of it to the general public.

SIGNATURE OF REGISTRANT (or Official Representative)

(DATE)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, Chapter 32 Statutes of Ontario, 1996, and will be used for authorizing candidate information to be placed on the City of Thunder Bay website or made available to any person for the municipal or school board election. Questions about this collection of personal information should be directed to the Office of the City Clerk, 500 Donald Street, East, Thunder Bay, Ontario P7E 5V3 (807) 625-2230



OFFICE OF THE CITY CLERK
500 Donald Street East
Thunder Bay, ON P7E 5V3

Tel: (807) 625-2230
Fax: (807) 623-5468

May 2, 2022

Dear Sir/Madam:

RE: **2022 MUNICIPAL & SCHOOL BOARD ELECTIONS
THIRD PARTY ADVERTISERS
Campaign Finance Limits**

In accordance with the *Municipal Elections Act, 1996* as amended, upon submission of their registration forms, each third party advertiser must be advised of the estimated maximum campaign expense limits as of the filing date.

Spending Limits

The spending limit for Third Party Advertisers is calculated based on the number of electors who are entitled to vote in an election.

Third Party Advertisers will be subject to two spending limits;

- A general spending limit; and
- A separate limit for expenses related to parties and expressions of appreciation after the close of voting.

The formula to calculate the general spending limit is:

- \$5,000 plus \$0.05 per elector (to a maximum of \$25,000) in the municipality in which the third party advertiser is registered.

The *Municipal Election Act, 1996* also provides that the spending limit for parties and other expressions of appreciation after voting day be set at 10% of the general spending limit.

Estimated SPENDING Limit (as of May 2, 2022)

CALCULATION OF MAXIMUM SPENDING LIMIT					
Electorate Numbers As Per Voters' List Summary @ September 15, 2018					
POSITION	ALLOWABLE BASE	NUMBER OF ELECTORS	\$ PER ELECTOR	ADDITIONAL AMOUNT BASED ON ELECTORS	TOTAL (MAXIMUM CAMPAIGN EXPENSES)
Third Party Advertisers	\$5,000.00	78460	\$0.05	\$3,923.00	\$8,923.00

Contributions:

A contribution includes money, goods and/or services.

- Corporations and trade unions can contribute to a Third Party Advertiser.
- Third Party Advertisers may accept contributions from individuals normally resident in Ontario, from trade unions that hold bargaining rights for employees in Ontario, and from corporations that carry on business in Ontario.

Contribution Limits:

- The limit on contributions to any one candidate or registered third party advertiser is \$1,200.00.
- Contributors are limited to an aggregate total of \$5,000 to any number of candidates running for the same council or school board.
- Contributors are limited to an aggregate total of \$5,000 to any number of third party advertisers registered in the same municipality.
- Limit applies whether it is one large contribution or the total of a number of smaller contributions or combination of money, goods and services.
- Candidates and third party advertisers are required to inform contributors of contribution limits.

NOTE: Third Party Advertisers do not have to open a bank account if they do not raise or spend money.

Following the close of nominations on August 19, 2022 and by September 26, 2022, you will be advised of the campaign expense limit as calculated against the 2022 Voters' List; **the greater of the two expense limits** (the 2018 campaign finance limit or the campaign finance limit based on the Voters' List on September 15, 2022) shall prevail.

Should you have any questions about campaign spending, third party advertisers, fund raising and/or requirements for financial reporting, please review the material in the 2022 Guide for Third Party Advertisers, which can be found on the City's election website, tbayvotes.ca or contact the Office of the City Clerk at (807) 625-2230.

Sincerely,



Krista Power, City Clerk

Instructions

All registrants must complete Boxes A, B, C and D and Schedule 1. All registrants must complete Schedule 2 as appropriate. Registrants who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor’s Report.

All surplus funds (after any refund to the registrant or, if the registrant is an individual, their spouse) shall be immediately paid to the clerk who was responsible for the conduct of the election.

For the campaign period from

YYYY	MM	DD
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 to

YYYY	MM	DD
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- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Registrant

Name of Registrant (individual, trade union or corporation)

Official Representative (name of person signing on behalf of trade union or corporation)

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General
\$

Spending Limit – Parties and Other Expressions of Appreciation
\$

Box B: Declaration

I, _____, a registrant (or official representative), declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Registrant, Official Representative or Agent (if filed in person)	Signature of Clerk or Designate
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Box C: Statement of Campaign Income and Expenses

* Note – No entry is required. Values will auto-populated once the applicable details are calculated.

LOAN

Name of bank or recognized lending institution	Amount borrowed
	\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	see Note *
Revenue from items \$25 or less	+ \$	
Sign deposit refund	+ \$	
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	see Note *
Interest earned by campaign bank account	+ \$	
Other (provide full details)		
1.	+ \$	
2.	+ \$	
3.	+ \$	
4.	+ \$	
5.	+ \$	
6.	+ \$	

Total Campaign Income (Do not include loan)	= \$	C1
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EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	see Note *
Advertising	+ \$	
Brochures/flyers	+ \$	
Signs (including sign deposit)	+ \$	
Meetings hosted	+ \$	
Office expenses incurred until voting day	+ \$	
Phone and/or internet expenses incurred until voting day	+ \$	
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	
Interest charged on loan until voting day	+ \$	
Other (provide full details)		
1.	+ \$	
2.	+ \$	
3.	+ \$	
4.	+ \$	
5.	+ \$	
6.	+ \$	

Add Item (+)

Total Expenses subject to general spending limit	= \$	C2
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2. Expenses subject to spending limit for parties and other expressions of appreciation

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Add Item (+)

Total Expenses subject to spending limit for parties and other expressions of appreciation = \$ _____ **C3**

3. Expenses not subject to spending limits

Accounting and audit		+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+ \$	_____ <i>see Note *</i>
Office expenses incurred after voting day		+ \$	_____
Phone and/or internet expenses incurred after voting day		+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____
Bank charges incurred after voting day		+ \$	_____
Interest charged on loan after voting day		+ \$	_____
Expenses related to recount		+ \$	_____
Expenses related to controverted election		+ \$	_____
Expenses related to compliance audit		+ \$	_____
Expenses related to registrant's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Add Item (+)

Other (provide full details)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Add Item (+)

Total Expenses not subject to spending limits = \$ _____ **C4**

Total Campaign Expenses (C2 + C3 + C4) = \$ _____ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+ \$	_____ D1
If there is a surplus, deduct any refund of registrant's or spouse's contributions to the campaign		– \$	_____
Surplus (or deficit) for the campaign		= \$	_____ D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from registrant and (if individual) spouse	+ \$		
Contributions in goods and services from registrant and (if individual) spouse (include value listed in Table 1 and Table 2)	+ \$		see Note *
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from registrant or spouse).	+ \$		
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+ \$		see Note *
Less: Ineligible contributions returned or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$		
	– \$		
Total Amount of Contributions (record under Income in Box C)	= \$		1A

Part II – Contributions from registrant or spouse

Table 1: Contributions in goods or services

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

Add Item (+)

Additional information is listed on separate supplementary attachment, if completed manually.

Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign (Note: Value must be recorded as a contribution from the registrant and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Total				

Add Item (+)

Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 – contributors other than registrant or spouse

Table 3: Monetary contributions from individuals other than registrant or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total				

Add Item (+)

Additional information is listed on separate supplementary attachment, if completed manually.

Table 4: Monetary contributions from corporations or trade unions

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total						

Add Item (+)

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 5: Contributions in goods or services from individuals other than registrant or spouse
(Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total					

Add Item (+)

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 6: Contributions in goods or services from corporations or trade unions
(Note: Must also be recorded as Expenses in Box C.)**

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total							

Add Item (+)

Additional information is listed on separate supplementary attachment, if completed manually.

Total for Part III (Add totals from Tables 3-6) (Record in Part 1 – Summary of Contributions) \$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ **2A**

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ **2B**

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____

Add Item (+)

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold)

1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____

Add Item (+)

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____

Add Item (+)

Total Part IV Expenses (include under Expenses in Box C) = \$ _____

Remove Event (-)

Add Event (+)

Auditor's Report

Municipal Elections Act, 1996 (Section 88.25)

A registrant who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)	
Contact Information			
Last Name or Single Name		Given Name(s)	Licence Number
Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
Telephone Number		Email Address	

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.29 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

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