

**TOWN OF THE PAS**  
**BY-LAW NO. 4491**

**BEING A BY-LAW OF THE TOWN OF THE PAS PRESCRIBING CERTAIN MATTERS CONCERNING CAMPAIGN EXPENSES AND CONTRIBUTIONS IN CONNECTION WITH MUNICIPAL ELECTIONS AND TO REPEAL BY-LAW NO. 4427.**

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**WHEREAS** under section 93.2 of the Municipal Act a municipality must pass a by-law prescribing certain matters concerning campaign expenses and contributions in connection with municipal elections.

**NOW THEREFORE THE COUNCIL** of the Town of The Pas enacts as a by-law the following:

**INTERPRETATION**

- 1.1 Terms in this by-law have the meanings ascribed to them in The Municipal Act.
- 1.2 References to sections in this by-law are to provisions in The Municipal Act.

**REGISTRATION OF PROSPECTIVE CANDIDATES**

- 2.1 An individual applying to be a registered candidate under section 93.3 must complete the registration form provided by the Senior Election Official.

**CAMPAIGN EXPENSE LIMIT**

- 3.1 The limit to campaign expenses that may be incurred by registered candidates shall be:
  - a) for head of Council - \$5000.00
  - b) for Councillor - \$2000.00

**PORTIONING OF INCOME FROM FUND-RAISING EVENT**

- 4.1 In this section "fund-raising event" means events or activities held for the purpose of raising funds for the registered candidate by whom or on whose behalf the event is held.
- 4.2 A fund-raising event held by or on behalf of a registered candidate shall be held only during the campaign period.
- 4.3 The total revenue received and the total costs incurred for a fund-raising event shall be recorded and included in Part B of the registered candidate's election finance statement.
- 4.4 The net income made at a fund-raising event shall be considered a contribution and expense incurred in holding a fund-raising event shall be excluded from the campaign expense limitation. Net income is calculated by deducting fund-raising costs from fund-raising revenue.
- 4.5 Notwithstanding 4.4, a monetary contribution that is more than \$10.00 from an individual into a general collection at a fund-raising event must be considered a contribution as per section 93.6(2) of The Municipal Act, be recorded and reported in accordance with 93.12(1), and be excluded from the fund-raising event revenue.

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**ELECTION FINANCE STATEMENTS**

- 5.1 The election finance statement shall be in the form set out in Schedule A to this by-law. Registered candidates must keep records of contributions received, campaign expenses incurred and loans obtained in a manner that facilitates the filing and reconciliation of the election finance statement.
  - 5.2 Registered candidates must retain for not less than two years, after the election, as per section 93.11(e), copies of receipts, bank statements, cheques and any other documents on which the election finance statement is based.
  - 5.3 The election finance statement under section 93.12(1) must be filed 210 days after the election day. This is the same for a by-election.
  - 5.4 A request by the Chief Administrative Officer to file a further election finance statement under section 93.12(2) must be made within 30 days of the filing of the election finance statement.
  - 5.5 The date by which a further election finance statement requested by the Chief Administrative Officer under section 93.12(2) must be filed in 30 days after the request is received.
  - 5.6 After a registered candidate files his or her election finance statement with the Chief Financial Officer the statement shall be open to inspection by any person during regular office hours and a copy shall be provided on payment of the of the municipality's current photocopy fee.
6. That By-Law No. 4427 of the Town of The Pas is hereby repealed.

**DONE AND PASSED IN COUNCIL ASSEMBLED THIS DAY 11 DAY OF Feb A.D. 2014.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant Chief Administrative Officer

CERTIFIED THAT BY-LAW NO. 4491:

READ A FIRST TIME THIS 22nd DAY OF January A.D. 2014.

READ A SECOND TIME THIS 19th DAY OF February A.D. 2014.

RAED A THIRD TIME THIS 19th DAY OF February A.D. 2014.

\_\_\_\_\_  
Assistant Chief Administrative Officer

**SCHEDULE A TO BY-LAW NO. 4491**

**Town of The Pas  
CANDIDATE ELECTION FINANCE STATEMENT**

To be filed with the Chief Administrative Officer by \_\_\_\_\_ .  
date

Name of office (head of council or councillor)		
Name of candidate		
Permanent mailing address		
Mailing address		Postal Code
Phone	Phone (alternate)	Fax
E-mail address		

**CONTRIBUTIONS IN CAMPAIGN PERIOD**

Contributions of \$250.00 or less \$ \_\_\_\_\_

Add: contributions more than \$250.00 from single contributor \$ \_\_\_\_\_  
from Part A

Add: contributions from fund-raising events \$ \_\_\_\_\_  
from Part B

Add: Other (please specify) \$ \_\_\_\_\_

**TOTAL CONTRIBUTIONS**

\$ \_\_\_\_\_

Anonymous Contributions turned over to SEO \$ \_\_\_\_\_  
(do not include in total contributions)

**EXPENSES IN CAMPAIGN PERIOD**

Advertising – media, posters, pamphlets, signs \$ \_\_\_\_\_

Office – furniture, equipment, insurance, rent, telephone \$ \_\_\_\_\_

Office Supplies – stationary, postage \$ \_\_\_\_\_

Candidate's personal expenses \$ \_\_\_\_\_

Meetings, social functions, rallies \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Other - please specify \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

**TOTAL EXPENSES**

\$ \_\_\_\_\_

**SURPLUS / (DEFICIT) \$ \_\_\_\_\_**  
**(TOTAL CONTRIBUTIONS LESS TOTAL EXPENSES)**



**PART B**

**FUND-RAISING EVENT STATEMENT**

(attach a separate statement of each event held)

Event #: \_\_\_\_\_

Date: \_\_\_\_\_

Held at: \_\_\_\_\_

Type of function: \_\_\_\_\_

**Revenue:** (please specify: e.g. ticket sales, merchandise etc.)

\_\_\_\_\_  
\_\_\_\_\_

(Exclude individual monetary contributions into a general collection of more than \$10.00. These contributions are to be reported as individual contributions.)

**TOTAL REVENUE: \$** \_\_\_\_\_

**Costs:** (please specify: e.g. hall rental, advertising, supplies etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL COSTS: \$** \_\_\_\_\_

**PART B – TOTAL CONTRIBUTIONS**  
(TOTAL REVENUE LESS TOTAL COSTS)

\$

**LOAN DETAILS**

Name of financial institution:  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount borrowed:  
\$ \_\_\_\_\_

Interest rate: \_\_\_\_\_%      Terms of repayment: \_\_\_\_\_

I, \_\_\_\_\_, a candidate for election as a member of council at the \_\_\_\_\_ general election declare  
year

- a) this campaign finance completely and accurately discloses the information required by The Municipal Act; and
- b) the requirements of The Municipal Act and the Town of The Pas By-Law No. 4491 have been met, in relation to my election campaign in the year \_\_\_\_\_ General Election.

\_\_\_\_\_  
(SIGNATURE OF CANDIDATE)

Declared before me at the \_\_\_\_\_ in the Province of Manitoba,

this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(SIGNATURE OF CANDIDATE)