

2026 Municipal Election

CANDIDATE PACKAGE

3131 Old Perth Road, Almonte, ON, K0A 1A0

Tel: 613-256-2064

www.mississippimills.ca

elections@mississippimills.ca



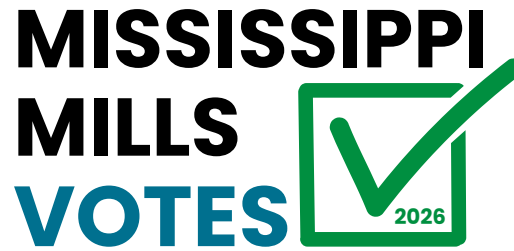


Mississippi
Mills

2026 Municipal Elections Nomination Package Checklist: CANDIDATE

Guides/Procedures/Info

- 2026 Municipal Election Information Guide (Municipality of Mississippi Mills)
- 2026 Candidates' Guide for Ontario Municipal Council and School Board Elections
- Internet/Telephone Voting Procedures (Municipality of Mississippi Mills)
- Protocol for Election Candidates to Submit Questions to Staff (Municipality of Mississippi Mills)
- Lead Where You Live: A guide on running for municipal council
- Duties and Responsibilities of the Mayor, Deputy Mayor and Council
- Duties of Candidates
- Lanark County Councillor Information Sheet
- Campaign Finance Information for Municipal Council Candidates (EL42)
- Contributions to Registered Candidates (LC55)
- Broadcaster/Publisher Information Sheet – Candidate (LC56)
- Sign By-laws – Mississippi Mills and Lanark County



CANDIDATE GUIDES, PROCEDURES AND INFO

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Mississippi
Mills

2026
MUNICIPAL ELECTION
INFORMATION GUIDE

REVISED March 17, 2026

As Clerk of the Municipality of Mississippi Mills for the municipal elections, I do hereby certify the following procedures for conducting the 2026 municipal elections and also certify the forms attached (or similar version, either paper or electronic) as being those permitted to be used during this election process.

April 1, 2026

Date Approved

Original Signed by Jeanne Harfield
Clerk

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Note: The forms and notices in this document will be provided in English only as required by Legislation unless the Council of a municipality has passed a by-law under Section 9(2) of the Municipal Elections Act.

<p style="text-align: center;">Legend</p> <p style="text-align: center;">PR FORM = Prescribed Form Form LC = Lanark County Clerk's Form Form EL = AMCTO Election Form</p>
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1. DEFINITIONS

- a) **Act** - means the *Municipal Elections Act, 1996*, S.O. 1996, C. 32, as amended.
- b) **Auditor** - means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system.
- c) **Ballot** - means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting, using a touchtone telephone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- d) **Candidate** - means a person who has been nominated under Section 33 of the *Act*.
- e) **Certified Candidate** - means a candidate whose nomination has been certified by the Clerk under Section 35 of the *Act*.
- f) **Clerk** - means the Clerk of the municipality who is responsible for conducting municipal elections under the authority of the *Act*. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- g) **Corporation** – means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it is not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

Test – if someone tripped and fell on your property who would they sue? You as the person or your company?

What is a Sole Proprietorship?

Income and losses are taxed on the individual's personal income tax return. The **sole proprietorship** is the simplest business form under which one can operate a business. The **sole proprietorship** is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.

What is a Co-op?

A business or organization that is owned and operated by the people who work there or the people who use its services.

- h) **Election Campaign Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.
- i) **Election Official** - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the *Act*. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. [s.15(4)]
- j) **Friend** - means a person who has been requested by an elector to assist him or her in the voting process.
- k) **Help Centre** - means a location designated by the Clerk supplied with a telephone and internet connection to accommodate voting during the Voting Period. The ability to vote at the Help Centre will be limited to regular office hours (8:30 a.m. to 4:00 p.m.) Monday to Friday during the Voting Period, save and except on Voting Day when the offices will remain open until 8:00 pm.
- l) **Lame Duck** - means there are restrictions on Council's powers (*Municipal Act*, Section 275). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than $\frac{3}{4}$ of the members of the outgoing Council before election day; it is determined on election day after the results are known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.
- m) **Municipal Office** - means the Municipality of Mississippi Mills administration building located at 3131 Old Perth Road, Almonte, Ontario.
- n) **Normally Resident in Ontario** – means the place in which an individual regularly returns if his or her presence is not continuous (sleep).
- o) **Owner or Tenant** - in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the *Assessment Act* and a non-residential tenant of land assessed under the *Assessment Act*, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share

contract unless the person is entitled to use the land,

(a) on voting day, or

(b) for a period of six weeks or more during the calendar year in which voting day of the election is held

Tenant - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.

- p) **Password** - means an additional access control word assigned by the internet/telephone voting provider to each authorized user (ie. Auditor, Clerk, Election Official) to provide additional security for access to the voting system.
- q) **Personal Identification Number (PIN)** - means a unique multiple digit number assigned to each voter to provide security for access to the voting system.
- r) **Preliminary List of Electors** - means a list of electors for the municipality compiled by the Chief Electoral Officer that the Clerk can obtain one or more times before September 1 in the year of an election year.
- s) **Proof of Identification** - means proof of identity and residence as prescribed in O. Reg. 304/13 of the *Act*.
- t) **Regular Office Hours** - means Monday to Friday, 8:30 a.m. to 4:30 p.m.
- u) **Registered Third Party (Third Party Advertiser)** - means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.
- v) **Restricted Period for Third Party Advertisements** - begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.
- w) **Revision Centre** - means a location designated by the Clerk to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.
- x) **Scrutineer** - means an individual, appointed in writing by a Certified Candidate, to represent him or her during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a by-law or question, or by an elector in the case of a recount.
- y) **Tenant** - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.

- z) **Third Party Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.

- aa) **Trade Union** – means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

- bb) **Time/Clock** - means the time as it appears on the Returning Officer’s computer.

- cc) **Voter Information Letter** - means a letter containing a PIN, a telephone access number and an internet address for voting, a Help Centre telephone number for assistance and a list of Candidates for office. These letters shall be mailed individually to every person on the Voters’ List or provided by Election Officials to persons who have completed an application for inclusion on the Voters’ List.

- dd) **Voters’ List** - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the *Act*.

- ee) **Voting Day** - means the final day on which the final vote is to be taken in an election and shall be Monday, October 26, 2026 with the close of voting to be at 8:00 pm.

- ff) **Voting Period** - means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Monday, October 19 at 10:00 a.m. to Monday, October 26, 2026 at 8:00 p.m.

2. AUTHORITY

Municipal Elections Act, 1996

Duties of Clerk

- 11. (1)** The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:
1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
 2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
 3. Repealed: 2002, c. 17, Sched. F, Table.
 4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).
- (2)** Responsibility for conducting an election includes responsibility for,
- (a) preparing for the election;
 - (b) preparing for and conducting a recount in the election;
 - (c) maintaining peace and order in connection with the election; and
 - (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

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.

Forms

- (2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

Also see the section on DISCRETIONARY POWERS OF THE CLERK later on in the manual.

Procedures and Forms

Section 42(4) states that the procedures and forms established by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all Candidates and Third Party Advertisers, as applicable.

3. LANGUAGE

English

With respect to an election held for offices of a municipal council and an English public or separate school board, notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

English and French

Section 9.1 of the Act requires notices, forms and other information provided under the Act to be made available in **both** English and French for the election of:

- a) Members of a French-language district school board; or
- b) Members of a school authority that,
 - i. has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
 - ii. is subject to an agreement, resolution or order under Part XII of the *Education Act* that requires the school authority to establish, operate or maintain a French-language instructional unit.

Other Languages

A municipal council may pass a by-law to authorize the use of other languages other than English and French in notices, forms (other than the prescribed forms) and other information provided under the Act with respect to the election of the aforementioned members.

4. PRINCIPLES OF THE ACT

Some of the principles that were considered during the development of the legislation were that:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast;
- voters and candidates should be treated fairly and consistently within a municipality; and
- the proper majority vote governs by ensuring the valid votes be counted and invalid votes be rejected so far as reasonably possible.

5. 2026 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

The giving of notice (Section 32) for nominations shall be on the “Notice of Nomination for Office” [Form LC01](#) and shall be placed, as a minimum, in a local newspaper(s) prior to May 1, 2026 and in one (1) conspicuous place in the municipality and on the municipal website.

“Nomination Paper” [PR FORM 1](#) for the following offices will be available at the Clerk’s Office from the first business day of May in 2026 to Thursday, August 20, 2026 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day) and on the municipal website for the following offices:

- (1) Mayor**
- (1) Deputy Mayor**
- (2) Councillor - Almonte Ward**
- (1) Councillor - Pakenham Ward**
- (2) Councillor - Ramsay Ward**

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- (1) School Board Trustee – English Public
- (1) School Board Trustee – English Separate
- (1) School Board Trustee – French Public
- (1) School Board Trustee – French Separate

Nominations must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- in person or through an agent
- during regular office hours at the Clerk’s Office from the first business day in May of 2026 to Thursday, August 20, 2026 and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day)
- with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination – “Endorsement of Nomination” [PR FORM 2](#)
- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices - the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality
- with proof of identity and residence as prescribed in *O. Reg. 304/13*, as amended

- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required

If a person is present at the Clerk's Office on Nomination Day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

The Clerk shall administer the Declaration of Qualifications on the Nomination Paper PR FORM 1 and the "Declaration of Qualifications – Municipal Candidates" Form EL18(A) (or for the Clerk responsible for the School Board Elections, the "Declaration of Qualifications – School Board Candidates" Form EL18(B)), oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The certified cheque, cash, debit card, money order will be deposited with the Municipal Finance Department.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES [SECTION 88.20 (13)]

The Clerk shall calculate the estimated maximum campaign expenses for each office, as well as the estimated maximum contribution to a Candidate's own campaign for each office on the "Estimated Maximum Campaign Expenses" Form LC23 and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1) and 33.0.2 (1). The Clerk's calculation is final.

NOTICE OF PENALTIES (SECTION 33.1)

The Clerk shall, before voting day, provide a notice of penalties on the "Notice of Penalties" Form LC31 to the Candidate or their agent.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The Candidate may sign the consent to release personal information Form LC02 authorizing the Clerk to release personal information to the public and media.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on the website an "Unofficial List of Candidates" Form LC03 which is to be updated as each Nomination Paper is filed. The

list should be clearly marked "UNOFFICIAL".

NOMINATION DAY – August 21, 2026 (SECTION 31)

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.

Procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act, 1996*. Once satisfied the Candidate is qualified, complete the "Certification by Clerk" section on "Nomination Paper" [PR Form 1](#).

REJECTION OF NOMINATION PAPER [SECTION 35(3), (4)]

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination. A telephone call or email shall be made to the Candidate informing him/her of the rejection, and a "Notice of Rejection of Nominations" [Form LC04](#) shall be sent, by email and/or mail, as soon as possible, to:

- the person who sought to be nominated, and
- by email to all Candidates for the office.

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on "Withdrawal of Nomination" [Form EL19](#) with the Clerk before 2:00 p.m. on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (August 26, 2026), if the person was nominated under Section 33(5) - Additional Nominations.

The withdrawal shall be noted on the "Unofficial List of Candidates" [Form LC03](#)

OFFICIAL LIST OF CERTIFIED CANDIDATES

The final list of Certified Candidates will be posted at the Municipal Office and, as a minimum, on the website on or before, Friday, August 28, 2026 using the "Official List of Certified Candidates" [Form LC05](#).

DECLARATION OF ELECTION (SECTION 40)

If after 4:00 p.m. on Monday, August 24, 2026 the number of certified nominations filed

for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give the electors notice of the following, as a minimum, through the use of newspaper advertisements and the municipal website:

- a) under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the Internet/Telephone voting method;
- b) the dates and times of the voting period;
- c) the location and hours of operation for the Help Centre and Revision Centre.

The form and manner of such notice of election shall be as shown in “Sample Voter Information Letter” [Form LC41](#) and “Notice of Election Information” [Form TI12](#).

ACCLAMATIONS [SECTION 37(1)]

If after 4:00 p.m. on Monday, August 24, 2026, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” on [Form EL20](#). In this situation there shall be no election conducted for this position(s).

FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES [SECTION 33(5)]

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” [Form LC06](#) advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

ADDITIONAL NOMINATIONS MORE THAN NUMBER OF OFFICES REMAINING [SECTION 33(5)]

If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

WITHDRAWAL OF ADDITIONAL NOMINATIONS (SECTION 36)

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 26, 2026. Follow the procedure in the Withdrawal of Nomination Paper section above.

ADDITIONAL NOMINATIONS EQUIVALENT TO NUMBER OF OFFICES [SECTION 35(2) and 37(2)]

If at 4:00 p.m. on Thursday, August 27, 2026 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a “Declaration of Acclamation To Office - Additional Nominations” on Form LC07.

FILLING VACANCIES [SECTION 37(4)]

If an office remains vacant after the declaration of candidates by acclamation under section 37 and the declaration of the election of candidates following the conduct of the election for offices on the Municipal Council, the following rules apply:

- **Insufficient Number to Form a Quorum – Municipal Council**
If the number of candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.
- **Sufficient Number to Form a Quorum – Municipal Council**
If the number of candidates declared elected is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the *Municipal Act, 2001* shall apply.

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

If a Certified Candidate dies or becomes ineligible before the close of voting and

- if the result would be one less Candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in every Help Centre and the election shall proceed as if the deceased or ineligible candidate has not been nominated.
- if the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)(1.)(v.), 2.1) provided that Nomination Day is not less than thirty (30) days and not more than sixty day (60) as of the date of death or ineligibility. Voting Day shall be forty-five (45) days after Nomination Day [Section 65(4)3].

No votes are to be counted for the Candidate who has died or become ineligible.

FINAL CALCULATION OF CAMPAIGN EXPENSES [SECTION 88.20 (13), (14)]

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each Candidate may incur for that office, as well as the maximum contribution to a Candidate's own campaign for each office, and the maximum amount that each Candidate may incur for holding parties and making other expressions of appreciation after the close of voting and prepare a “Certificate of Maximum Campaign Expenses” Form EL37. The certificate shall be given to each candidate in the case of a regular

election, on or before September 30, 2026; and in the case of a by-election, within ten (10) days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.20 (11) and 88.9.1 (2)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

CANDIDATE NAME PRONUNCIATION

All certified candidates are to provide the Clerk with the proper pronunciation of their name prior to September 6, 2026.

6. VOTERS' LIST

VOTER QUALIFICATIONS [SECTION 17 (2)]

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 26, 2026) they:

- (i) resides in the local municipality or is the owner or tenant of land in the local municipality, or the spouse of such owner or tenant;
- (ii) is a Canadian citizen,
- (ii) is at least 18 years old; and
- (iv) is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996* or otherwise, by law.

PERSONS PROHIBITED FROM VOTING [SECTION 17 (3)]

The following are prohibited from voting:

- (i) a person who is serving a sentence of imprisonment in a penal or correctional institution.
- (ii) a corporation.
- (iii) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- (iv) a person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

PRELIMINARY LIST OF ELECTORS (PLE) (SECTION 19)

The Preliminary List of Electors (PLE) prepared and maintained by the Chief Electoral Officer shall be obtained by the Clerk by July 31, 2026 [Section 19 (3.1)].

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support [Section 19 (4)].

In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land [Section 19 (5)].

The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once [Section 19 (6)].

Where a voter qualifies at more than one location in the municipality, the voter may vote only **once** for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence [Section 19 (7)].

It is possible for an elector's name to appear on the Voters' List of more than one municipality. That elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. For example, School Board votes must be cast in the municipality where the elector resides.

CORRECTION OF ERRORS (SECTION 22)

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026 and notify the Chief Electoral Officer. This notification can occur when the "Final List of Changes" to the Voters' List is sent to the Chief Electoral Officer after the election (see the Final List of Changes section below). Notification to the Chief Electoral Officer should be uploaded to the Message Centre in the Election Portal, or sent in an email to voterslist@elections.on.ca or the municipality's Municipal Services Coordinator.

The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors [Section 22 (2) and (3)].

CERTIFICATION OF VOTERS' LIST (SECTION 23)

The corrected PLE becomes the Voters' List once it is reproduced and identified with a "Voters' List Cover Sheet" **Form LC08** on or before September 1, 2026.

The Clerk, may place in a local newspaper(s) on or before September 1, 2026 a "Notice of the Voters' List" (Municipality) **Form LC09A** as attached and/or all Clerks in Lanark County may place in a newspaper having general circulation within Lanark County, a "Notice of the Voters' List" (Lanark County) **Form LC09B**.

REQUESTS FOR COPIES OF VOTERS' LIST [SECTION 23 (3) to (8)]

Upon written request, but not until September 1, the Clerk shall give every Candidate a copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. For example, if a Candidate is running in Ward 2, they only receive the part of the Voters' List pertaining to Ward 2, not the entire Voters' List. Each Candidate will be required to sign the "Declaration of Proper Use of the Voters' List" **Form LC10**.

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" **Form LC11**.

ACCESS TO THE VOTERS' LIST [SECTION 88 (10) and (11)]

The legislation states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List. The procedure, "Voters' List – Are you on the Voters' List?" [Form LC51](#) shall be used by Municipal Staff and Election Officials.

AMENDMENTS TO THE VOTERS' LIST (SECTION 24 & 25)

Application for Change of Own Name (Section 24)

An elector may make an application to amend their information on the Voters' List using the form "Application to Amend Voters' List" [Form EL15](#) and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2026 to the 26th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.

The "Voter – ID Requirements" [Form LC40](#) may be posted at the Municipal Office or any other location where Amendments to the Voters' List are made. In addition, it may be included in information packages, posted on the municipal website, etc.

An elector cannot remove a family member's name from the Voters' List, except in the case of a deceased person. See Removal of Deceased Person's Name (EL16) below.

If the elector does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

Removal of Deceased Person's Name (Section 25)

The Clerk may remove a person's name from the Voters' List up to 8:00 p.m. on October 26th, 2026 if the Clerk is satisfied the person has died.

A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the form "Application for Removal of Deceased Person's Name from the Voters List" [Form EL16](#) and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2026 to the 26th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.

Number of Electors to Determine Candidates' Expenses [Section 88.20 (11)]

On, September 20th, 2026, determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Estimated Maximum Campaign Expenses" [Form LC23](#) and the "Certificate of Maximum Campaign Expenses" [Form EL37](#) for the 2030 Municipal Election.

INTERIM LIST OF CHANGES [SECTION 27(1)]

The Clerk shall, during the period beginning on September 20th and ending on September 30th in the year of a regular election, prepare an “Interim List of Changes” Form LC12 to the Voters’ List. The Interim List of Changes shall be given to each person who received a copy of the Voters’ List and to each certified candidate.

For the purpose of producing the Voter Information Letter by the supplier, the Interim List of Changes shall be prepared before September 20, 2026 (date provided by election supplier).

FINAL LIST OF CHANGES [SECTION 27(2)]

The Clerk shall prepare the “Final List of Changes” Form LC14 to the Voters’ List by November 25, 2026. A certified copy of the Final List of Changes shall be sent to the Chief Electoral Officer together with a copy of the approved applications Form EL15 and Form EL16.

For those who use a supplier to manage their Voters’ List (ie. DataFix), the Final List of Changes shall be provided to the Chief Electoral Officer by November 25, 2026 by the supplier upon the Clerk’s authorization.

7. CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include, lawn signs, brochures, posters, print, radio and electronic ads, social media, etc.)

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign advertising is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES

Candidates shall submit all election related questions to elections@mississippimills.ca

Questions will be forwarded by the Election Assistant to the appropriate Department Head for review and an answer.

The Election Assistant will reply back to the original requestor; copying all candidates. Turnaround time may vary given the complexity of the question.

All questions and answers will be posted on the municipal website for candidates and the public to refer to.

CAMPAIGNING AND CAMPAIGN ADVERTISING MUNICIPALLY OWNED/LEASED FACILITIES

Election campaigning or the distribution/posting of election campaign advertising at municipally-owned or leased facilities is not permitted. This includes municipal parks, community centres, waste sites, vacant lands, municipal buildings or structures, etc. or on the municipal website or social media sites.

The use of corporate resources is not permitted by Candidates for election purposes (ie. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop).

Candidates are prohibited from verifying whether an elector appears on the Voters' List or not, to the elector or any other person. Questions should be directed to the Clerk.

LOCATION OF ELECTION SIGNS

Mississippi Mills By-Law 18-21 General Provisions

1. No person shall place or permit to be placed an election sign except in accordance with this by-law.
2. No person shall place or permit to be placed an election sign on public property.
3. No person shall place or permit an election sign to be placed:
 - a) at or within 50 meters of a Help Centre or Revision Centre;
 - b) in or on a vehicle that is parked within 50 meters of a Help Centre or Revision Centre;
 - c) in a road allowance within the Ward of Almonte and the Hamlets of Blakeney, Appleton, Clayton and Pakenham and registered plans of subdivision;
 - d) in a median strip;
 - e) in a sight triangle;
 - f) less than 3 meters from a crosswalk;
 - g) that impedes or obstructs the passage of pedestrians on a sidewalk;
 - h) on a utility pole;
 - i) on any official sign or official sign structure;
 - j) which include electronic displays or is illuminated;
 - k) is attached to or placed upon any building in such a manner so as to obstruct any fire escape, fire exit, or to interfere in any way with the work of the fire department;
 - l) obstructs the view of any pedestrian or driver of a motor vehicle, or obstructs the visibility of any traffic signs or devices, or where it may interfere with vehicular traffic potentially endangering any person;
 - m) impedes or hinders or prevents parking by vehicles on private or public lands, or on a public highway.

4. The candidate or registered third party shall be responsible for the erection, maintenance or display of the election sign and shall ensure that all requirements of this by-law have been met.
5. No person shall place or permit to be placed an election sign outside of the ward where the candidate is running for office.
6. No person shall pull down or remove a lawfully erected election sign on private property without the consent of the candidate or registered third party to whom the sign relates or the owner or tenant of the property on which the sign is erected.
7. No person shall deface or willfully cause damage to a lawfully erected sign.
8. No person shall display on any election sign a logo, trademark, or official mark, in whole or in part, owned or licensed by the Municipality.

Election Signs on Private Property

9. Election signs may be erected or displayed on private property if:
 - a) the signs are erected with the consent of the owner or tenant of the property
 - b) the sign height is less than 2 meters; and
 - c) the signs do not interfere with the safe operations of vehicular traffic or with the safety of pedestrians.
10. No more than two (2) election signs per candidate are permitted on any one piece of land zoned residential.
11. No more than three (3) election signs per candidate are permitted on any one piece of land zoned other than residential.

Timing

12. No person shall place or permit to be placed an election sign for a federal or provincial election or by-election earlier than the day the writ of election or by-election is issued.
13. No person shall place or permit to be placed an election sign for a municipal election until after Labour Day of an election year.
14. All election signs shall be removed within seven (7) days immediately following 11:59 p.m. of the day of the election.

Removal of Unlawful Election Signs

15. Where an election sign has been affixed, erected or otherwise displayed in contravention of any provision of this by-law, a By-law Enforcement Officer or any other individual designated by the Clerk may:
 - a) cause the sign to be removed immediately without notice; or
 - b) provide an order to remove the sign.
16. Election signs that have been removed pursuant to this by-law shall be stored by the Municipality for a minimum of thirty (30) days, during which time the candidate, candidate's agent, or registered third party may retrieve the sign by providing the Municipality with the required payment associated with the removal of the sign as provided in the Fees and Charges By-law.
17. Any sign that has been removed by the Municipality and stored for more than thirty (30) days may be destroyed or otherwise disposed of by the Municipality without notice and without compensation to the candidate or registered third party.
18. Any applicable fees as set out in the Fees and Charges By-law may be recovered by legal action or in like manner as municipal taxes. Outstanding amounts will be applied to a candidate's tax roll, if applicable, based on qualifying address provided on the candidate's nomination paper.

Offence and Penalty

19. Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine or penalty as provided for in the *Provincial Offences Act*, R.S.O.1990.

Liability

20. The provisions of this by-law shall not be construed as relieving or limiting the responsibility or liability of any person erecting or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting from the negligence or wilful acts of such person or his or her agents or employees in the construction, erection, maintenance, repair or removal of any such signs. Likewise, the provisions of this section shall not be construed as imposing on the Municipality, its officers, employees, servants, agents and contractors any responsibility or liability, whatsoever, by reason of the removal of any sign.

Conflicts

21. In the event of a conflict between the provisions of this by-law and the provisions of another by-law of the Corporation of the Municipality of Mississippi Mills regulating signage, the provisions of the more restrictive enactment shall prevail.

Validity

22. In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction, to be *ultra vires*, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all provisions of this by-law shall remain in force and effect.

All candidates shall be required to remove all campaign advertising along municipally owned road allowances within 7 days following an election. Should such materials continue to be located, the same shall be removed and destroyed.

County Roads

The County of Lanark allows campaign signs on county road allowances as long as sight lines are not affected and the signs are removed immediately after the election.

Provincial Roads

The provincial policy with respect to the posting of campaign material on provincial road allowances follows on the next few pages.

Utility Poles

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the candidates should be referred to the local police force by the complainant. The municipality or any of its municipal servants, employees or agents will not be responsible.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

Election Sign Policy

Under the authority of the Public Transportation and Highway Improvement Act the Ministry through the issuance of a permit controls all visible signing upon or within 400 metres of the provincial highway right-of-way.

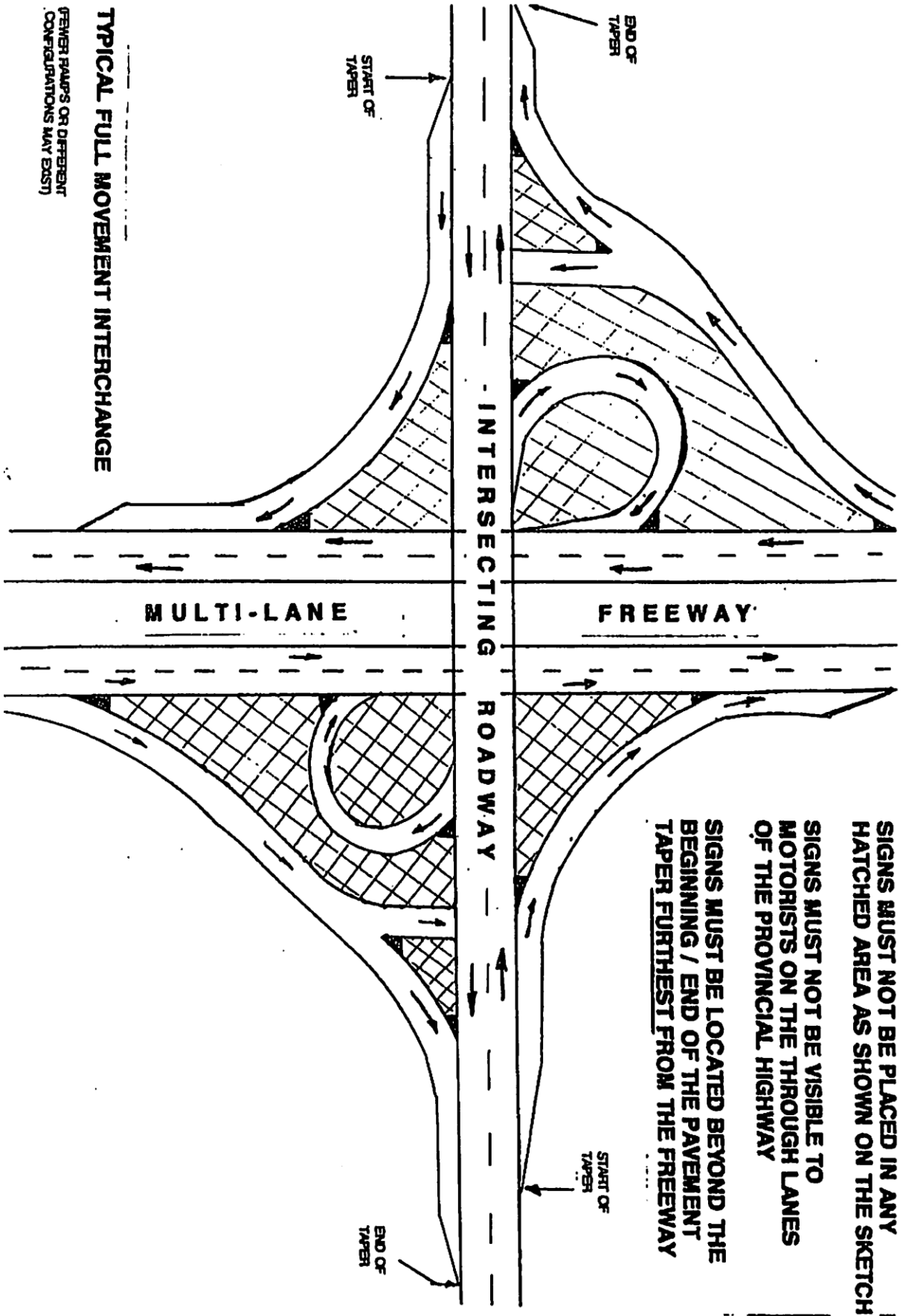
Election signs placed by, or on behalf of, a candidate or a political party and signs designed to encourage citizens to vote must follow these restrictions governing election signs that are visible from a provincial highway system.

1. An election sign **must not** be placed upon or adjacent to the right-of-way of a Class 1 - Freeway or a Class 2 - Staged Freeway (i.e. Hwy 401, 115, etc). See attached typical diagram for freeway/staged freeway interchange election sign placement.
2. Election signs may be erected on the right-of-way or adjacent to a Special Controlled Access, Major or Minor Highway (i.e. Hwy 7, Hwy 35) **after an official election has been issued** or for **municipal elections** in accordance with any By-Law outlining a time frame for the placement of municipal election campaign signs.
3. Signs up to 0.7 m² (8 sq. ft.) in size **must be** placed at least 4 m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 sq. ft.) and up to 3.7 m² (40 sq. ft.) must be placed at the outer limit of the right-of-way (i.e. fence line). Election signs must not exceed 3.7 m² (40 sq. ft.).
4. An "election sign" **must not** be affixed to a permanent or an official sign or to guide rail or other highway structure or facility and **must not** be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.
5. Portable read-o-graph sign trailers **must not** be placed upon a provincial highway right-of-way. Portable read-o-graph sign trailers may be utilized providing they are erected on private property that is zoned commercial and meets all the requirements of the ministry for portable read-o-graph signing.
6. A Sign Permit or a Letter of Approval for any signs erected under these instructions is not required.
7. Election signs **must be** removed from the Ministry right-of-way and adjacent properties within three (3) working days after Election Day.
8. Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.) for a period of two weeks. After this time they will be disposed of.

Please contact a Corridor Management Officer in your area, with the telephone numbers provided below, to obtain additional information. Thank you for your co-operation.

**Ministry of Transportation
Operational Services
Bancroft Area Office**
50 Monck Street
Bancroft, ON K0L 1C0
Tel. No.: (613) 332-3220
Toll Free: 1-800-554-0487
Fax No.: (613) 332-3751

**Ministry of Transportation
Operational Services
Port Hope Area Office**
138 Hope Street North
Port Hope ON L1A 2P1
Tel No.: (905) 885-6381
Toll Free: 1-866-224-0622
Fax No.: (905) 885-9273



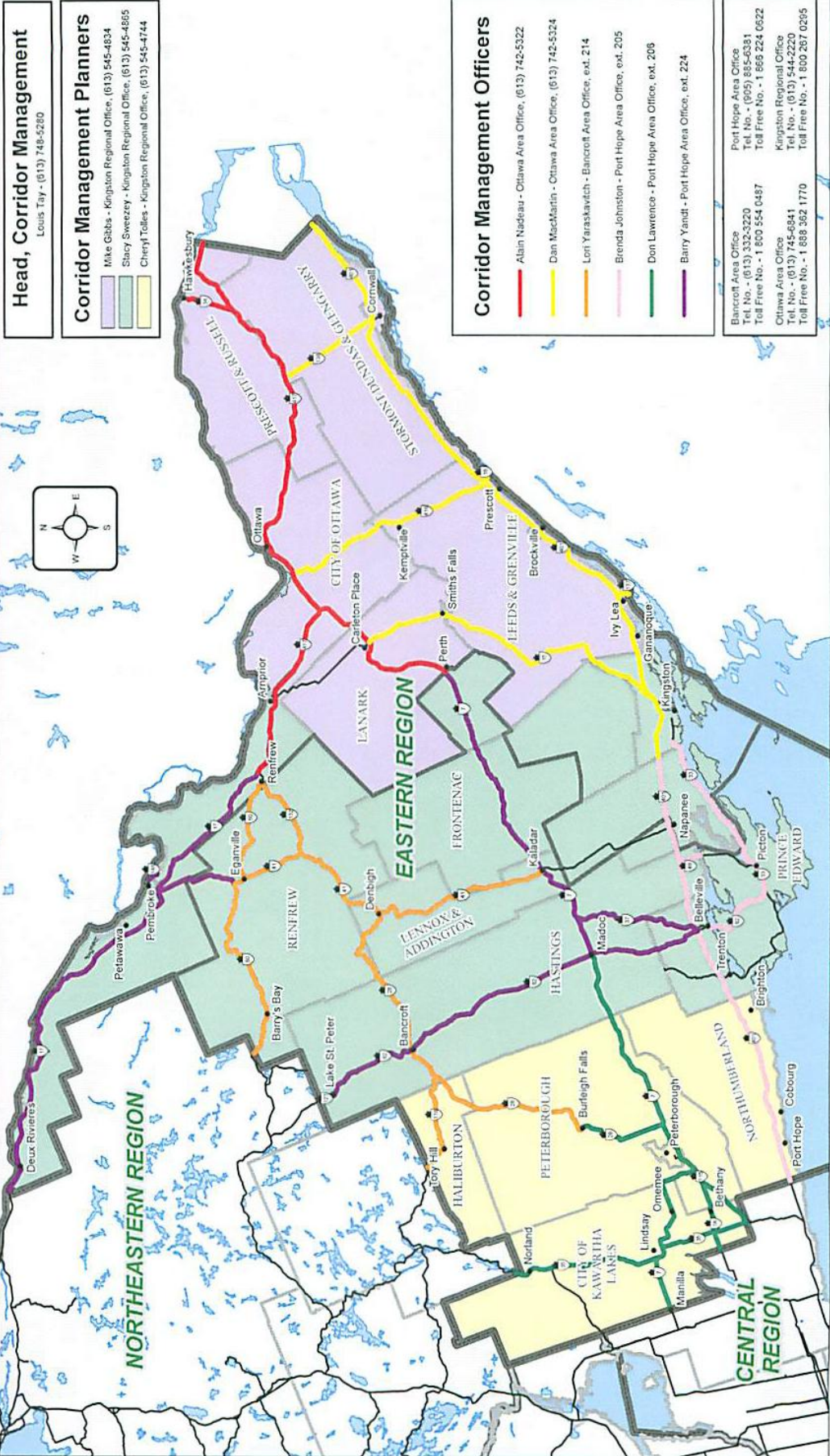
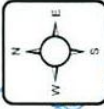
TYPICAL FULL MOVEMENT INTERCHANGE

(FEWER PAIRS OR DIFFERENT CONFIGURATIONS MAY EXIST)

SIGNS MUST NOT BE PLACED IN ANY HATCHED AREA AS SHOWN ON THE SKETCH

SIGNS MUST NOT BE VISIBLE TO MOTORISTS ON THE THROUGH LANES OF THE PROVINCIAL HIGHWAY

SIGNS MUST BE LOCATED BEYOND THE BEGINNING / END OF THE PAVEMENT TAPER FURTHEST FROM THE FREEWAY



Head, Corridor Management
Louis Toy - (613) 748-5280

Corridor Management Planners

- Mike Gibbs - Kingston Regional Office, (613) 545-4834
- Stacy Sweezy - Kingston Regional Office, (613) 545-4865
- Cheryl Tolles - Kingston Regional Office, (613) 545-4744

Corridor Management Officers

- Alain Nadreau - Ottawa Area Office, (613) 742-5322
- Dan MacMartin - Ottawa Area Office, (613) 742-5324
- Lori Yaraskavich - Bancroft Area Office, ext. 214
- Brenda Johnston - Port Hope Area Office, ext. 205
- Don Lawrence - Port Hope Area Office, ext. 206
- Barry Yandi - Port Hope Area Office, ext. 224

Bancroft Area Office
Tel. No. - (613) 332-3220
Toll Free No. - 1 800 554 0487

Port Hope Area Office
Tel. No. - (905) 895-6381
Toll Free No. - 1 866 224 0622

Kingston Regional Office
Tel. No. - (613) 745-6641
Toll Free No. - 1 888 362 1770

8. CANDIDATE CAMPAIGN CONTRIBUTIONS & EXPENSES

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

The Clerk shall provide the "Contributions to Registered Candidates **FORM LC55**" at the time of filing.

FUNDRAISING FOR CANDIDATES (SECTION 88.10)

A fund-raising function shall not be held for a person who is not a candidate.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

Contributions:

In addition to the statement above [88.15 (1)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

In addition to the statement above [88.15 (1)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all

sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.

- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the candidate's campaign account. Only the candidate and his or her spouse may guarantee a loan.

EXPENSES

What Constitutes An Expense (Section 88.19)

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses.

Without restricting the generality of 88.19 (1), the following amounts are expenses:

- The replacement value of goods retained by the person from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

In the following circumstances, a candidate's expenses for the 2022 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2018 regular election for an office on the same council or local board:

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

CANDIDATES' EXPENSES (88.20)

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

Only during campaign period

An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period.

Exception, auditor's report

Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

Who may incur expense

An expense may only be incurred by a candidate or an individual acting under the candidate's direction.

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers (see Nominations section of this manual).

Maximum amount for parties, etc., after voting day

The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the candidate is nominated.

DUTIES OF CANDIDATES (SECTION 88.22)

The Clerk shall provide the "Duties of Candidates" FORM LC60 at the time of filing.

9. THIRD PARTY ADVERTISING

A Third Party Advertiser means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.

ELIGIBILITY FOR REGISTRATION [SECTION 88.6 (4), (5) AND (6)]

Registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

A Candidate whose nomination has been filed shall not direct any third party advertisements.

FILING THE NOTICE OF REGISTRATION [SECTION 88.6 (2), (7) AND (13)]

"Notice for Registration" **PR FORM 7** shall be filed with the Clerk from the first business day of May in 2026 (first day for filing Nominations) to Friday, October 23, 2026 (the Friday before voting day) during regular office hours in the following manner:

- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- with proof of identity as prescribed in *O. Reg. 304/13*, as amended
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the "Notice for Registration" **PR FORM 7** and the "Declaration of Qualifications – Third Party Advertiser" **Form LC52** oaths to the individual or to the representative of the corporation

or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice for Registration and Declaration of Qualifications.

For registrations for a By-Election, refer to Section 88.6 (8) to (12).

ESTIMATED MAXIMUM THIRD PARTY EXPENSES [SECTION 88.21 (15)]

The Clerk shall calculate the estimated maximum third party expenses for registered third parties on the “Estimated Maximum Third Party Expenses” [Form LC58](#) and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

NOTICE OF PENALTIES [SECTION 88.29 (7)]

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the “Notice of Penalties – Registered Third Parties” [Form LC64](#) to every Registered Third Party that registered in the municipality.

FINAL CALCULATION OF THIRD PARTY EXPENSES [SECTION 88.21 (11) to (17)]

The Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third party expenses that each registered third party may incur and the maximum amount that each third party may incur for holding parties and making other expressions of appreciation after the close of voting and prepare a “Certificate of Maximum Third Party Expenses” [Form LC59](#). The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 30, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters’ List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day and any changes based on updated information from the permanent register of electors that the Clerk may obtain on or before that day;
- the number determined from the Voters’ List for the current election as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day and any changes based on updated information from the permanent register of electors that the Clerk may obtain on or before that day. [Section 88.21 (11)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

CERTIFICATION OF NOTICE OF REGISTRATION [SECTION 88.6 (13) and (14)]

The Clerk will do a review of each notice received to determine qualification and if the notice complies with the *Municipal Elections Act, 1996*. Once satisfied the third party is qualified, the Clerk will complete the "Certification by Clerk" section on the "Notice for Registration"

PR FORM 7 If not satisfied the Clerk shall reject the notice. The Clerk's decision is final.

ADVERTISEMENTS (SECTION 88.4, 88.5)

Restricted Period and Expenses

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party (first business day in May) and ends at the close of voting on Voting Day.

Third Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (registered third parties' expenses).

Mandatory Information in Advertisements

All Third Party Advertisements shall contain the following information:

- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

Information contained in/on all third party advertising is the responsibility of the Third Party Advertiser and any questions or concerns should be directed to the Third Party Advertiser.

THIRD PARTY ADVERTISING MUNICIPALLY OWNED/LEASED FACILITIES

Third Party Advertising at municipally-owned or leased facilities is not permitted.

LOCATION OF THIRD PARTY ADVERTISING

Please find a copy of the Third Party Advertising guide in the Nomination Package.

Third Party Advertisements on provincial or county roads, or affixed to poles belonging to public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to third party advertising of the Registered Third Party Advertiser should be referred to the local police force by the complainant. The municipality or any of its municipal servants, employees or agents will not be responsible.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

LIST OF REGISTERED THIRD PARTIES [SECTION 88.12 (9) and (10)]

A list of registered third parties shall be posted using the "Official List of Registered Third Parties" **FORM LC54**, as a minimum, on the website and may also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered third party.

DUTIES OF REGISTERED THIRD PARTIES (SECTION 88.26)

The Clerk shall provide the "Duties of Registered Third Parties" **FORM LC61** at the time of filing.

10. CONTRIBUTIONS AND EXPENSES TO THIRD PARTY

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the restriction period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$1,200 to a registered third party that appears during an election in a municipality;
- \$5,000 to two or more third parties registered in the same municipality;

- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

The Clerk shall provide the “Contributions to Registered Third Parties LC FORM 53 at the time of filing.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

Money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.

Contributions:

In addition to the statement above [88.15 (2)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person’s election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

In addition to the statement above [88.15 (2)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).

- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A registered third party and, in the case of an individual, his or her spouse, may obtain a loan in relation to third party advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account. Only the registered third party and, in the case of an individual, his or her spouse may guarantee a loan.

EXPENSES

What Constitutes An Expense (Section 88.19)

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements that appear during an election in a municipality are expenses.

Without restricting the generality of 88.19 (2), the following amounts are expenses:

- The replacement value of goods retained by the individual, corporation or trade union from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a compliance audit.
- Expenses that are incurred by a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of third party advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

REGISTERED THIRD PARTIES' EXPENSES (88.21)

An expense shall not be incurred by or under the direction of an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality unless he, she or it is a registered third party in the municipality.

Only during campaign period

An expense shall not be incurred by or under the direction of a registered third party in relation to third party advertisements outside the campaign period for the registered third party in relation to the election in the municipality.

Exception, auditor's report

Despite subsection 88.21 (2) (Only During Campaign Period), a registered third party whose campaign period in relation to an election in a municipality ends as described in paragraph 2 or 3 of section 88.28 (Campaign Period for Registered Third Parties) may incur expenses related to the preparation of an auditor's report under section 88.29 (Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, described above constitute third party expenses.

Who may incur expense

An expense may only be incurred by a registered third party or an individual acting under the direction of the registered third party.

Maximum amount

During the campaign period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

A Third Party shall be provided with the maximum third party expenses amount upon registering as a Third Party Advertiser (see Third Party Advertising section of this manual)

Maximum amount for parties, etc., after voting day

The expenses of a registered third party are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under 88.21 (6) (Maximum Amount).

11. SCRUTINEERS (SECTION 16 & 47)

APPOINTMENT - BY CANDIDATE – QUALIFICATION

A candidate may appoint scrutineers to represent him/her at the Help Centre during the “0” count audit and receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer By Candidate” [Form LC22](#). The forms to appoint scrutineers, must be signed by the candidate in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide the signed form to their scrutineer.

NUMBER - PER CANDIDATE - IN HELP CENTRE - ONE ONLY

Only one certified candidate or his/her appointed scrutineer may be in attendance at a Help Centre or receipt of voting results.

The scrutineer/candidate must take an “Oral Oath of Secrecy” [Form LC25](#) at the Help Centre or receipt of voting results.

APPOINTMENT - BY COUNCIL - BY-LAW – QUESTION

Council may appoint scrutineers by resolution using “Appointment of Scrutineers Re By-laws or Questions” [Form LC46](#) in relation to voting on a by-law or question submitted to the electors, to attend at a Help Centre during the “0” count audit and receipt of voting results, including during a recount.

Equal number of scrutineers shall be appointed to represent supporters and opponents of the by-law and one scrutineer representing supporters and one representing opponents may be present at the Help Centre during the receipt of voting results.

Equal numbers of scrutineers shall be appointed for each possible answer to the question and one scrutineer for each of the possible answers may be present at the Help Centre during the receipt of voting results.

APPOINTMENT - BY LOCAL BOARD OR MINISTER – QUESTION

Scrutineers appointed by a local board or the Minister in relation to a question may also remain in the Help Centre.

APPOINTMENT - BY ELECTOR - RECOUNT [SECTION 61 (1)]

In the case of a recount ordered under Section 58, the elector may appoint one scrutineer for the receipt of voting results.

The “Appointment of Scrutineer by Elector” **Form LC45** must be signed by the Applicant. Forms are available at the Municipal Office. The scrutineer/candidate must take an “Oral Oath of Secrecy” **Form LC25** at the receipt of voting results.

APPOINTMENT - PROOF OF

A person appointed as a scrutineer, before being admitted to a Help Centre or receipt of votes shall show proof of his/her applicable appointment to the Election Official for the Help Centre or receipt of votes and shall provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

SCRUTINEERS RIGHTS AND PROHIBITIONS

Each scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form.

12. PERSONNEL

CLERK [SECTION 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.

DRO's AND OTHER ELECTION OFFICIALS (SECTION 15)

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer and may appoint any other election officials for the election and for any recount that the Clerk considers are required.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk" [Form LC19](#).

There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

The Returning Officer is required to complete and sign the "Oath of Returning Officer" [Form LC17](#) prior to January 1 of an election year.

All other election staff are required to complete and sign the "Appointment and Preliminary Oath or Affirmation for Election Officials" [Form LC18](#).

13. VOTING PROCEDURE – INTERNET AND TELEPHONE

AUTHORITY (SECTION 42)

A by-law authorizing internet/telephone voting must be passed on or before May 1 in the year of the election.

On March 7, 2017, By-law No. 17-23 was passed authorizing internet/telephone voting.

SERVICE PROVIDER

The service provider for internet/telephone voting, determined by the Clerk, is Intelivote Systems Inc. A copy of the contract with Intelivote Systems Inc. is available from the Clerk upon request.

SYSTEM INTEGRITY

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

- a) ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by Intelivote System Inc that match each voter's name and address; and
- c) providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 26th, at 8:00 p.m.

AUDITOR

The Auditor, appointed by the Clerk using "Appointment and Oath of Auditor" Form LC21, shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the wording of the script;
- b) checking the Help Centre telephones and internet access;
- c) checking Script and input timing;
- d) attempting to use a PIN more than once;
- e) balancing a predetermined number of votes with those cast;
- f) matching PINs to names and addresses;
- g) checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

SECRECY

Ensure that all Election Officials have taken the oath and been appointed as per the “Appointment and Preliminary Oath or Affirmation for Election Officials” [Form LC18](#).

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and possible prosecution.

PREPARATION OF VOTER INFORMATION LETTERS

The Voters’ List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Intelivote by September 20, 2026 in electronic format in order that Intelivote may provide this information to Doculink to print the “Voter Information Letter” [Form LC41](#).

Voter Information Letters shall be delivered by Intelivote to Canada Post and distributed by first class mail to all eligible voters no later than October 12, 2026 to enable them to use the Telephone/Internet Voting service.

The Voter Information Letter will contain but not be limited to the following:

- a) the elector’s PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
- b) instructions on how to vote;
- c) dates and hours of voting;
- d) the location and telephone number of the Revision and Help Centres;
- e) voter eligibility criteria;
- f) office and candidate information; and
- g) information on illegal and corrupt practices.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person’s Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act*, specifically Sections 89 and 90.

PUBLIC INFORMATION SESSION

A public information session will be held for the purpose of explaining the method of voting and responding to questions from the electorate. The date and time at a minimum will be advertised in a local newspaper and on the municipal website.

The Clerk may coordinate the public information session, notices and advertisements with other municipal clerks of local municipalities who have adopted a similar alternative voting method.

VOTING PLACES (SECTION 45)

For the purposes of elections conducted with alternative voting methods, a voting place is not required. Alternatively, the Municipal Office has been identified as a Help Center to assist electors with the voting process and the Municipal Office has been identified as a Revision Centre to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.

REVISION CENTRE/HELP CENTRE

The Voters' List shall be available to Election Officials at the Revision Centre in electronic format to accommodate the voting process.

The Revision/Help Centre shall be established at the Municipal Office located at 3131 Old Perth Road, Almonte.

The Revision Centre shall be responsible for the following:

- a) Eligible voters who attend at the Revision Centre and are not on the Voters' List will be added to the list by filling out an "Application to Amend Voters' List" **Form EL15** and providing proof of identity and residence as prescribed in *O. Reg. 304/13*. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions to the List made after September 20, 2026, the Voter Information Letter containing a PIN will be provided to the individual.
- b) Eligible voters who attend at the Revision Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:
 - i) where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" **Form LC42** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
 - ii) where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Revision Centre and

prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.

Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an “Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)” **Form LC43** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

- c) Answering election questions and referring detailed questions to the Returning Officer or authorized Election Official.

CANDIDATES MODULE

The candidates shall receive login ID(s) and password(s) allowing them to access the Candidates Module as of September 30, 2026 to view the List of Electors.

When using this authorization, candidates can connect into the voting system and review elector list information to discern which electors have participated in the election. This capability **does not** provide the candidate information on how an elector has voted, it only provides information on whether or not they have participated in the election.

Candidates may view this information at any time after the start of the voting period using the Candidates Module.

VOTING

Voting will commence on October 19, 2026 at 10:00 am through to October 26, 2026 at 8:00 pm.

During the Voting Period, the Help Centre will be open Monday to Friday, during office hours, and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m. At 8:00 p.m. the doors of the Help Centre shall be locked and those in the Help Centre will be permitted to cast their ballot. Touch-tone telephones and internet access is provided. Any telephone provided at the Help Centre shall delete any display options on the telephone.

Prior to the activation of the system by Intelivote, on October 19, 2026 (10:00 a.m.), Intelivote shall allow access by the Auditor to the voting system at the Municipal Office between 9:50 a.m. and 9:59 a.m. by secure ID and password, for the purposes of

ensuring that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a "0" total.

Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Intelivote System" Form LC44 that attests to this fact.

Eligible electors may telephone a designated 1-800 number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**. "Diga-pulse" telephones will be able to access the system providing the over-ride button on the telephone is set to a "touch-tone" mode. Should the elector be unable to access the system, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

A voter must complete the races and questions in the order that they are presented by the system. The voter cannot skip a race or question.

If a voter chooses, they may use one method to vote some of the races or questions and use the other method to vote the remaining races or questions. However, once a voter has voted on a particular race or question, that race is closed and will not be available for voting again, regardless of the method.

Once a voter has made a selection for a race or question, the voting system shall indicate the voter's choice and shall allow the voter to either confirm their selection and cast their vote or return to the race or question to change their selection. If the selection of a particular race or question is not confirmed and the vote is not cast, the voter is able to reenter the system and make their selection, casting their vote for that particular race or question, or any other race or question that has not been previously voted.

Once the Voter PIN has been used to complete **all** races and/or any questions, associated with the election, it cannot be used again, and further access shall not be granted to the telephone/internet voting service using that PIN.

Intelivote shall record the PIN and corresponding name of all electors who have voted. This **does not** provide information on who an elector has voted for.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the Intelivote system using the Clerk's assigned password. A report titled "Voter Participation Status" report will be created in an electronic file format suitable for electronic distribution and will only be done under the control and direction of the Clerk.

If requested in writing by a candidate(s) on the “Declaration of Proper Use of the Voters’ List” Form LC10, the Clerk will provide a copy of the daily “Voter Participation Status” report. This information shall be made available to candidates through the Clerk’s Office.

ELECTORS REQUIRING ASSISTANCE (SECTION 52 (1) 4)

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the “Oral Oaths At Help Centre” [Form LC24](#) and then assist and/or vote as directed by the voter. Any other person present must remove themselves until the voter finishes instructing the Election Official.

Oral Oath of Friend of Elector

In lieu of the Election Official assisting a voter, the voter may request that a friend accompany them to vote. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the “Oral Oaths At Help Centre” [Form LC24](#). No person shall be allowed to act as a friend of more than one voter at a Help Centre.

Oral Oath of Interpreter

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the “Oral Oath At Help Centre” [Form LC24](#), and shall translate the oaths as well as any lawful questions put to the voter.

DUPLICATE VOTER INFORMATION LETTERS

Duplication of names on the Preliminary List of Electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters’ List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter(s) to the municipal Revision Centre and complete an “Application to Amend Voters’ List” [Form EL15](#) to remove the duplicate name(s). All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

Voter Information Letters returned to the Revision Centre shall have the PIN immediately disabled in the system so that the PIN cannot be used in the voting process. The opened Voter Information Letters will then be retained in a secure fashion

and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:

- a) that were sent to eligible voters;
- b) that were returned from the Post Office;
 - that were returned by an elector or other individual(s) either opened, or;
 - unopened but unused for voting purposes;
- c) that were set to a status that prevented them from being used to vote;
- d) that were re-issued to an eligible elector; and
- e) that were assigned by Election Officials to eligible electors that have completed "Application to Amend Voters' List" Form EL15.

PIN PROCEDURES

Problems Accessing the System

Where an eligible voter has tried his/her PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified:

- shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend at the Help Centre to obtain assistance in voting.
- and they have determined that it has already been used, the voter can present themselves at the Revision Centre with proof of identity and residence as prescribed in *O. Reg. 304/13* and have an Election Official confirm that the elector's PIN has been used. If this is the case, follow the procedure outlined in the section titled, Revision/Help Centre, b) (ii).

Incorrect Information on Voter Information Letter

Where an eligible voter has received an incorrect voter PIN in terms of ward, if applicable, and/or school support, the voter can contact the Revision Centre and have the proper category applied to the existing PIN.

If the voter has used the PIN to vote, and the voter determines that the ward, if applicable, and/or school support is incorrect, and they have not voted those races, the voter can contact the Revision Centre and have the proper category applied to the existing PIN. The voter can then re-access the system and vote all races not yet completed.

The elector will be required to provide appropriate confirmation of eligibility and to complete "Application to Amend Voters' List" Form EL15.

New PIN(s)

New PIN(s) shall not be given out over the telephone or by mail. The voter must attend the Revision Centre with proof of identify and residence as prescribed in *O. Reg. 304/13* and complete the appropriate form.

RETIREMENT HOME OR INSTITUTION [SECTION 45 (7)]

A Help Centre will be provided to the following institutions and retirement homes on the specified date(s) and hours:

NAME OF RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Orchardview	October 21, 2026	9:30am to 11:30am 12:30pm to 2:00pm
Fairview Manor	October 20, 2026	9:30am to 12:00pm
Almonte Country Haven	October 22, 2026	1:00pm to 3:00pm
Linn Bower (Clayton Seniors Housing)	October 19, 2026	1:00pm to 3:00pm
Rosamond Wing, Almonte General Hospital	October 21, 2026	2:00pm to 3:00pm

14. COUNT PROCEDURES

The Clerk, at 8:00 p.m. on Voting Day, shall arrange for the close and deactivation of the Telephone/Internet Voting service at the Help Centre.

Notwithstanding the above, the Clerk shall keep the Help Centre access open until the Clerk of the municipality confirms that all eligible voters in the Help Centre at 8:00 p.m. have completed voting.

The Auditor will then conduct a test to confirm that no votes can be cast.

The Clerk shall then request the tabulation of the results for each candidate to be sent by email to the following Receiving Location in the Help Centre:

elections@mississippimills.ca.

The Clerk, Auditor and any others present (Candidates, or their scrutineer) shall sign the Vote Count Summary Report indicating the results and votes cast.

- i) Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Help Centre.
- ii) Before being admitted to the Help Centre, upon request by the Clerk or DRO, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in *O. Reg. 304/13*.
- iii) Before being admitted to the Help Centre, a person appointed as a scrutineer shall also produce and show his/her **Form LC22** to the Clerk for the receiving of the voting results at the Help Centre and take the "Oral Oath of Secrecy" **Form LC25** from the Clerk before being permitted to remain at the Help Centre.
- iv) Entrance to the Help Centre will not be permitted after 8:00 p.m. on Voting Day and only Election Officials will be allowed to enter thereafter. Candidate's and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m. Once admitted to the Help Centre, no one shall be permitted to leave until the results are received and the Vote Count Summary Report has been signed by all in attendance.
- v) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.
- vi) ANYONE who is creating a disturbance at the Help Centre will be removed as directed by the Clerk.
- vii) **Cell phones and other equipment SHALL be turned off** upon entering the Help Centre and their use is prohibited while at the Help Centre, except by Election Officials.
- viii) No campaign material will be allowed within the Help Centre.

15. NOTICE OF RESULTS [SECTION 55 (3)]

The unofficial results of each candidate by category of wards and polling subdivisions, as applicable, shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 26, 2026, Voting Day, at the Almonte Old Town Hall Auditorium located at 14 Bridge Street, Almonte, and the Clerk shall post the same **Unofficial Results** on the municipality's website.

The Clerk shall send each school board's election results to the respective Clerk handling the school board election as soon as possible after the close of voting on Voting Day.

DECLARATION [SECTION 55 (4)]

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using the "Declaration of Election Results" Form LC26 and post the results at the Municipal Office and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk using the "Declaration of Election Results" Form LC26. Note – only include the school board results and not your municipality's municipal election results.

INFORMATION TO BE MADE AVAILABLE [SECTION 55 (4.1)]

As soon as possible after Voting Day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

1. The number of votes for each candidate.
2. The number of declined and rejected ballots.
3. The number of votes for the affirmative or negative on a by-law or question.

16. RECOUNT (SECTIONS 56-58)

Manner in Which a Recount is Conducted

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment [Section 60 (1)], unless ordered otherwise by a judge as per Section 60 (3).

This shall be done by requesting from Intelivote a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation.

Intelivote shall send the results of the recount by fax and/or by e-mail, along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system, and these results will be compared to the results tabulated by the Auditor assigned to the election.

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)

Within 30 days after the declaration of the results:

- by resolution of Council (for Council offices or questions, or by-laws submitted by Council)
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

Recount in accordance with Policies

The Clerk shall hold a recount in accordance with any policy adopted with respect to the circumstances in which the municipality or local board requires the Clerk to hold a recount of the votes cast in an election if the by-law or resolution is passed on or before May 1 in the year of an election.

Time for Recount

The recount shall be held within 15 days after the Clerk's declaration of the results of the election or resolution or order to hold a recount is passed or made.

WHO CONDUCTS RECOUNT (SECTION 56, 63)

The Clerk shall conduct all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

VOTES FOR CANDIDATES TO BE INCLUDED IN A RECOUNT (SECTION 56, 57, 58)

All votes for all candidates in the contested race, or answers to a question or by-law will be counted.

PERSONS ENTITLED TO BE PRESENT AT RECOUNT (SECTION 61)

- the Clerk and any other election official appointed to assist with the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount;
- legal counsel for any of the above;
- one scrutineer for each recount station established by the Clerk for every certified candidate for the office involved and the applicant, who applied for the recount;
- where the recount applies to a by-law or question, the scrutineers as appointed by Council, a local/school board or the Minister;
- where scrutineers are appointed under Sections 61 (3) or (4), an equal number must be appointed to represent supporters and opponents of the by-law and for each possible answer to the question;
- any other person may be present with the Clerk's permission.

NOTIFICATION OF RECOUNT DATE, TIME, PLACE (SECTIONS 56, 57, 58 and O. Reg. 101/97)

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form LC27 to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- in the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- notice of recount will be given by registered mail or personal service.

PROCESS AT RECOUNT (SECTIONS 61, 62 and O. Reg. 101/97)

At the time set for the recount to commence, the Clerk should outline the procedures as follows:

- the rules prescribed by the Minister or established by the Clerk are to be followed and should be explained to everyone present for the recount;

Upon completion of the recount, the Clerk shall announce the results of the recount.

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

CONTINUING TIE VOTE – AFTER RECOUNT PROCEDURES [SECTION 62 (3) AND 63 (10)]

Pursuant to Section 62 (3) in a case of a tied vote following the recount the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a “hat”. The Clerk shall announce, prior to the draw, that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the hat.” The paper is pulled from the hat and the candidate elected is announced.

DECLARATION BY CLERK [SECTION 62 (4)]

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, shall declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question.

The results of the recount shall be posted, at a minimum, in the Municipal Office and on the municipal website by noon, the day following the recount being completed using the “Declaration of Recount Results” [Form LC28](#). The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

Such Declaration shall be **sent** to everyone previously given notice of the recount.

COSTS OF RECOUNT [SECTION 7 (3), (4)]

The costs incurred by the Clerk to conduct a recount are to be paid by the municipality, local board, upper-tier municipality or the Minister as soon as possible after the Clerk has signed a certificate verifying the amount. The municipality is to be reimbursed for its reasonable costs in the following situations:

- a regular election when the recount is for:
 - an office on a local board or an upper tier municipality
 - a by-law or question submitted by an upper-tier municipality; or
 - a question submitted by a local board or by the Minister
- a by-election for a local board or for an upper tier municipality; or for the Minister, or a recount in such a by-election

Any expenses incurred by a candidate will be the responsibility of the candidate (ie: legal counsel in attendance on behalf of the candidate).

17. CANDIDATES FINANCIAL STATEMENTS

All Candidates shall file with the Clerk, the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 p.m. on March 30, 2027 (Section 88.30) reflecting the Candidate’s election campaign finances as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2027.

At least 30 days before the filing date, but no later than February 24, 2027, the Clerk shall give every candidate whose nomination was filed, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the candidate’s entitlement to receive a refund of the nomination filing fee if her or she meets the requirements of section 34 (Refund);
- the penalties set out in subsections 88.23 (2) and 92 (1).

The notice shall be given on “Notice to Candidate of Filing Requirements” **Form EL42**.

NOTICE OF DEFAULT [SECTION 88.23 (1) - (5), 88.25]

A “Notice of Default” **Form EL43** shall be given to the candidate by registered mail, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 pm on March 30, 2027.

The Clerk shall make available to the public the name of the candidate and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, and 90 days after Voting Day in a by-election, using **Form LC68** “Compliance Report - Candidates” the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25 (Candidates’ Financial Statements, etc.).

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 88.22 – 88.25, 88.30 – 88.32.

EXTENSION OF CAMPAIGN PERIOD [SECTION 88.23 (6) to (8)]

For further information, refer to the *Municipal Elections Act, 1996*.

REFUND OF NOMINATION FILING FEE (SECTION 34)

A candidate is entitled to receive a refund of the nomination filing fee if he or she,

- files the Financial Statement and Auditor’s Report, each in the prescribed form, on or before 2:00 p.m. as of March 30, 2027.

18. THIRD PARTY FINANCIAL STATEMENTS

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” **PR FORM 8** on or before 2:00 p.m. on March 30, 2027, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” **PR FORM 8** can be filed is the first day the Municipal Office is open in January 2027.

At least 30 days before the filing date, but no later than February 24, 2027, the Clerk shall give every registered third party that registered in the municipality, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the penalties set out in subsections 88.27 (1) and 92 (4).

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” **Form LC62**

NOTICE OF DEFAULT [SECTION 88.27 (1) and (2), 88.29]

A “Notice of Default – Registered Third Party” **Form LC63** shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report” **PR FORM 8** on or before 2:00 pm on Mach 26, 2027.

The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, or 75 days after Voting Day in a by-election, using **Form LC69** “Compliance Report – Registered Third Parties” the Clerk shall make available to the public on a website or in another electronic format, a list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor’s report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

19. COMPLIANCE AUDIT COMMITTEE

Establish Compliance Audit Committee

A council shall before October 1 of an election year establish a committee for the purposes of the *Municipal Elections Act, 1996*.

In Lanark County a joint compliance audit committee will be established.

Develop a “Terms of Reference” [Form LC65](#) to be adopted by by-law by all participating municipalities. Once adopted, initiate recruitment process using the “Joint Lanark County Compliance Audit Committee Ad” [Form LC49](#) and using the “Joint Lanark County Compliance Audit Committee Application” [Form LC50](#)

Post the ad, application, and Terms of Reference, at a minimum, on the municipal website.

Council shall approve the appointment of members by resolution or by-law.

REVIEW OF CONTRIBUTIONS TO CANDIDATES [SECTION 88.34 (1) to (4)]

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates).

Report, Contributions to Candidates for Council

As soon as possible after April 26, 2027, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor’s total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor’s total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING CANDIDATES [SECTION 88.34 (8)]

Within 30 days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

REVIEW OF CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.36 (1) to (4)]

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

As soon as possible after April 26, 2027, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more Registered Third Parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to third party advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING REGISTERED THIRD PARTIES [SECTION 88.36 (5)]

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

COMPLIANCE AUDIT APPLICATION [88.33 (1) AND 88.35 (1)]

An elector who is entitled to vote in an election for a specific race, and believes on reasonable grounds that a Candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement using "Compliance Audit Application" Form LC65.

COMPLIANCE AUDIT COMMITTEE [88.33 (4), (14)]

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the application to the Compliance Audit Committee.

20. ELECTION RECORDS

PUBLIC RECORDS [SECTION 88 (5), (10), (11)]

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, 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.

Restrictions

No person shall use information obtained from public records described above, except for election purposes.

Access to the Voters' List

The Voters' List shall not be posted in a public place and can only be used for election purposes.

Due to *MFIPPA*, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

CANDIDATE'S ELECTION RECORDS

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from the candidate's computer hardware. If records are shared by the candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

MUNICIPAL ELECTION RECORDS (SECTION 88)

Destruction of Records

After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

The witnesses shall complete the “Witness Statements as to Destruction of Ballots” Form
LC30.

Retention of Records

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates’ financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

21. ACCESSIBILITY

Electors and Candidates with Disabilities [Section 12.1 (1)]

The Clerk shall have regard to the needs of electors and candidates with disabilities.

Plan re Barriers [Section 12.1 (2)]

The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.

Location – Accessibility [Section 45 (2)]

In establishing the locations of Help Centres, the Clerk shall ensure that each Help Centre is accessible to electors with disabilities.

Attendance on Electors with Disabilities [Section 45 (9)]

To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.

Electors Needing Assistance [Section 52 (1) 4]

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Report [Section 12.1 (3)]

Within 90 days after Voting Day in a regular election but no later than Friday, January 22, 2027, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities and shall make the report available to the public.

Other Resources

AMCTO Municipal Election Manual, Section 18, Page 130

Ontario Candidate's Guide to Accessible Elections

Integrated Accessibility Standards Regulation, Ontario Regulation 191/11

Municipally approved Accessibility Policies and Procedures

22. EMERGENCIES

EMERGENCIES (SECTION 53)

The Clerk may declare an emergency if he/she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this *Act*.

On declaring an emergency, the Clerk shall make such arrangements as he/she considers advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of this *Act*, prevail over anything in this *Act* and the regulations made under it.

The emergency continues until the Clerk declares that it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via 88.1 FM and posted to the website if possible.

If required, the Clerk may consider alternate options for the following:

- reporting results
- notification of electors
- Election Officials
- voting period [ex. delay of Voting Day, extension of voting hours or day(s)]
- alternate Help Centre or Alternate Revision Centre or alternate facility

If any part of the voting for an office is not completed, do not release the results until the voting for that office is complete.

In the event of an emergency, Intelivote will take direction from the Clerk as to what actions will be taken, shall stop the Intelivote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

23. CORRUPT PRACTICES

No person shall, directly or indirectly:

- offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or the non-exercise of an electors vote;
- advance, pay or caused to be paid money intending that it be used to commit an offence referred to in the bullet above, or knowing that it will be used to repay money used in that way;
- give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of an elector's vote;
- give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

REPORTING CORRUPT PRACTICES

All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices.

In addition, although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principles of the *Act* must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

- that all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.
- the most senior officer of the Police will be advised that all such valid complaints will be turned over to his/her office for further investigation.

OFFENCES (SECTION 89, 90)

A person is guilty of an offence if he or she:

- votes without being entitled to do so;
- votes more times than this *Act* allows;
- votes in a Voting Place in which he or she is not entitled to vote;

- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- without authority, supplies a PIN to anyone;
- deals with a PIN, without having authority to do so;
- no person(s) shall solicit a Voter Information Letter containing a PIN, from an eligible elector;
- a person who contravenes any provision of the *Act* or a regulation under the *Act* or a by-law passed by a municipality under the *Act*;
- attempts to do something described above.

The following are guilty of an offence that constitutes a corrupt practice:

- A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;
- A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, is not, a ballot capable of being used as such at an election;
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the *Act*.

PENALTIES

Elector [Section 90 (2)]

An offence described above under Corrupt Practices [Section 90 (3)] constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in the *Act*.

Candidate [Section 91 (1)]

If a person is convicted of a corrupt practice under the *Act*, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which the *Act* applies, then, in addition to any other penalty provided for in the *Act*:

- a) any office to which the person was elected is forfeited and becomes vacant; and
- b) the person is ineligible to be nominated for or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

However, if the presiding judge finds that the person committed the corrupt practice or offence under the *Criminal Code* (Canada) without any intent of causing or contributing to a false outcome of the election, clause b) does not apply.

Individual [Section 94.1 (1)]

An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for:

- any offence, a fine not more than \$25,000;
- any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
- an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
- any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than 6 (six) months.

Trade Unions [Section 94.1 (2)]

A corporation or trade union that is convicted of an offence is liable to a fine of not more than \$50,000 in addition to any other penalty provided for.

MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter to electors by first class mail.

The *Criminal Code of Canada* [Section 356 (1)] states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk has agreed that all complaints about actions which may contravene the provisions of the *Criminal Code of Canada* with respect to mail tampering, either verbally or written will be reported to the Police.

24. DISCRETIONARY POWERS OF THE CLERK

THE MUNICIPAL ELECTIONS ACT, 1996	
Implied And Direct Discretionary Authority of the Clerk	
SECTION	SHORT DESCRIPTION
	<i>Summary of Broad Discretionary Authority</i>
8(6)	The Clerk is responsible for giving notice to the public for any by-laws or questions on the ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11	The Clerk is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the <i>Act</i> .
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the <i>Act</i> or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given to the Clerk does not include the power to require a person for the purposes s 52(1) (Voting Procedure) to furnish proof of identity in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the <i>Act</i> .
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality’s custody or control.
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.

53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
	<i>Electronic Filing of Documents</i>
33(6)	The Clerk may provide for electronic filing (a nomination) under this section and may establish conditions and limits with respect to electronic filing.
14(1), (2)	The Clerk may provide for electronic filing (a proxy) under this section.
88.6	The Clerk may provide for electronic filing (a third party advertising registration) under this section and may establish conditions and limits with respect to electronic filing.
88.25(11)	The Clerk may provide for electronic filing of candidate financial statements.
88.29(9)	The Clerk may provide for electronic filing of third party advertising financial statements.
	<i>Cost of Elections</i>
7; 8(7); 45(4)	The Clerk has authority and control over the costs incurred for an election.
7(3)1.	The Clerk shall bill a local board or upper tier municipality for the costs for a recount in a regular election for a local board or upper-tier municipality, a by-law or question submitted by an upper tier or local board or the Minister.
7 (3) 2.	The Clerk shall bill a local board or upper tier municipality or the Minister for the costs for a by-election for a local board or upper-tier municipality or Minister, or a recount in a by-election.
	<i>Notice of By-laws and Questions</i>
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	<i>Certification of Vote Results</i>

8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	<i>Information to Electors</i>
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the <i>Act</i> .
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
	<i>Appointment of Election Officials</i>
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.
	<i>Delegation of Authority</i>
15(2), (3), (4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	<i>Creation of Voting Subdivisions</i>
18(1)	The Clerk may divide the municipality into voting subdivisions.
18(2)	If the Clerk creates voting subdivisions, he or she shall inform Chief Officer Electoral.
	<i>Correction of Preliminary List Of Electors</i>
22(1)	The Clerk may correct any obvious errors on the Preliminary List of Electors, and shall notify the Chief Electoral Officer of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.

25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
	<i>Reproduction of Voters' List</i>
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1 st and determine where and at what time applications for revisions to the Voters' List may be made.
	<i>Revision of Voters' List</i>
24(1)(2)	From September 1 st to the close of Voting on Voting Date, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
25(1)	The Clerk may, on their own initiative, remove a person's name from the Voters' List until the close of Voting on Voting Day if the Clerk is satisfied that the person has passed away.
27(1)(a)(b)	During the period beginning September 20 and ending September 30, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 20, and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s. 23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to Chief Electoral Officer.
	<i>Certification of Voters' Lists, As Revised</i>
28(1)	The Clerk shall prepare and certify the Voters' List for use in each Voting Place.
	<i>Nominations</i>
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the <i>Act</i> .
33(1.3)	The Clerk is entitled to rely upon the information filed by the candidates (endorsements).
35(2), (3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
35(5)	The Clerk's decision to certify or reject a nomination is final.

	<i>Acclamations</i>
37(1), (2)	The Clerk can determine the method of declaring acclamations.
	<i>Notice of Election</i>
40(a), (b), (c), (d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
	<i>Ballot Form</i>
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or in the Clerk's opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	<i>Voting or Vote Counting Equipment or Alternate Voting Method</i>
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.
	<i>Advance Vote</i>
43(2), (3)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting, but shall not be more than 30 days before Voting Day.
43(5)(b) (ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43 (6), (7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all Voting Places are

	updated to reflect voting that took place at an advance vote. The Clerk shall determine how to provide the updated list of advance voters to those entitled to receive it.
	<i>Proxies</i>
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	<i>Voting Places and Procedures</i>
45(1), (3), (5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of Voting Places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1, 2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution on September 1 st where 20 beds or more are occupied by persons who are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied on September 1 st .
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific Voting places to open on Voting Day before 10:00 a.m.
46(3)	The Clerk may establish reduced voting hours for a Voting Place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting or when votes are being counted.
	<i>Emergency</i>
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.

53(4)	The Clerk determines when the emergency has passed.
	<i>Opening Ballot Box</i>
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	<i>Recounts</i>
56(1), (1.1), (2)	The Clerk shall hold a recount in accordance with policy within 15 days after the declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	<i>By-Elections</i>
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.
	<i>Financial Reporting</i>
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination) and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.

33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third Party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 30 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.23(3)	The Clerk determines the form and process of the notice of default.
88.25(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
	<i>Election Records</i>
88(1)	The Clerk shall determine where the ballots and all other documents and materials related to an election will be retained for 120 days after declaring the results of the election under section 55 and determine the appropriate security requirements.
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	Financial statements must be retained until the next election.
88(9.1)	The Clerk shall make the documents filed under sections 88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

25. INDEX OF FORMS

FORM #	DESCRIPTION
PR FORM 1	Nomination Paper
PR FORM 2	Endorsement of Nomination
PR FORM 4	Financial Statement – Auditor’s Report - Candidate
PR FORM 7	Notice of Registration – Third Party
PR FORM 8	Financial Statement – Auditor’s Report – Third Party
PR FORM 9	Declaration of Identity
LC01	Notice of Nomination for Office
LC02	Consent to Release Personal Information
LC03	Unofficial List of Candidates
LC04	Notice of Rejection of Nomination
LC05	Official List of Certified Candidates
LC06	Notice of Additional Nominations
LC07	Declaration of Acclamation to Office - Additional Nominations
LC08	Voters' List Cover Sheet
LC09A	Notice of the Voters' List (Municipality)
LC09B	Notice of the Voters' List (Lanark County)
LC10	Declaration of Proper Use of the Voters' List
LC11	Policy for Use of the Voters' List
LC12	Interim List of Changes
TI12	Notice of Election Information (Internet/Telephone)
LC17	Oath of Returning Officer
LC18	Appointment and Preliminary Oath or Affirmation for Election Officials
LC19	Delegation of Powers and Duties of Clerk
LC20	Appointment and Oath of a Constable
LC21	Appointment and Oath of Auditor
LC22	Appointment of Scrutineer By Candidate
LC23	Estimated Maximum Campaign Expenses
LC24	Oral Oaths at Help Centre
LC25	Oral Oath of Secrecy
LC26	Declaration of an Election Results
LC27	Notice of Recount
LC28	Declaration of Recount Results
LC30	Witness Statements as to Destruction of Ballots
LC31	Notice of Penalties
LC32	Duties & Responsibilities of the DRO
LC36	Duties & Responsibilities of Constable
LC37	Duties & Responsibilities of the Election Assistant
LC38	DRO Appointment – Confirmation Letter
LC39	Election Assistant Appointment – Confirmation Letter
LC40	Voter - ID Requirements
LC41	Sample Voter Information Letter
LC42	Application for Re-Issue of a Voter Information Letter (Lost and Unused)

LC43	Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)
LC44	Activation of Internet/Telephone Voting System
LC45	Appointment of Scrutineer by Elector
LC46	Appointment of Scrutineer Re: By-laws or Questions
LC47	Election Official Application
LC49	Joint Lanark County Compliance Audit Committee Ad
LC50	Joint Lanark County Compliance Audit Committee Application
LC51	Procedure: Voters' List – Are you on the Voters' List
LC52	Declaration of Qualifications – Third Party Advertiser
LC53	Contributions to Registered Third Parties
LC54	Official List of Registered Third Parties
LC55	Contributions to Registered Candidates
LC56	Broadcaster/Publisher Information Sheet – Candidate
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LC60	Duties of Candidates
LC61	Duties of Registered Third Parties
LC62	Notice to Third Party of Filing Requirements
LC63	Notice of Default – Registered Third Party
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LC65	Compliance Audit Committee – Terms of Reference
LC66	Compliance Audit – Application
LC67	Sample By-Law – Use of Other Languages
LC68	Compliance Report – Candidates
LC69	Compliance Report – Registered third Parties
LC70	Oath of Campaign Team – Proper Use of Voters' List
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EL15	Application to Amend Voters' List
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EL18(A)	Declaration of Qualifications - Municipal Candidates
EL19	Withdrawal of Nomination
EL20	Declaration of Acclamation to Office
EL37	Certificate of Maximum Campaign Expenses
EL42	Notice to Candidate of Filing Requirements
EL43	Notice of Default
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2026 candidates' guide

Ontario municipal council and
school board elections

2026 candidates' guide – Ontario municipal council and school board elections

Find out how to run as a candidate in Ontario municipal council and school board elections.

This guide provides information to candidates for the 2026 municipal and school board elections. The information also applies to any by-elections that may be held during the 2026–2030 council and school board term.

This guide is not meant to replace provincial legislation. It provides general information about the rules contained in the [Municipal Elections Act, 1996](#), and other legislation and regulations, such as:

- [Municipal Act, 2001](#)
- [City of Toronto Act, 2006](#)
- [Education Act](#)

New election rules for 2026

There are new requirements regarding how copies of the voters' list are to be handled. These include:

- written acknowledgements to receive a copy of the voters' list
- limits to sharing copies
- requirements to destroy copies after the campaign has ended

For more information regarding these requirements please see [the voters' list](#).

Contact us

If you have further questions or would like to give feedback on this guide, please contact us at mea.info@ontario.ca.

You can also contact your regional [Municipal Services Office](#) at the Ministry of Municipal Affairs and Housing.

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General information

Every four years, voters across Ontario elect municipal councillors and school board trustees.

The Province of Ontario sets out common rules that all candidates and voters must follow. However, municipalities are responsible for conducting elections to their council and for conducting the election of school trustees to Ontario's school boards. This guide contains information about the rules that are the same for all municipal elections, such as who is eligible to run for office, and rules about campaign spending.

Your municipality may have specific rules on issues such as:

- where and when election signs may be displayed
- whether campaign activities may occur on municipal property
- whether those who make contributions to candidates may receive a rebate

Contact your municipal clerk if you have questions about the election in your municipality.

To learn more about the duties of municipal councillors and the role of council, please see the [Ontario municipal councillor's guide](#).

The municipal clerk

Every municipality has a municipal clerk who is in charge of running the election.

Contact the municipal clerk if you are interested in becoming a candidate. You must file any election forms, such as the nomination form and campaign financial statements, with your municipal clerk. The clerk is also responsible for providing information about spending limits and filing deadlines to candidates.

If your municipality does not have a website, you could visit or contact your municipality's offices for more information.

Emergency declaration by the clerk

If the municipal clerk believes that circumstances have arisen that prevent the election from being conducted in accordance with the *Municipal Elections Act, 1996*, they may declare an emergency. This declaration is specific to the election and separate from an emergency that may be declared by the municipality or the province.

Once the clerk has declared an emergency, they can decide what arrangements to make to allow the election to appropriately proceed. The arrangements that the clerk makes will depend on the nature of the emergency.

If your municipal clerk has declared an emergency in relation to an election or by-election in your municipality, you should contact the clerk for information about the arrangements that they have put in place and how those arrangements may affect voting and campaigning.

Eligibility to run for election

Running for municipal council

To run for a position on council, you must be eligible to vote in that municipality. On the day you file your nomination, you must be a Canadian citizen aged 18 or older, and qualify as a resident or non-resident elector. For more information about eligibility to vote, please see the [2026 voters' guide](#).

You must be eligible to hold office on the day you file your nomination. For example, a person who is 17 years old but will turn 18 before nomination day must wait until they have turned 18 to file their nomination.

If your municipality has wards, you can run in any ward — you do not have to live in a particular ward to be its councillor. However, if you run in a ward where you do not live, you will not be able to vote for yourself. Having a campaign office or a business in a ward where you would not otherwise be eligible to vote does not make you eligible to vote in that ward.

Municipal employees

You cannot work for a municipality and be on its council at the same time. If you are an employee of a municipality and you want to run for office on that municipality's council, you must take a leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

If you are an employee of a municipality and you want to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you should check with your employer to see if there are any policies in place that could affect you.

If you are an employee of an upper-tier municipality, you can run for office in a lower-tier municipality without taking a leave of absence or resigning unless being elected to the lower-tier council means that you would also be a member of the upper-tier council.

Who is not eligible?

The following people are not eligible to be elected to municipal office:

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Running for school board trustee

To run for a trustee position on a school board, you must be a resident within the jurisdiction of the board and you must be eligible to vote in a school board election. On the day you file your nomination, you must be a Canadian citizen aged 18 or older and you must meet any other qualifications to vote for the school board (for example, being a Roman Catholic, or holding French language rights). For more information about eligibility to vote, please see the [2026 voters' guide](#).

Additional information about [French-language rights](#) is available from the Ministry of Education.

School board employees

You cannot work for a school board and be a trustee in Ontario at the same time.

If you are an employee of any Ontario school board and you want to run for a trustee position on any school board in the province, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

Municipal officials

If you are a clerk, deputy clerk, treasurer or deputy treasurer of a municipality within the jurisdiction of a school board, you are not permitted to run for office as a trustee of that board unless you take a leave of absence. If you are elected, you must resign from your job.

Who is not eligible?

The following people are not eligible to be elected as a school trustee:

- any person who is not eligible to vote in the school board election
- an employee of a school board or a municipal official who has not taken an unpaid leave of absence and resigned (see above)

- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Note for MPs, MPPs and senators

If you are an MP, MPP or senator, you may file your nomination for municipal or school board office without resigning your current seat in parliament, the legislature or the senate. However, you must resign your seat by the close of nominations (2 p.m. on Friday, August 21, 2026). If you are a federal or provincial cabinet minister, you must step down from cabinet prior to filing your nomination and must resign your seat by the close of nominations.

If you have not resigned by nomination day, your nomination will be rejected and your name will not appear on the ballot.

Nominations

Filing your nomination

To file your nomination, you must give the following to your municipal clerk:

- a [nomination form \(Form 1\)](#)
- the nomination fee
- completed [endorsement of nomination forms \(Form 2\)](#)

Note: Candidates for municipal council in municipalities with fewer than 4,000 electors and candidates for school board trustee do not have to submit endorsement signatures. Your municipal clerk will be able to tell you if you need to submit endorsement signatures.

When you fill out the nomination form, write down your name as you want it to appear on the ballot. If you normally go by a different name than your legal first name, you may use that name provided that the clerk agrees.

You do not have to provide all of your names under the box entitled “Given Name(s)” on the form. Only provide the one(s) that you want to appear on the ballot. If your legal name is a single name, you do not have to provide any given names.

Clerks can decide to allow nominations to be filed electronically. If your municipality allows electronic filing, contact the clerk for more information about how to file your nomination.

If electronic filing is not allowed in your municipality, you must file the nomination form that you have signed — the form may not be a copy and may not be scanned and submitted electronically. You must file the nomination form in person or have an agent file it on your behalf.

The clerk may require you to show identification or fill in an additional form to prove that you are eligible to be nominated. If an agent is going to file the form on your behalf, you should check with the clerk to see if you are required to provide identification or additional paperwork.

Your campaign period begins when the clerk has received your nomination. If you file your nomination electronically at a time when the clerk's office is not open, you may have to wait to begin your campaign. You should contact the clerk for more information.

The nomination fee

The fee to file a nomination is \$200 to run for head of council and \$100 for all other positions. This fee must be paid to the clerk at the time you submit your nomination form.

Your nomination fee will be refunded if you file your campaign financial statement by the deadline.

Endorsement signatures

If you are running for municipal council in a municipality that has 4,000 or more electors, you must submit 25 original signatures endorsing your nomination.

You do not have to submit endorsement signatures if you are running for:

- municipal council in a municipality that has fewer than 4,000 electors
- school trustee

You must use [Form 2](#) to collect the endorsement signatures.

Anyone providing an endorsement signature must also fill in their name and address, including the postal code.

Anyone providing an endorsement signature must be eligible to vote in the municipality on the day that they signed the endorsement. In addition to their endorsement, they will also be required to sign a declaration that they are eligible to vote in the municipality.

A person who is eligible to vote in the municipality may provide endorsements to as many candidates as they would like and may endorse candidates for any office on the municipal

council. A person who is running for a ward councillor office may submit signatures from voters who do not live in that ward.

If you submit 25 original endorsement signatures and find out later that a person (or persons) was not eligible to vote on the day that they signed the endorsement, you will not lose your nomination. The person who supplied false information (by declaring that they were eligible to endorse your nomination when they were not eligible) could be subject to prosecution.

If the clerk has allowed electronic filing, you must still collect original endorsement signatures. You can submit an electronic copy of the forms when you file your nomination. You must keep the forms with the original signatures as part of your campaign records.

The [Endorsement of Nomination Form \(Form 2\)](#) is a public document. Endorsements of candidates cannot be revoked if the document has already been filed with the clerk.

Deadline to file your nomination

The nomination period begins on May 1, 2026. The last day to file a nomination is Friday, August 21, 2026, by 2 p.m.

The clerk has until 4 p.m. on Monday, August 24, 2026, to certify or reject your nomination. The clerk must be satisfied that you are eligible to run in order to certify your nomination. If your nomination is not certified, your name will not appear on the ballot.

Where to file

If you are running for council office in a single-tier or lower-tier municipality (city, town, township, village, etc.), you must file your nomination with the clerk of that municipality.

If you are running for an office in an upper-tier municipality that does not also sit on a lower-tier council, you must file your nomination with the clerk of the upper-tier municipality. For example, a person running for county councillor in Wellington County would file their nomination with the clerk of Wellington County rather than the clerk of a lower-tier municipality such as the Town of Minto.

If you are running for a school trustee position that represents more than one municipality, contact your municipal clerk for information about where to file your nomination.

Changing your mind – withdrawal

If you decide to withdraw your nomination, you must notify the clerk in writing by the close of nominations (2 p.m. August 21, 2026).

If you withdraw your nomination, you are still required to file a campaign financial statement covering all the financial transactions you made in your campaign.

If your campaign did not have any financial transactions, you must file a financial statement reporting this. Your nomination fee will be refunded by the clerk if you file your financial statement by the deadline.

Changing your mind – running for a different office

You can only run for one office at a time. If you decide to run for a different office, your first nomination is deemed to be withdrawn when you file your second nomination.

If you decide to run for a different office on the same council or school board, and both offices are elected at large (for example, an office such as the mayor, which everyone in the municipality may vote for), everything (contributions, expenses, etc.) from your first campaign is simply transferred to your second campaign.

Example:

You file your nomination to run for deputy mayor on May 12, 2026. During the summer you decide to run for mayor instead, and file your second nomination form on June 29, 2026.

- Your first nomination for deputy mayor is deemed to be withdrawn.
- The nomination fee you paid on May 12 is transferred to your second nomination (in this case, you would have to pay an additional \$100 to make up the \$200 fee to run for head of council).
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- Your campaign for mayor is deemed to have started on May 12.
- Any campaign contributions or expenses that occurred prior to June 29 are transferred to your mayoral campaign.
- You must file one campaign financial statement covering your campaign finances from May 12 until December 31, 2026.
- Your nomination fee will be refunded if you file your campaign financial statement by the filing deadline.

If you decide to run for a different office on the same council or school board, and one or both of the offices is elected by ward, then you must keep the two campaigns separate.

Example:

You file your nomination to run for mayor on May 12, 2026. During the summer you decide to run for councillor in ward 1 instead and file your second nomination form on June 29, 2026.

Your first nomination for mayor is deemed to be withdrawn, and your campaign for mayor ends. You may not transfer any contributions or expenses from your mayoral campaign to your ward councillor campaign.

- You must pay a separate nomination fee when you file your nomination for ward councillor.
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- You must file a campaign financial statement covering your campaign for mayor (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign forward councillor (June 29 to December 31) — your second nomination fee will be refunded if you file this financial statement by the filing deadline.

If you decide to run for office on a different council or school board, then you must keep the two campaigns separate. If you decide to run for council in a municipality that has more than 4,000 electors, you will need to submit original endorsement signatures from electors eligible to vote in that municipality. If you are unsure if the municipality has more than 4,000 electors, you should contact the municipal clerk.

Example:

You file your nomination to run for school board trustee on May 12. During the summer you decide to run for councillor instead, and file your second nomination form on June 29, 2026.

- Your first nomination for school board trustee is deemed to be withdrawn.
- You are required to pay a nomination fee when you file your nomination for ward councillor.
- If the municipality where you are running for ward councillor has 4,000 or more electors, you must submit 25 endorsement signatures.
- Your campaign for school board trustee ends. You may not transfer any contributions or expenses from your trustee campaign to your ward councillor campaign.

- You must file a campaign financial statement covering your campaign for schoolboard trustee (May 12 to June 29) — your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign forward councillor (June 29 to December 31) — your second nomination fee will be refunded if you file this financial statement by the filing deadline.

Acclamations

If there is only one certified candidate running for an office at 4 p.m. on Monday, August 24, that candidate will be declared elected by acclamation. Similarly, in a municipality where multiple candidates are elected at large, if the number of certified candidates is the same as or less than the number of offices, those candidates will be declared elected by acclamation.

If you are elected by acclamation, you must still file a campaign financial statement.

Additional nominations

If there are positions with no candidates or positions that are still vacant after the candidates who did run have been acclaimed, the clerk will call for additional nominations.

Additional nominations for the remaining vacant seats must be filed between 9 a.m. and 2 p.m. on Wednesday, August 26, 2026. The clerk must either certify or reject each nomination by 4 p.m. on Thursday, August 27, 2026.

The voters' list

The voters' list becomes a public document on September 1, 2026. As a candidate, you can request that the municipal clerk give you the part of the voters' list that relates to the office that you are running for. This request must be in writing.

To receive the voters' list from the municipal clerk, you must give the clerk a written acknowledgement confirming that you will:

- only use the list for electoral purposes, not for commercial purposes
- follow the restrictions set out in the *Municipal Elections Act, 1996*, for handling the voters' list
- only share the list with others (such as campaign workers) after obtaining a similar written acknowledgement from them

Restrictions on handling the voters' list

You are the only person who may share the voters' list. If you have given someone a copy, they are not allowed to share it further.

You must keep track of who you have shared the voters' list with. If you give someone a physical copy of the list, they must return that copy to you. If you share an electronic copy, they must destroy the copy and provide you with a written acknowledgement that the copy has been destroyed.

You cannot keep copies of the voters' list after your campaign had ended. On or before the day your campaign ends, you must:

- destroy the copy of the voters' list that you received from the clerk
- have any print copies that you shared with others returned to you and destroy them
- ensure you have received written acknowledgements from anyone who received an electronic copy confirming that the electronic copy has been destroyed

Written acknowledgements

Before you share the voters' list with someone, you must obtain a written acknowledgement from that person. That written acknowledgement must confirm that:

- they will only use the list for electoral purposes, not for commercial purposes
- they will not share or give copies to anyone else
- if they receive a physical copy, they will return it to you
- if they receive an electronic copy, they will destroy the copy and give you written confirmation that the electronic copy has been destroyed

The written acknowledgement should include the dates by which physical copies must be returned and written confirmations of destroyed electronic copies must be provided.

You must keep all written acknowledgements you have received until November 15, 2030, when the next council or school board takes office. You must also keep any written confirmations that electronic copies of the list have been destroyed.

Campaigning

Signs

Your municipality may have rules about when you can put up campaign signs and how signs may be displayed on both private and public property.

All of your campaign signs and other advertising must identify that you are responsible for the sign. This is so that people seeing the sign or advertisement can tell that it is from your campaign, rather than from a third-party advertiser.

Please see [leftover campaign inventory](#) if you plan to reuse signs from the last election.

You are responsible for ensuring that your campaign signs are removed after voting day in accordance with municipal by-laws. Your municipality may require a sign deposit or have penalties for failing to remove your signs. Contact your local clerk for more information.

You are entitled to have your nomination fee refunded if you file your campaign financial statement by the filing deadline. The clerk cannot make removing your signs a condition for receiving your refund.

Getting information out

It is up to you to provide voters with information about you as a candidate and about your campaign. The municipal clerk is not responsible for providing your contact information to voters.

All candidates' debates

The *Municipal Elections Act, 1996*, does not require candidate debates to be held, and the municipal clerk is not responsible for organizing meetings or debates. Debates can be organized by community groups, media outlets, candidates or any other interested persons.

Joint campaigns / running on a slate

There is nothing in the *Municipal Elections Act, 1996*, that would prevent like-minded candidates from campaigning on the same platform or identifying themselves as a group or slate. However, each candidate must keep their campaign finances separate and any joint expenses (for example, signs with two candidates' names on them) must be divided between the campaigns.

For information on campaign finance rules please see [campaign finance](#).

Third-party advertising

General information

There are rules for third-party advertising in Ontario's municipal council and school board elections.

A third-party advertisement is an ad that supports, promotes or opposes a candidate or a “yes” or “no” answer to a question on the ballot.

The meaning of “third-party” in this context means a person or entity who is not a candidate. Eligible individuals, corporations and trade unions can register to be third-party advertisers. Third-party advertising is separate from any candidate’s campaign and must be done independently from a candidate.

Third-party advertisers who want to spend money on advertisements during the election must register with the municipal clerk and must file a financial statement.

For more information about third-party advertising rules, including eligibility, spending limits and enforcement, see the [2026 third-party advertisers’ guide](#).

On voting day

Campaigning on voting day

The [Municipal Elections Act, 1996](#), does not prohibit campaigning on voting day. While there are restrictions on advertising for federal and provincial elections on voting day, these “blackouts” do not exist for municipal council and school board elections.

The Act prohibits the display of campaign material inside a voting place. The “voting place” could include the entire property of a building that has a voting place inside it, including the parking lot. You are not allowed to have campaign brochures, campaign buttons, signs or any other material inside the voting place.

Remaining in a voting place

As a candidate, you are allowed to stay in a voting place to observe, but you are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted. Scrutineers may also stay in the voting place.

You and your scrutineers are entitled to be in the voting place 15 minutes before it opens and to inspect the ballot boxes, the ballots and any other papers or forms relating to the vote. However, you may not delay the opening of the voting place.

You and your scrutineers are entitled to place a seal on the ballot box so that ballots put in the box cannot be removed without breaking your seal.

Note: If you have been acclaimed, you are not allowed to be in the voting place or to appoint scrutineers.

Scrutineers

You may appoint a scrutineer for each ballot box in a voting place. You do not have to appoint that many scrutineers, or any scrutineers at all. If you have appointed one scrutineer for each ballot box, a scrutineer must leave while you are in the voting place.

Scrutineers may observe but they are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted.

You must provide each of your scrutineers with an appointment in writing. Scrutineers may be required to show their appointment document to election officials at the voting place.

Scrutineers may be required to take an oath of secrecy.

There are no general restrictions on who you can appoint as a scrutineer (for example, a scrutineer can be any age and does not have to be a citizen). However, an acclaimed candidate cannot be appointed as a scrutineer for another candidate.

Counting votes

If your municipality is using voting machines or vote counting equipment, the clerk must have the processes and procedures for use of this equipment in place by June 1, 2026. If vote counting equipment is used, the clerk will be able to provide you with information on how the votes will be counted and how many scrutineers may be present.

The vote count begins immediately after the close of voting at 8 p.m. on October 26, 2026.

If the votes are counted manually, you and your scrutineers are entitled to view the ballots as they are counted, but you cannot touch the ballots. You and your scrutineers may object to a ballot or how it is counted (for example, if it is unclear who the vote is for or if the ballot has extra markings on it). The deputy returning officer is responsible for deciding whether to accept the objection and must keep a list of all the objections raised.

Results

After the votes have been counted, the deputy returning officer will prepare a statement showing the results and seal all the other election documents, including the ballots, inside the ballot box. You and your scrutineers are entitled to put your or their own seal on the ballot box at this time and are entitled to sign the statement showing the results.

The sealed ballot box and the statement of the results will then be delivered to the municipal clerk, who will compile the results and declare who has been elected.

Note: results announced on voting night are unofficial. It may take the clerk a few days or more to make the official declaration.

After voting day

Recounts

The [*Municipal Elections Act, 1996*](#), requires an automatic recount only if the votes are tied.

Your municipal council or school board may have a policy in place that sets out other specific circumstances under which the clerk must conduct an automatic recount. For example, a council may decide that if two candidates are within 10 votes of each other, an automatic recount will be held. The policy must be adopted on or before May 1, 2026.

A municipal council or school board may also order a recount within 30 days after the clerk has officially declared the results of the election. If you feel there should be a recount, you must either persuade council (or the school board) to order one or you may apply to the Superior Court of Justice to request that a judge order a recount. This application may be made by any eligible elector, and must be made within 30 days of the clerk declaring the results of the election.

Recounts must be conducted in the same way that the votes were originally counted, unless the recount is ordered by the court. For example, if the votes were counted by a vote tabulator, they may not be counted by hand during the recount.

If the recount is ordered by the court, the judge may order that the votes be counted in a different manner if the judge believes that the way the votes were counted the first time was an issue.

Tied votes

If two or more candidates get the same number of votes and they cannot all be elected, there is an automatic recount. The recount must be held within 15 days of the clerk declaring the results of the election. If you are one of the candidates in the tie, you are entitled to be present at the recount.

If the recount shows that there is still a tie, then the legislation states that the clerk will choose the winner by lot. This means putting the names of the tied candidates into a hat (or other suitable container) and drawing the name of the winner.

Wrapping up your campaign

After voting day, remove any election signs that have been put up and take down your campaign website, if you have one. If you would like to keep using your website, remove any references to the campaign. Websites that say “Vote for me” which are left up for years after the election can make it look like you are attempting to campaign for the next election early.

Your campaign must end on December 31, 2026, unless you have a deficit and inform the clerk in writing that you are going to extend your campaign. Once your campaign has ended, you should close your campaign bank account and prepare your campaign financial statement.

The deadline to file financial statements is the last Friday in March. Since March 26, 2027, falls on Good Friday, and March 29 is Easter Monday, financial statements **may be filed with the clerk until 2 p.m. on Tuesday, March 30, 2027.**

Term of office

The council and school board term of office will run from November 15, 2026, to November 14, 2030.

Campaign finance

General information

Record keeping

You are responsible for keeping records of the financial activities related to your campaign. The *Municipal Elections Act, 1996*, does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

You should also look through the [campaign financial statement \(Form 4\)](#) that you will be required to file to make sure that you are keeping records of all the information that must be included on the statement.

You are required to keep all of your campaign financial records until November 15, 2030, when the next council or school board takes office.

You must keep the following campaign records:

- receipts issued for every contribution including when you accepted the contribution and the date you issued the receipt (remember to issue receipts to yourself for any contributions you make)
- the value of every contribution, whether it is in the form of money or goods or services, and the contributor's name and address
- all expenses, including the receipts obtained for each expense
- any claim for payment of an expense that the campaign disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the terms of any loan received from a bank or other recognized lending institution

Campaign period

You may accept contributions or incur campaign expenses during your campaign period only.

Your campaign period begins on the day the clerk receives your nomination.

In most cases, your campaign will end on December 31, 2026. Exceptions are if you:

- withdrew your nomination, your campaign ends on the date you informed the clerk in writing that you wanted to withdraw
- were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (August 21, 2026)
- know you will not have any more financial activity, you can end your campaign at anytime after voting day and before December 31, 2026

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of:

- the day you notify the clerk in writing that you will be ending your campaign and not accepting any more contributions
- June 30, 2027

Bank account

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. You do not have to open a campaign bank account if you do not spend any money and do not receive any contributions of money. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.

You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

All contributions — including contributions you make to yourself — must be deposited into the campaign bank account. All expenses must be paid from the campaign account.

The nomination fee is considered to be a personal expense, not a campaign expense. You do not need to have a campaign bank account in order to pay the nomination fee.

Contributions and campaign income

Contributions

Campaign contributions are any money, goods or services that are given to you for use in your campaign, including money and goods that you contribute to yourself.

If you are given a special discount on a good or service that you are purchasing for your campaign, the difference between what you were charged and what the market value would be is considered to be a contribution.

Corporations and other businesses are not permitted to make contributions to candidates. If you are being offered a discount, you should make sure that whoever is offering the discount is entitled to make a personal contribution to your campaign.

If a professional who would normally charge for a service gives you that service for free, the market value of the service is considered to be a contribution.

If you sell tickets to a fundraising event, the cost of the ticket is considered to be a contribution. If you sell goods at a fundraising event for more than their market value, the difference between what the person attending the fundraising event paid you and what they would have normally paid for the item is considered to be a contribution.

If you have inventory such as signs left over from a previous campaign and you use them again, the current market value of the signs (what it would cost you to buy those signs today) is considered to be a contribution that you make to your campaign.

If you or your spouse guarantees your campaign loan and the campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor.

Things that are not contributions

If you have volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you. You will have to report the total amount of money that you received from these donations on your financial statement.

The value of free political advertising, provided that such advertising is made available to all candidates and is in accordance with the *Broadcasting Act (Canada)* is not considered to be a contribution.

If you obtain a campaign loan from a bank or a recognized lending institution, the amount of the loan is not considered to be a contribution.

Who can make a contribution

You can accept contributions only from individuals who are residents of Ontario. Corporations and trade unions are not permitted to make contributions to candidates.

If your spouse is not a resident of Ontario, they can still make contributions to your campaign. They may not make contributions to any other candidate.

Groups such as clubs, associations or ratepayer's groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

Who cannot make a contribution

The following individuals and organizations are not permitted to make contributions to municipal council and school board campaigns:

- a corporation
- a trade union
- an individual who is not normally a resident in Ontario
- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board

When you can receive contributions

You can only accept contributions after the clerk has received your nomination, and you cannot accept contributions after your campaign period has finished. Any contributions received outside the campaign period must be returned to the contributor. If you cannot return the contribution to the contributor, you must turn it over to the clerk.

Contribution limits – contributions from yourself and your spouse

If you are running for municipal council, there is a limit on the total amount that you and your spouse may collectively contribute to your own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000. If the formula results in a number greater than \$25,000, the limit will still be \$25,000.

The clerk will tell you what your self-funding limit is.

All of the contributions that you and your spouse make to your own campaign count towards this limit, including:

- contributions of money
- the value of goods or services that you or your spouse donate to the campaign
- the value of any inventory from the previous election that you use again in this campaign

This limit does not apply to school board trustee candidates.

Contribution limits – contributions from other people

There is a \$1,200 limit that applies to contributions from other individuals. If a person makes more than one contribution (for example, contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

If you are running for mayor in the City of Toronto, the limit is \$2,500.

The maximum total amount that a contributor can give to candidates in the same jurisdiction (for example, running for the same council or for the same school board) is \$5,000.

You are required to inform every contributor of the contribution limits. An easy way to ensure compliance is to include the contribution limits on the receipt that you provide for each contribution.

Only a contribution that is \$25 or less can be made in cash. All contributions above \$25 must be made by cheque, money order, or by a method that clearly shows where the funds came from (such as certain debit, credit or electronic transfer transactions).

Contribution receipts

You must issue a receipt for every contribution you receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, you must determine the value of the goods or services and issue a receipt for the full value.

If you receive a contribution from a joint account, the contribution can only come from one person. You must determine who is making the contribution and issue the receipt to that person.

You are required to list the names and addresses of every contributor who gives more than \$100 total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than \$100.

Note: Contribution receipts are not tax receipts. Contributions to municipal council and school board campaigns cannot be credited against provincial or federal income taxes.

Returning ineligible contributions

You are required to return any contribution that was made or accepted in contravention of the [Municipal Elections Act, 1996](#), as soon as you learn that it was an ineligible contribution. If you cannot return the contribution, you must turn it over to the clerk.

Contributions should be returned or paid to the clerk if the contribution is:

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (someone who doesn't live in Ontario, a corporation, etc.)
- greater than the individual \$1,200 limit or the \$5,000 total limit per jurisdiction
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Unused contributions

If your campaign ends with a surplus, you can withdraw the value of contributions that you and your spouse made from the surplus. If you still have a surplus once you have withdrawn your contributions, the remaining surplus must be turned over to the clerk.

You are not permitted to refund eligible contributions made by anyone other than yourself or your spouse.

Contribution rebates

Your municipality may have a contribution rebate program. Contact your clerk for more information.

Contributions to municipal council and school board campaigns are not tax deductible.

Fundraising

Fundraising functions are events or activities held by you, or on your behalf, for the primary purpose of raising money for your campaign. If you hold an event to promote your campaign and you happen to receive some contributions or ask people to consider contributing to your campaign, this would not qualify as a fundraising event.

Similarly, if you have a sentence in your campaign brochure asking people to make a contribution or giving them information about how to contribute, this would not make the production of the brochure a fundraising expense since its primary purpose is to promote your campaign, not to raise money. Fundraisers can only be held during your campaign period. You must record the gross income (including ticket revenue and other revenue) and the expenses related to each event and activity on your campaign financial statement.

If you sell tickets to an event, the ticket price is considered to be a contribution to your campaign and you must issue a receipt to each person who purchases tickets. If the ticket price is higher than \$25, tickets cannot be paid for in cash.

Campaign income

If you raise funds by selling goods or services for more than fair market value, the difference between the fair market value and the amount paid is considered to be a contribution. If the good or service is sold for \$25 or less, the amount paid is considered to be campaign income that is not a contribution.

Campaign expenses

Expenses

Campaign expenses are the costs that you incur (or that a person such as your campaign manager incurs under your direction) during your campaign.

Reminder: the nomination fee is a personal expense rather than a campaign expense. It should not be reported on your campaign financial statement.

Expenses must be paid from your campaign bank account. If you use a credit card to pay for purchases, you should make sure that you keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Any taxes such as HST paid on purchases should be included in the amount of the expense.

You can incur expenses only during your campaign period, except for expenses related to the preparation of an auditor's report. If you are required to include an auditor's report with your financial statement, you may incur these expenses after the campaign period has ended. These expenses must also be reported on your financial statement.

Goods and services

Goods or services that are contributed to your campaign are also expenses. They should be treated as if the contributor gave you money and you went out and purchased the goods and services. You must record both the contribution and the expense.

Spending limits

Candidates are subject to two spending limits — a general limit, and a separate limit for expenses relating to parties and expressions of appreciation after voting day.

General spending limit

The general spending limit for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.85 per eligible elector
- for council member or trustee: \$5,000 plus \$0.85 per eligible elector

When you file your nomination, the clerk will give you an estimate of your general spending limit. This estimate will be based on the number of electors in the previous election.

On or before September 30, 2026, the clerk must give you a final general spending limit which is based on the number of electors on the voters' list for the current election.

If the spending limit estimate that you received when you filed your nomination is higher than the final spending limit you receive in September, the estimate becomes your official spending limit.

While most of your expenses will be subject to the general spending limit, the following expenses are not:

- expenses related to holding a fundraising event or activity

- expenses relating to a recount
- expenses relating to a court action for a controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- audit and accounting fees

Note: Any materials, events or activities must have fundraising as the primary purpose in order to be exempt from the spending limit. An incidental mention of contributions is not enough to qualify as fundraising.

When the general spending limit applies

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit.

Note: If you incur an expense before voting day, but don't get around to paying for it until after voting day, it would still be subject to the spending limit.

Spending limit for parties and expressions of appreciation

The spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting is calculated as 10% of the amount of your general spending limit.

Expenses related to parties and expressions of appreciation are subject to the specific spending limit regardless of whether they are incurred before or after voting day.

Leftover campaign inventory

If you ran in the last municipal council or school board election and you want to reuse leftover goods such as signs or office supplies, you must establish the current market value of the goods – what it would cost you to purchase them today. You must record the current market value as an expense.

If you have inventory left at the end of your campaign it becomes your personal property. If you want to store materials such as signs for use in another election, any costs related to storage are personal costs, not campaign expenses.

Note to accountants: The value of all goods must be recorded as an expense regardless of whether the campaign ends with used or unused goods in inventory. Do not deduct the

value of unused goods from the campaign expenses, as this will result in the campaign having a surplus on paper that the candidate does not actually have.

Surplus and deficit

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the clerk when you file your financial statement. The surplus will be held in trust, and you can use it if you incur expenses related to a compliance audit. If the surplus is not needed for these expenses, it becomes the property of the municipality or the school board.

If your campaign expenses are greater than your campaign income, your campaign will be in deficit.

Note: Ending your campaign with a deficit may result in questions being raised about how expenses were paid for, and whether you contributed more than your self-funding limit by paying outstanding expenses with personal funds.

Campaign advertisements

When campaign advertising appears in broadcast, print, electronic or other media, the broadcaster or publisher of the advertising must keep certain records:

- a written copy of the candidate's name, as well as the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate (this could be the candidate themselves)
- a copy of the advertisement (or the means of reproducing the advertisement for inspection)
- a statement of the charge made for its appearance

These records will be kept for four years after the date the advertisement appears.

Broadcasters and publishers must allow the public to inspect the records during this time.

If your campaign includes advertising that is broadcast or published, you must record the name of the broadcaster or publisher as well as their contact information in Schedule 3 of the campaign financial statement (Form 4).

Campaign financial statement

It is your responsibility as a candidate to file a **complete and accurate financial statement on time**.

The filing deadline is 2 p.m. on the last Friday in March following the election. Since March 26, 2027, falls on Good Friday and March 29, 2027, is Easter Monday, financial statements may be filed with the clerk until **2 p.m. on Tuesday, March 30, 2027**.

If you have a bookkeeper or accountant complete the financial statement for you, you are still responsible for ensuring that it is complete and accurate and filed on time.

Financial statements are not required to have original signatures. You should contact your clerk for information about whether you can file your financial statement electronically if you are not able to file your statement in person.

If you filed a nomination form, you must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

If you did not receive any contributions (including contributions from yourself) or incur any expenses, you are only required to fill out the first page of the financial statement and sign it.

If you received contributions or incurred any expenses you must complete the relevant parts of the financial statement.

If your campaign contributions (including contributions from yourself) or campaign expenses are greater than \$10,000, you must have your financial statement audited and include the auditor's report when you submit your financial statement to the clerk.

Filing early

You can file your campaign financial statement after you have ended your campaign. If you file your statement early and then discover an error, you can submit a corrected statement at any time before the filing deadline on March 30, 2027. Your original statement is deemed to be withdrawn when you file the corrected statement. You cannot withdraw a financial statement without submitting a corrected one.

Applying for an extension

If you think that you will be unable to file your financial statement by the deadline, you may apply **before March 30, 2027**, to the Superior Court of Justice for an extension. If the court grants the extension, you will receive the refund of your nomination fee if you file by the deadline given to you by the court.

Grace period for filing

If you have not filed your financial statement by the deadline, you may file your financial statement within 30 days after the deadline if you pay the municipality a \$500 late filing fee. This grace period ends at 2 p.m. on Thursday, April 29, 2027. You will not receive a refund of your nomination fee if you file during the 30-day grace period.

If you have not filed your financial statement by the end of the 30-day grace period and you did not apply to the court for an extension prior to the deadline, automatic penalties apply:

- you will forfeit your elected office (if you won the election)
- you will be ineligible to run for office or be appointed to fill a vacancy until after the 2030 election

If you did not file your financial statement by the end of the grace period, you may still file it for the purposes of having your finances on the record. The clerk will accept the financial statement and make it available to the public. The penalties will still apply.

Separate statement for each office

If you filed a nomination and then changed your mind and filed a nomination for a different office, you may be required to file a separate financial statement for each campaign.

Extended campaigns

Your campaign period ends on December 31, 2026. However, if your campaign has a deficit, you can extend your campaign in order to do some additional fundraising. If you want to extend your campaign, you must notify the clerk on or before December 31, 2026, using the [Notice of Extension of Campaign Period form \(Form 6\)](#).

Your campaign may be extended until June 30, 2027.

If you extend your campaign, you must file two financial statements:

- a financial statement reflecting your campaign until December 31, 2026, (due March 30, 2027)
- a supplementary financial statement that includes the information from your initial statement and adds financial information from your extended campaign

The supplementary financial statement must be filed with the clerk by 2 p.m. on Friday, September 24, 2027.

Auditor's report

You must have an auditor review your financial statement and provide a report if any of the following are true:

- your campaign expenses exceed \$10,000
- the contributions you received (including contributions from yourself) exceed a total of \$10,000
- both your expenses and your contributions exceed \$10,000 each

The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act, 2004](#). Before you hire someone to prepare the report, ensure that they are properly qualified.

You can incur expenses relating to the auditor's report after December 31, 2026. These expenses do not count toward your spending limit. Include these expenses on the financial statement that you are filing.

Compliance and enforcement

Enforcement of the [Municipal Elections Act, 1996](#), is done through the courts. The Ministry of Municipal Affairs and Housing does not have a role in investigating elections or in determining penalties.

Automatic penalties

There are three contraventions of the [Municipal Elections Act, 1996](#), where penalties apply automatically:

1. if you fail to file a financial statement by the end of the 30-day grace period or fail to apply to the court before March 30, 2027, for an extension by the filing deadline
2. if your financial statement shows that you exceeded your spending limit
3. if you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or be appointed to fill a vacancy until after the 2030 election.

Compliance audits

Each municipality and school board must establish a compliance audit committee.

If an eligible elector believes that you have contravened the election finance rules, they may apply for a compliance audit of your campaign finances. The application must be in writing and must set out the reasons why they believe you contravened the rules.

An application for a compliance audit must be submitted to the municipal clerk who conducted the election within 90 days of the deadline to file the campaign financial statement.

The compliance audit committee will consider the application and decide whether to grant or reject the application. You may appeal the committee's decision to the Superior Court of Justice within 15 days after the decision is made.

If the committee grants the application, it will appoint an auditor to conduct a compliance audit of your campaign finances. The auditor is entitled to have access to all of the financial records related to your campaign. The auditor will produce a report, which you are entitled to receive.

The compliance audit committee will meet to consider the auditor's report. If the report concludes that there is an apparent contravention of the [Municipal Elections Act, 1996](#), the committee will decide whether to commence legal action.

The compliance audit committee does not have any authority to set penalties. Only the court can decide if you contravened the Act and, if so, which penalties should apply.

A person who does not want or who is not able to apply for a compliance audit may decide to commence legal action on their own. A prosecution related to the 2026 election must be commenced by November 15, 2030.

Penalties

If you are convicted of an offence, you may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to vote or run in the next general election
- up to six months in prison
- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

Completing the financial statement

General information

All candidates must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

Candidates must use [Form 4](#).

All candidates must complete Box A: Name of Candidate and Office and Box B: Declaration.

- **If you did not receive any contributions** (including contributions from yourself) or incur any expenses, check the box indicating this, and complete the Declaration in Box B. No further information is required.
- **If you did receive contributions** (including contributions from yourself) or incur expenses, you must fill in the information in Box C, Box D, Schedule 1 and Schedule 2, as appropriate. You may find it easier to fill out the form if you start with the more detailed sections such as the tables in Schedule 1 before filling in Box C (Statement of Campaign Income and Expenses).

If you received contributions or incurred expenses in excess of \$10,000, you must include an auditor's report with your financial statement.

Your completed financial statement must be submitted to the clerk by **2 p.m. on Tuesday, March 30, 2027**.

Supplementary financial statements must be submitted to the clerk by **2 p.m. on September 24, 2027**.

Tips for completing Form 4

Learn more about how to correctly fill out the campaign financial statement.

Box A: Name of candidate and office

Record your general spending limit and your spending limit for parties and other expressions of appreciation.

Note: automatic penalties will apply if the form reports that either of the spending limits have been exceeded.

If you are running for a council position, record your self-funding limit.

Box B: Declaration

By signing the form, you are declaring that the information recorded in the financial statement is true and accurate. If your financial statement was prepared by someone else, you as the candidate are still responsible for its accuracy.

Box C: Statement of campaign income and expenses

Loan

If you obtained a loan for your campaign, you must record the name of the bank or recognized lending institution and the amount borrowed.

You are permitted to get a loan only from a bank or other recognized lending institution in Ontario, and it must be paid directly into your campaign bank account. You may not receive a loan from family members or from any corporate accounts that you may have access to.

The loan is not considered to be campaign income, and paying it back is not a campaign expense. However, if you or your spouse guarantee the loan and the campaign does not repay all of it, the remaining balance is considered to be a contribution (since the guarantor is basically providing the campaign the means to repay the loan). This amount counts towards your self-funding limit.

Any interest that the campaign pays on the loan is a campaign expense.

Income

Your campaign income includes all contributions received from yourself, your spouse and other eligible contributors. This includes the value of contributions of goods and services. Income also includes any refunds of deposits, interest earned by your campaign bank account, and revenue from fundraising events or activities that is not deemed a contribution (for example, if you sold refreshments at market value).

Example

You have 100 t-shirts printed to sell at a fundraiser. The cost to the campaign is \$10 per shirt, and you sell them for \$25 each.

The \$25 is not a contribution. You do not have to collect names and contact information, or issue a contribution receipt to anyone who buys a shirt.

The \$1,000 that you spent on the shirts must be recorded as a campaign expense.

The \$2,500 that you raised by selling the shirts must be recorded as revenue from fundraising events not deemed a contribution.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution and must be recorded as revenue from fundraising events not deemed a contribution.

Sign deposit

If your municipality requires a deposit for election signs, this should be recorded as a campaign expense and paid for using campaign funds. If your deposit is refunded, record the amount under Income.

Expenses

Your campaign expenses include the value of any goods or services that have been contributed to your campaign (it is as if the contributor gave money to the campaign, which the campaign then spent on acquiring the goods or services).

The general spending limit applies only to expenses incurred until the end of voting day. Expenses incurred after voting day are not subject to the spending limit.

Note: An expense subject to the general spending limit that was incurred prior to voting day but not paid for until after voting day is still subject to the limit.

Some types of expenses are not subject to the general spending limit even if they are incurred prior to voting day.

Expenses related to parties and expressions of appreciation after voting day are subject to that spending limit regardless of when they are incurred.

Box D: Calculation of surplus or deficit

Campaign deficit

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your expenses are greater than your income, your campaign is in deficit.

If you have extended your campaign in order to fundraise, you must still file a financial statement reflecting your campaign finances to December 31, 2026.

Campaign surplus

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your income is greater than your expenses, your campaign has a surplus.

You are entitled to reimburse contributions made by yourself or your spouse out of the surplus. For example, if the surplus was \$500 and you contributed \$400 to your campaign, you may deduct that \$400, leaving your campaign with a surplus of \$100. If the surplus was \$500 and you contributed \$600, you may deduct \$500 of your contribution, leaving your campaign with \$0. You may not deduct more than the value of the surplus.

If, after deducting contributions made by yourself or your spouse, the campaign still has a surplus, these funds must be turned over to the clerk.

Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

The following tables are included in Schedule 1 and need to be filled in, if applicable:

- Table 1: Contributions in goods or services from candidate or spouse
- Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
- Table 3: Monetary contributions from individuals other than candidate or spouse where contributions exceed \$100 per contributor
- Table 4: Contributions in goods or services from individuals other than candidate or spouse where contributions exceed \$100 per contributor

Contributions from yourself and/or your spouse

If you are running for municipal council, you and your spouse are subject to limits on how much you can contribute to your campaign. This limit applies to contributions of money, goods and services, as well as the value of any inventory from a previous campaign that you have used in your current campaign.

Record these amounts on the lines provided in Schedule 1. Do not include them in the tables of contributions (Table 1 or Table 2). The other reason to identify the contributions from you and your spouse is because those contributions can be reimbursed by you and your spouse if the campaign ends with a surplus.

Note: you must report the full amount of the contributions made by you and your spouse, including any amounts that have been reimbursed from a surplus.

Contributions totalling \$100 or less

If the total amount contributed (including the value of goods and services) from a single contributor is \$100 or less, you do not need to provide details on the form. Simply indicate the total value of all such contributions on the line provided at the top of Schedule 1.

If an anonymous contribution is \$100 or less, include it in the total value of contributions not exceeding \$100 per contributor. Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Goods and services from candidate or spouse

If you or your spouse contribute goods and services to your campaign, this must be recorded as a contribution. Record any contributions in Table 1 of Schedule 1.

Inventory from previous campaign

Any inventory from a previous campaign that you are using again is a contribution in goods that you make to your campaign and counts towards your self-funding limit. You must calculate the current market value (for example, if you have 100 signs left over from 2022 and use them again, you must calculate how much it would cost to purchase those same signs in 2026) and record it in Table 2. This inventory must also be recorded as a campaign expense.

Contributions totalling more than \$100

If a contributor makes 1 or more contributions totalling more than \$100 (including the value of goods and services and the cost of tickets to fundraising events), you must record all of these contributions in the tables provided in Schedule 1 (Tables 3 and 4).

If an anonymous contribution is more than \$100, include it in the total value of contributions exceeding \$100 per contributor, and include it in Table 3 (listing “anonymous” as the name of the contributor). Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Note: it is the total amount contributed that matters — if an individual buys a ticket to a fundraising event for \$50, and then later in the campaign contributes \$75, each of these contributions must be recorded in Table 3 because the total exceeds \$100.

Goods and services from individuals other than candidate or spouse

Eligible contributors may donate goods and services to the campaign. These must be recorded as a contribution and as an expense (as if the contributor donated money, which the campaign then spent on the goods and services).

Corporations and trade unions are not permitted to make contributions to candidates. This includes contributions of goods and services.

Example:

Your friend spends \$150 on coffee and baked goods which they donate for a campaign event. You should record a contribution of \$150 in goods or services from your friend and record an expense of \$150.

If you are given a special discount on a good or service that you are purchasing for your campaign, you should record the expense as if you were not given the discount (since the value of the discount is considered to be a contribution of the good or service to your campaign).

Example:

Your order for campaign signs would normally cost \$500, but the vendor lets you have them for \$300 because he wants to help your campaign. You should record an expense of \$500 for the signs and record a contribution of \$200 in goods or services from the vendor.

Note: As businesses are not permitted to make contributions, the contribution would have to be a personal contribution from the vendor.

Contributions in goods or services from individuals other than the candidate or spouse must be recorded in Table 4 of Schedule 1.

Schedule 2: Fundraising events and activities

The cost of holding fundraising events or activities is not subject to the spending limit. However, in order to be considered a fundraising cost, the primary purpose for the expense must be related to fundraising rather than promoting the candidate. Incidental fundraising that happens to occur during a promotional event is not sufficient to make it a fundraising event. Similarly, a line at the bottom of a campaign brochure asking people to donate does not make the production of the brochure a fundraising expense.

If you have included costs of fundraising events/activities as an expense in Box C, you must provide details of these events and activities in Schedule 2.

Contributions received at a fundraising event may include:

- the price of the ticket
- if goods or services are offered for sale, any amount of money paid that exceeds their market value (for example, if a \$100 item is sold for \$175, the purchaser has made a \$75 contribution to the campaign)
- personal cheques collected from contributors at the event

If contributors have donated goods or services for the fundraising event, these must be recorded as contributions and as expenses.

These contributions must be recorded in Schedule 1, and where the total from a contributor exceeds \$100, be detailed in the appropriate tables. Refer to the section above [Schedule 1: Contributions](#) for more information.

The fundraising event may also generate revenue that is not considered to be a contribution:

- donations of \$25 or less
- if goods or services are offered for sale, the market value of those goods and services sold (for example, if a \$100 item is sold for \$175, \$100 is revenue)
- the amount paid for goods or services offered for sale for \$25 or less

Anonymous contributions

You may keep anonymous contributions that do not exceed \$25 each that are received at a fundraiser (such as those collected by passing the hat or having a tip jar). Report the total amount of money received from these donations in Schedule 2 for that fundraiser.

All other anonymous contributions must be turned over to the clerk.

You will then subtract the contribution as paid or payable to the clerk to arrive at the Total for Part II Contributions in Schedule 2.

Schedule 3: Broadcasters and publishers

If your campaign had any advertising that was broadcast or published, you must record the name of each broadcaster and publisher, along with their contact information.

Auditor's report

If your campaign expenses or the contributions you received total more than \$10,000, you must have an auditor review your financial statement and provide a report.

The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act, 2004](#). Before you hire someone to prepare the report, you should ensure that they are properly qualified.

Forms referred to in this guide

You can get copies of forms from your municipal clerk, or you can download them from the [Government of Ontario's Central Form Repository](#).

[Nomination Paper \(Form 1\)](#)

[Endorsement of Nomination \(Form 2\)](#)

[Financial Statement – Auditor’s Report – Candidate \(Form 4\)](#)

[Financial Statement – Subsequent Expenses \(Form 5\)](#)

[Notice of Extension of Campaign Period \(Form 6\)](#)



Mississippi
Mills

INTERNET / TELEPHONE VOTING PROCEDURES

2026 MUNICIPAL ELECTION

OCTOBER 26, 2026

CONTENTS:

These rules and procedures have been prepared for the purposes of convenience only. For accurate reference, refer to the *Municipal Elections Act, 1996, S.O. as amended*.

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AUTHORITY

1.1 On March 7, 2017, the Council of the Municipality of Mississippi Mills adopted By-law No. 17-23 the use of an alternative voting method, that being electronic voting by internet/telephone. Additionally, it authorized the Clerk to execute an agreement with an appropriate service provider for the provision of its internet and telephone voting services.

1.2 The *Municipal Elections Act, 1996*, states as follows:

Section 42 (3) Procedures - forms

The clerk shall,

- (a) establish procedures and forms for the use of,
 - i) any voting and vote-counting equipment authorized by by-law, and
 - ii) any alternative voting method authorized by by-law; and
- (b) provide a copy of the procedures and forms to each candidate.

1.3 Section 42 (4) Procedures – forms – June 1

The following rules apply with respect to the clerk's duties under subsection (3):

The clerk shall comply with subsection (3),

- i) in the case of a regular election, on or before June 1, and
- ii) in the case of a by-election, at least 60 days before the first day on which an elector can vote.

1.4. These procedures and forms, being consistent with the principles of the *Municipal Elections Act, 1996*, prevail over anything in the Act and the regulations made under it.

1.6 Section 11(1) Clerk – duties – exceptions

The Clerk of a local municipality is responsible for conducting elections within that municipality and subsection (2) for,

- i) preparing for the election;
- ii) preparing for and conducting a recount in the election; and iii) maintaining peace and order in connection with the election.

1.7 With respect to the duties and authority of a municipal clerk, the *Municipal Elections Act, 1996*, further states:

Section 12 (1) Clerk Powers

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.

Section 12 (2) Clerk – Powers to establish forms

The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

Section 12 (3) Proof of identification, qualification, etc.

The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to

furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.

Section 13 (1) Clerk to give notice - how - when

Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.

Section 13 (2) Information about rights under Act

The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

- 1.8 Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the benefits of using alternative voting, being internet/telephone voting, includes eliminating proxies and lengthening the voting period and as By-law No. 13-114 is silent on these issues, they are therefore not applicable.
- 1.9 Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act, 1996*.
- 1.10 The *Municipal Elections Act, 1996*, more specifically Section 53, also provides that the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the Clerk, that are consistent with the principles of the *Municipal Elections Act, 1996*, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- 1.11 Therefore, as Clerk of the Municipality of Mississippi Mills and responsible for conducting the elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal Elections and also establish that the attached forms are the forms permitted to be used during this election process.

Dated at Mississippi Mills:
January 12, 2026

Original Signed By
Jeanne Harfield, Clerk/Returning Officer

DEFINITIONS

- a) Act means the *Municipal Elections Act, 1996, S.O.1996, c. 32*, as amended.
- b) Auditor means the person appointed by the Clerk to perform the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the Intelivote System.
- c) Ballot means either an image on a computer screen of a ballot card for an office to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describes all choices available to the electors and explains how to mark their selection by depressing the numbered touchtone keypad.
- d) Candidate means a person who has been nominated under Section 33 of the *Municipal Elections Act, 1996*.
- e) Certified Candidate means a candidate whose nomination has been certified by the Clerk under Section 35 of the *Municipal Elections Act, 1996*.
- f) Clerk means the Clerk of the Municipality of Mississippi Mills who is responsible for conducting this election under the authority of the *Municipal Elections Act, 1996*.
- g) Election Official means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the *Municipal Elections Act, 1996*. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath.
- h) Friend means a person who has been requested by an elector to assist him or her in the voting process.
- i) Help Centre means a location designated by the Clerk to assist electors with the internet/telephone voting process or other general election inquiries.
- j) Interpreter means a person who has been requested by an elector to interpret the voting instructions into a language including sign language that the elector can understand.
- k) Nomination Day means Friday, August 21, 2026 from 9:00am - 2:00pm
- l) Normal business hours means Monday to Friday, 8:30 a.m. to 4:30 p.m.
- m) Password means an additional access control word assigned by Intelivote Systems Inc. to each authorized user (e.g. Auditor, Clerk, Election Official) to provide additional security for access to the voting system.
- n) Personal Identification Number (PIN) means a unique multiple digit number assigned by Intelivote Systems Inc. to each voter to provide security for access to the voting system.

- o) Proof of Identification means the proof of identity and residence as prescribed in O.Reg.304/13 of the *Municipal Elections Act, 1996* including when an elector completes the prescribed form and takes a statutory declaration that s/he is the elector shown on the Voters' List.
- p) Preliminary List of Electors means a list of electors for the Municipality of Mississippi Mills compiled by the Chief Electoral Officer and provided to the Municipality by July 31, 2026.
- q) Revision Centre means a location designated by the Clerk where eligible electors can make additions, deletions and corrections to their information on the Voters' List.
- r) Scrutineer means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- s) Municipality means the Municipality of Mississippi Mills.
- t) Voters' List means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the *Municipal Elections Act, 1996*.
- u) Voting Day means the final day on which the vote is to be taken in an election Monday, October 26, 2026 and ends at 8:00 p.m.
- v) Voter Information Letter means a letter containing a PIN, a telephone access number and an internet address for voting, a Revision Centre number for assistance and a list of candidates for office. These letters shall be mailed individually to every person on the Voters' List or provided by Election Officials to persons who have completed an application for inclusion on the Voters' List.
- w) Voting Period means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Monday, October 19, 2026 at 10:00 a.m. to Monday October 26, 2026 at 8:00 p.m.
- x) Website means the Municipal website www.mississippimills.ca.

APPLICATION

- 3.1 These procedures have been developed under the authority of Section 42(4) pursuant to Section 42(3)(a)(ii) of the Act and apply to the internet/telephone voting being conducted by the Municipality between Monday, October 19, 2026 and Monday, October 26, 2026.
- 3.2 The procedures and forms established by this document prevail over anything in the Act and its regulations, per subsection 42(4) of the Act.
- 3.3 Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Act with the same being determined and established by the Clerk.

- 3.4 These procedures may be amended, as necessary and deemed appropriate, by the Clerk and any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for municipal council and/or school boards.
- 3.5 The Clerk's ruling on the interpretation of all or part of this document is final.

ELECTION PERSONNEL

- 4.1 The Clerk may appoint in writing Election Officials for the purposes of these rules and procedures and to assist in the administration of the election process, including but not limited to, revising the Voters' List, management and control of the voting system, security of the election, issuance of notices, administering oaths and printing of materials and may designate their titles and duties.
- 4.2 Written appointments and delegation of duties of Election Officials shall include the authority to require any person to furnish proof of identification.

SECRECY

- 5.1 The Clerk shall require all Election Officials for the 2026 Municipal Elections to swear or affirm an oath of secrecy (Form LC25) in accordance with Section 49 of the Act.
- 5.2 No person shall interfere or attempt to interfere with an elector while in the process of accessing the telephone/internet voting service or interfere or attempt to interfere in the voting process while using the internet/telephone voting service unless expressly requested and authorized by an elector for assistance.
- 5.3 Notwithstanding Section 5.2, an elector voting at the Help Centre may vote with assistance of a friend or interpreter. The elector and those providing assistance shall take the appropriate oaths on Oral Oaths at Help Centre (Form LC24) and shall maintain the secrecy of the vote(s) indicated by the elector and shall vote according to the instructions and wishes of the elector.
- 5.4 No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted.
- 5.5 No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
- 5.6 No elector shall reveal how s/he intends to vote except when obtaining assistance in voting from a friend, interpreter or an Election Official.
- 5.7 All complaints regarding any breach of secrecy shall be documented by the Election Official to his/her satisfaction, questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the police for further investigation and prosecution.

VOTER QUALIFICATIONS

- 6.1 A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 26, s/he:
- (i) is a Canadian citizen,
 - (ii) is at least 18 years old,
 - (iii) resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
 - (iv) is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996* or otherwise, by law.

PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

The Preliminary List of Electors shall be requested from the Chief Electoral Official in an electronic format. The list shall be reviewed by the clerk of The Municipality of Mississippi Mills and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, and the list shall be approved for use as the Voters' List.

- 7.1 The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the voters' list shall not be used for any commercial purposes.
- 7.2 The candidates shall receive login ID(s) and password(s) allowing them to view the voters' list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.
- 7.2 The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre(s).
- 7.3 Additions, corrections and deletions may be made to the list in accordance with the Municipal Elections Act, 1996.
- 7.4 The clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the voters' list under the Act and the same shall be the final voters' list. This list, as required under Section 27 of the Municipal Elections Act, shall be available after September 1, 2026 at Mississippi Mills, Municipal Office at 3131 Old Perth Rd.
- 7.5 The voters' list, as corrected by the clerk pursuant to Section 22 of the Municipal Elections Act, 1996 shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.
- 7.6 The name of each resident elector shall be entered on the PLE for the voting subdivision in which s/he resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land. An elector's name should appear on the PLE only once.

- 7.7 The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026. The Clerk may use any information that is in the municipality's custody or control subject to the *Municipal Freedom of Information and Protection of Privacy Act* when correcting the list for obvious errors. The corrected preliminary list becomes the Voter's List.
- 7.8 The Voters' List shall be reproduced on or before September 1, 2026.
- 7.9 Upon written request, the Clerk shall give every candidate a copy of the Voters' List. Each candidate will be required to sign the Declaration of Proper Use of the Voters' List (Form LC10).
- 7.10 The Clerk may place in a local newspaper(s) on or before Tuesday, September 1, 2026 a notice of the posting of the Voters' List.
- 7.11 The use of the Voters' List shall be in accordance with the Policy for Use of the Voters' List (Form LC11).

REVISIONS TO THE VOTERS' LIST

- 8.1 An elector may make an application to amend their information on the Voters' List using the prescribed form "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in O. Reg. 304/13, between the 1st day of September, 2026 to the 26th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.
- 8.2 The Voters' List may be amended using the prescribed form Application to Amend Voters' List" (Form EL15) and providing proof of identification at the Municipal Office or a designated Revision Centre.
- 8.3 Persons, upon application in writing on the appropriate form, may have their name added, removed or information added or amended on the Voters' List. Applications for revisions to the Voters' List may be filed in person by the applicant or by his or her agent or by mail, by the applicant.
- 8.4 A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the form "Application for Removal of Deceased Person's Name from the Voters List" Form EL16 and providing proof of identity and residence as prescribed in O. Reg. 304/13, between the 1st day of September, 2026 to the 26th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.
- 8.5 The Clerk shall, during the period beginning on September 20th and ending on September 30th in the year of a regular election, prepare an "Interim List of Changes" Form LC12 to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate.
- 8.6 The Clerk shall prepare the "Final List of Changes" Form LC14 to the Voters' List by November 25, 2026. A certified copy of the Final List of Changes shall be sent to the Chief Electoral Officer together with a copy of the approved applications Form EL15 and Form EL16.

- 8.7 The Clerk and/or Intelivote Systems Inc. shall produce an electronic list of the additions, corrections and deletions to the Voters' List and make available online these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. This list, as required under Section 27 of the Act, shall be available on September 30, 2026 at the Municipal Office.
- 8.8 The voters' list, as corrected by the clerk pursuant to Section 22 of the Municipal Elections Act, 1996 shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.
- 8.9 Voter Information Letters shall be distributed by first class mail to all eligible voters to enable them to use the internet/telephone voting service.

REVISION / HELP CENTRE

- 9.1 Revision Centres and Help Centres will be established at the following locations:

Municipal Office
3131 Old Perth Road
Almonte, ON

October 19: 10:00am to 4:30pm
October 20-23: 8:30am to 4:30pm

October 24: 10:00am. to 4:00pm
October 26: 8:30am to 8:00pm

Stewart Community Centre
112 MacFarlane Street
Pakenham, ON

October 24: 10:00 a.m. to 4:00 p.m.
October 26 8:30 a.m. to 8:00 p.m.

John Levi Community Centre
182 Bridge St.
Almonte, ON

October 24: 10:00 a.m. to 4:00 p.m.
October 26: 8:30 a.m. to 8:00 p.m.

- 9.2 The following services shall be available at a Revision Centre:

- add/amend/delete a name from the Voters' List
- answer general questions

- 9.3 The following services shall be available at a Help Centre:

- issue replacement Voter Information Letters and PINs
- ability to vote by telephone/internet
- explain and assist electors on how to vote by telephone/internet
- answer general questions

- 9.4 Eligible electors who are not on the Voters' List will be able to attend at the Revision

Centre and have the Voters' List amended accordingly.

- 9.5 Eligible electors who have been added to the Voters' List will be assigned and issued or mailed a Voter Information Letter containing a PIN.
- 9.6 Where an eligible elector has lost his or her Voter Information Letter or did not receive it in the mail, or the PIN has been used by an imposter, s/he can attend a Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN and complete appropriate forms.

NOTICES

- 10.1 The Clerk shall determine the dates of all advertisements and the notices that are to appear in order to comply with the requirements and principles of the Act.
- 10.2 Notice of Revisions to Voters' List will be published and posted at the municipal offices and on the Municipal website before September 2, 2026.
- 10.3 When a municipal election is to be held, the Clerk shall give electors notice of the following:
- a) that electors in the Municipal will be voting by telephone or internet and how to do so;
 - b) the times and dates for voting including the voting period,
 - c) the offices of the municipal council and/or school boards
 - d) who is eligible to vote in the municipal election; and
 - e) the location and hours of the Revision Centres and Help Centres,
 - f) how electors can verify that their name is on the Voters' List and the procedures by which their name can be added or information revised on the Voters' List as well as the procedure by which another person's name may be deleted from the list.
- 10.4 The Clerk shall give electors notice when candidates have been acclaimed.
- 10.5 On or about October 12, 2026, each person on the Voters' List shall be mailed, by first-class mail a sealed Voter Information Letter containing:
- a) his or her PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to cast his or her vote using the Internet
 - b) instructions on how to vote;
 - c) dates and hours of voting;
 - d) the location and telephone number of the Help Centre.
 - e) voter eligibility criteria; and
 - f) offices and candidates' names
- 10.6 Where possible, joint advertising may take place in cooperation with all Lanark County municipalities.
- 10.7 An information session will be provided for the public for the purpose of explaining and answering questions of the electorate. The date and time will be advertised in a local newspaper and on the Municipal website.

ACCLAMATIONS

- 11.1 If after 4:00 p.m. on Monday, September 14, 2026, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation.
- 11.2 The Clerk shall cause a notice to be posted at the Municipal Office, in the local newspaper and on the Municipal website.
- 11.3 Where candidates have been acclaimed, there shall be no election conducted for this office(s).

PREPARATION OF VOTER NOTIFICATION LETTERS

- 12.1 The Voters' List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Intelivote Systems Inc. by September 20, 2026 in electronic format in order that Intelivote Systems Inc. may cause the Voter Information Letter to be printed.
- 12.2 Voter Information Letters, similar to (Form LC41), shall be delivered to Canada Post and distributed by first class mail to all eligible voters no later than October 12, 2026.

VOTING

- 13.1 A internet/telephone voting method shall be used for the 2026 municipal elections.
 - (i) Eligible electors shall be required to telephone a designated number or access a designated internet address to cast their vote.
 - (ii) Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail in a sealed and personalized Voter Information Letter.
 - (iii) The Intelivote system will allow the eligible voter to vote using a telephone or internet.
 - (iv) Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
 - (v) The voting system shall enable the voter to abstain/skip from voting for an office(s) if s/he wishes to do so.
 - (vi) Once the Voter PIN has been used to complete all races associated with the election it cannot be used again and further access shall not be granted to the internet/telephone voting service.
- 13.2 The Voting Period will commence on October 19, 2026 at 10:00 a.m. and end on October 26 at 8:00 p.m.
- 13.3 Prior to the activation of the system by Intelivote Systems Inc., being October 19, 2026, Intelivote Systems Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Official, to the voting system by secure ID and password, for the purposes of providing a list of all of the candidates' names including the sum total of

- votes cast to ensure that all totals for all candidates indicate “0” (zero). The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a zero total.
- 13.4 Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at “0” and shall be permitted to sign a document that attests to this fact.
- 13.5 Intelivote Systems Inc. will make available online a list to the Clerk and any other appropriate individuals of the Municipality of all electors by order of polling subdivisions, wards, and who have voted during the Voting Period. A list of electors who have voted during this period will be provided or made available to the candidates or their respective scrutineer through the Clerk’s Office or by electronic means by Intelivote Systems Inc at the Clerk’s discretion. This list shall be provided by Intelivote Systems Inc. in real time or as closely as possible to real time.
- 13.6 Intelivote Systems Inc. will make available during the course of the election, IDs and passwords for candidates and/or their scrutineers that will enable them to connect to the voting system and review elector list information previously identified by them to discern which electors have participated in the election. This capability does not provide the candidate, or their designate, information on how an elector has voted.
- 13.7 Where a voter qualifies at more than one location in the Municipality, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other documents(s) to the Municipal Office.
- 13.8 Voter Information Letters returned to the Municipal Office unopened will be opened and the PIN status will be disabled so that the PIN cannot be used. The opened Voter Information Letters will then be marked “unused” and be maintained in a secure fashion and will be destroyed at the same time as all other municipal election material.
- 13.9 The PIN in Voter Information Letters returned to the Municipal Office opened but not used will be disabled by an Election Official so that the PIN cannot be used. The opened Voter Information Letters will then be marked “unused” and be maintained in a secure fashion and will be destroyed at the same time as all other municipal election material.
- 13.10 The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
- a) that were sent to eligible voters;
 - b) that were returned from the Post Office;
 - c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
 - d) that were set to a status that prevented them from being voted;
 - e) that were re-issued to an eligible elector.
- 13.11 Where an eligible elector has lost his or her Voter Information Letter or did not receive it in the mail, he or she can attend a Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN and complete the “Application for Re-Issue of a Voter’s Information Letter (Lost and Unused) (Form LC42).

- 13.12 The Election Official will disable the elector's lost PIN and electronically mark it in the system as having been lost. Upon providing proof of identification to an Election Official and upon taking the required oath, the Election Official shall issue a Voter Information Letter containing a new PIN.
- 13.13 Where an eligible elector has attempted to vote and his or her PIN has already been used, he or she can attend a Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote or use his or her assigned PIN. Upon providing proof of identification to an Election Official, the elector shall complete an Application for Re- Issue of a Voter's Information Letter Used by an Impersonator (Form LC43). If satisfied that the elector has not voted, the Election Official shall administer the required oath and issue a Voter Information Letter containing a new PIN.
- 13.14 Where an eligible voter has received an incorrect PIN in terms of ward, if applicable, and/or school support, the voter can contact the Help Centre and have the proper category applied to the existing PIN. If the voter has used the PIN to vote, the system will indicate what races the elector has already voted and shall have the category changed to the proper one required and the voter shall re-access the system and vote all races not yet completed.
- 13.15 The eligible elector shall be able to re-enter the system at any time during the election using the original PIN or the re-categorized PIN until all races have been completed.
- 13.16 New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk. A Voter Information Letter containing the PIN shall not be given to any person at the Revision Centre unless proof of identification is provided and the individual has taken the required oath as administered by the Election Official.

VOTING PROCESS

- 14.1 Eligible electors may either vote by:
 - a) accessing the telephone number provided in the Voter Information Letter by using only a touch-tone telephone (not a rotary dial telephone). Diga-pulse telephones will be able to access the system using their PIN providing the over-ride button on their telephone to a touch-tone mode is completed. Should the preceding be incorrectly completed, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official, or
 - b) accessing the internet address provided in the Voter Information Letter.
- 14.2 Eligible electors may attend a Help Centre and/or a Revision Centre for assistance and to access a touch-tone telephone and internet access during the following hours:

Location	Date	Time
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Municipal Office 3131 Old Perth Road Almonte	October 19, 2026 October 20-23, 2026 October 24, 2026 October 26, 2026	10:00am to 4:30pm 8:30am to 4:30pm 10:00am to 4:00pm 8:30am to 8:00pm
Stewart Community Centre 112 McFarlane Street Pakenham	October 24, 2026 October 26, 2026	10:00am to 4:00pm 8:30am to 8:00pm
John Levi Community Centre 182 Bridge St. Almonte	October 24, 2026 October 26, 2026	10:00 am to 4:00 pm 8:30am to 8:00pm

- 14.3 Help Centres and Revision Centres will also be provided at the following institutions during the week of October 19-23, 2026:

Location	Date	Time
Fairview Manor 95 Spring Street Almonte	October 20, 2026	9:30am to 12:00pm
Almonte County Haven 333 Country Street Almonte	October 22, 2026	1:00pm to 3:00pm
Orchardview 219 Paterson Street Almonte	October 21, 2026	9:30am to 11:30am 12:30pm to 2:00pm
Rosamond Wing Almonte General Hospital 75 Spring Street Almonte	October 21, 2026	2:00pm to 3:00pm
Clayton Seniors Housing 134 Linn Bower Lane Almonte	October 19, 2026	1:00pm to 3:00pm

SCRUTINEERS

- 15.1 A certified candidate may appoint scrutineers to represent him or her during the voting and during the receipt of voting results. The appointment shall be made using the Appointment of Scrutineer (Form LC22) and must be signed by the candidate.
- 15.2 Only one candidate or his/her appointed scrutineer may be in attendance at a Help Centre at one time. The scrutineer/candidate must take the Oath of Secrecy (Form

LC25) at a Help Centre.

- 15.3 A person appointed as a scrutineer, before being admitted to a Help Centre, shall show their Appointment of Scrutineer and provide proof of identification to the election official.
- 15.4 The rights of Scrutineers (includes candidates, except candidates elected by acclamation) are as follows:
- a) to be present to verify and ensure that all totals of votes cast are at “0” as the test is conducted to verify that all totals of votes cast for all candidates are at “0” prior to the voting system being activated.
 - b) to be present at the time and place where results are received by the Clerk to sign the results report indicating the results and votes cast.
 - c) in the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present.
- 15.5 Scrutineers and candidates are prohibited from the following:
- a) attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate at a Help Centre
 - b) displaying a candidate’s election campaign material in a Help Centre or Revision Centre
 - c) compromising the secrecy of the voting
 - d) interfering or attempting to interfere with an elector who is marking a ballot
 - e) obtaining or attempting to obtain, in a Help Centre, any information about how an elector intends to vote or has voted
 - f) communicating any information obtained about how an elector intends to vote or has voted
 - g) using a cellular telephone within a Help Centre
- 15.6 Any scrutineer or candidate failing to abide by the above rights and prohibitions shall be directed to leave.

SYSTEM INTEGRITY

- 16.1 The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:
- a) ensuring that every eligible elector on the Voters’ List is mailed, using first class mail, a sealed Voter Information Letter which contains the voter’s unique PIN;
 - b) ensuring that no one except Intelivote Systems Inc., including the Clerk, maintains a list of PIN that matches each voter’s name and address; and
 - c) providing an opportunity for eligible electors who do not appear on the Voters’ List to be added to the list or to make amendments to the list, up to and including Election Day, October 26, 2026, at 8:00 p.m.
- 16.2 The voting system shall be tested on several occasions by an Auditor, appointed by the Clerk. The test(s) shall include, but not be limited to the following:

- a) checking the wording of the script;
 - b) checking the Help Centre and Revision Centre telephones and internet access;
 - c) checking script and input timing;
 - d) attempting to use a PIN more than once;
 - e) balancing a predetermined number of votes with those cast;
 - f) attempting to match PINs to names and addresses;
 - g) checking the system which is used for activating PINs through the revision process; and
 - h) deliberately entering the wrong information.
- 16.4 In addition, a test to verify that all totals of votes cast for all candidates are at “0” prior to the voting system being activated will occur no later than October 19, 2026 at 9:59 a.m.
- 16.5 All certified candidates are to provide to the Clerk the proper pronunciation of their name, in English and in French if applicable, no later than September 6, 2026.

RESULTS

- 17.1 The Clerk, at 8:00 p.m. on October 26, 2026, shall arrange for the close and deactivation of the internet/telephone voting service at the Municipal Office.
- 17.2 Notwithstanding the above, electors who are in a Help Centre or logged into the internet/telephone voting prior to the 8:00 p.m. closing will be permitted to complete their vote.
- 17.3 The Auditor will then conduct a test to confirm that no votes can be cast.
- 17.4 The Clerk shall then request the tabulation of the results for each candidate. Those authorized to be present, including the Clerk, the Auditor and candidates, or their scrutineer, shall sign the Vote Count Summary Report indicating the results and votes cast. This will be the Unofficial Results.
- 17.5 The unofficial results of each candidate by category of wards and polling subdivisions shall be available as soon as practical thereafter posted on the Municipal website and displayed in the auditorium at the Almonte Old Town Hall, 14 Bridge Street, Almonte.
- 17.6 The Clerk shall declare the official election results as soon as possible after Voting Day.

RECOUNT PROCEDURES

- 18.1 Any recount shall be conducted in the same manner as the original count under Section 60 (1) of the Act unless ordered otherwise by a judge under Section 60 (3).
- 18.2 A recount will be required when:
- there is a tie vote where both or all candidates cannot be declared elected
 - the votes for the affirmative and negative on a by-law are equal
 - by resolution of Council (for Council offices)
 - by resolution of a school board (for offices on a school board)

- by order of the Superior Court of Justice
- 18.3 The Municipality is to be reimbursed for its reasonable costs when the recount is for:
- an office on a school board or an upper tier municipality
 - a by-law or question submitted by an upper-tier municipality; or
 - a question submitted by a local board or by the Minister
 - a by-election for a school board; or for the Minister, or a recount in such a by-election
- 18.4 Any expenses incurred by a candidate will be the responsibility of the candidate e.g. legal counsel in attendance on behalf of the candidate.
- 18.5 For recounts involving a school board or Minister, the Clerk shall submit a signed certificate verifying the costs to the appropriate school board or Minister who shall in turn be responsible for paying the costs as soon as possible.
- 18.6 The Clerk will conduct all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.
- 18.7 Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk will hold a recount within 15 days after the declaration of the results of the election by requesting from Intelivote Systems Inc. a re-tabulation of the votes cast in the same manner as the original vote tabulation.
- 18.8 Intelivote Systems Inc. shall send the results of the recount by facsimile transmission and/or by electronic mail (e-mail), along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system, and these results will be compared to the results tabulated by the Auditor assigned to the election.
- 18.9 Within 30 days after the Clerk's declaration of the results under subsection 55(4), a Council or school board may pass a resolution or, the Minister may make an order requiring a recount.
- 18.10 The recount is to be held within 15 days after the resolution is passed or the order is made. The resolution for a recount must be passed no later than November 24, 2026. An order of the Minister must be made within the same time frame. The incoming council or school board is no longer able to make a decision on a recount.
- 18.11 A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.
- 18.12 The application must be commenced within 30 days after the Clerk's official declaration of the results.
- 18.13 The Court, if satisfied that there are sufficient grounds, shall make an order requiring the Clerk to hold a recount.

18.14 The recount is to be held within 15 days after the Clerk receives a copy of the order.

18.15 All votes for all candidates in the contested race will be counted.

18.16 The persons entitled to be present at a recount are:

- the Clerk and any other election official appointed to assist with the recount
- the applicant, if any, who applied for the recount or his or her appointed scrutineer
- legal counsel for any of the above
- each certified candidate for the office involved or an applicant may
- any other person may be present with the Clerk's authorization

18.17 The Clerk will set the date; time and place for the recount within the prescribed time frames on the Notice of Recount (Form LC27) to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- in the case of a recount concerning an office in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- notice of recount will be given by registered mail or personal service.

18.18 Pursuant to Section 62 (3) in a case of a tied vote following the recount the Clerk shall determine the result by conducting a lot.

18.19 The lot will be conducted as follows:

- a) The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidate's lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates.
- b) The Clerk shall inscribe the name of each candidate(s) on a similar size paper and the candidate(s), the candidate's lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot.
- c) Upon acceptance of all the candidates that the process outlined above have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present.
- d) On completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently and request the Auditor to draw only one (1) or the required number for the purpose of

determining the successful candidate(s).

- e) The Auditor shall read aloud the name of the candidate or candidates. The Clerk will then proceed to declare this or these individuals elected.
- f) Once completed, the Auditor shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of paper and the box.
- g) The results of the selection will be provided as indicated in the next section Notice of Final Certified Results (Recount) below.

18.20 Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

18.21 The Clerk will announce the result of the recount as soon as it is complete.

18.22 Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question.

18.23 Such declaration shall be sent to everyone previously given notice of the recount.

ELECTION RECORDS

19.1 At no time after voting day shall any information regarding the voter, PINs and ballots be matched in a manner that would allow any person to know how an elector has voted.

19.2 All election materials shall be destroyed in accordance with the principles of Section 88 of the Act.

ACCESSIBILITY

20.1 The Clerk shall have regard to the needs of electors and candidates with disabilities.

20.2 In establishing the location of the Help Centres and the Revision Centres, the Clerk shall ensure that each centre is accessible to electors with disabilities.

20.3 Within 90 days after Voting Day in a regular election but no later than January 20, 2023, the Clerk shall submit a report to Council regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

20.4 Other resources that the Clerk will take into consideration for accessibility matters relating to the election are:

- AMCTO Municipal Election Manual 2026, Section 18
- Ontario Candidate's Guide to Accessible Elections
- Accessibility Standards for Customer Service, O. Reg. 429/07
- Municipally approved Accessibility Policies and Procedures

EMERGENCIES

- 21.1 The Clerk may declare an emergency he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.
- 21.2 On declaring an emergency, the Clerk shall make such arrangements he or she considers advisable for the conduct of the election.
- 21.3 The arrangements made by the Clerk, providing that they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.
- 21.4 The emergency continues until the Clerk declares that it has ended.
- 21.5 If made in good faith, the Clerk's declaration of emergency arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- 22.6 It shall be the policy that in the event of such a declared emergency, that the Clerk shall to the best of his/her ability to advertise such emergency and advertise on radio and television stations if possible, and post notices to the extent possible, that the election has been delayed.
- 21.7 If required, the Clerk may consider alternate options for the following:
- reporting results
 - notification of electors
 - alternative facilities
 - voting period
 - election officials
- 21.8 In the event of such an emergency and if directed by the Clerk, Intelivote Systems Inc. shall stop the voting system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.
- 21.9 In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend to the election details.

DEATH OF A CANDIDATE

- 22.1 If a certified candidate dies before the close of voting on Voting Day, Section 39 of the Act applies and the Clerk shall cause notice of the candidate's death to be advertised in a local paper(s) and posted at the Municipal Office and on the Municipal website. The election shall proceed as if the deceased candidate had not been nominated.
- 22.2 No votes shall be counted for the candidate who has died.

CANDIDATES – FINANCIAL DISCLOSURE

- 23.1 All nominated candidates, including those not elected, must disclose and report their contributions and expenses by 2:00 p.m. on March 30, 2027. Contributors, whose total contributions are more than \$100, must be listed by name, address and amount of the contribution.
- 23.2 At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give every candidate, whose nomination was filed, by registered mail, all of all the filing requirements of this section; and all of the penalties set out in subsection 92 (5) of the Act.
- 23.3 A separate financial statement must be filed for each office s/he was nominated for.
- 23.4 It is the responsibility of the candidate to file a complete and accurate financial statement.
- 23.5 Candidate's financial statements are filed with the Clerk and are public documents.

CORRUPT ELECTION PRACTICES: PROVINCIAL OFFENCE AND PROSECUTION

- 24.1 Sections 89 and 90 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
- 24.2 Although the Municipality will be using an alternative-voting method, being internet/telephone voting, the principles and the integrity of the election process shall remain and is enforceable.
- 24.3 Section 89 of the Act continues by stating:

A person is guilty of an offence and liable, on conviction, to a fine of not more than \$5,000, if s/he:
 - a) votes without being entitled to do so;
 - b) votes more times than the Act allows;
 - c) votes in a voting place in which s/he is not entitled to vote;
 - d) induces or procures a person to vote when that person is not entitled to do so;
 - e) before or during an election, publishes a false statement of a candidates withdrawal;
 - f) furnishes false or misleading information to a person whom the Act authorizes to obtain information;
 - g) without authority, supplies a ballot to anyone;
 - h) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
 - i) takes a ballot away from the voting place;
 - j) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
 - k) attempts to do something described in clauses (a) to (l).
- 24.4 No person(s) shall solicit a Voter Information Letter from an eligible elector.
- 24.5 In addition, under the provisions of Section 90 of the Act, if a person is convicted of an

offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.

- 24.6 Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative form of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
- 24.7 As such, the Clerk in this alternative form of voting, has approved the following rules and regulations:
- a) That all complaints about actions which may contravene the provisions of the Act either verbally or written, will be investigated by the Clerk;
 - b) That all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c) The Detachment Commander of the Ontario Provincial Police will be advised that all such complaints will be turned over to his or her office for further investigation;
 - d) The Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
 - e) The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

- 25.1 The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- 25.2 As the municipality will be using internet/telephone voting and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be provided through the mail, mail tampering is a serious offence.
- 25.3 In order to ensure the integrity and confidence of the voting process for all electors and the candidates, the following rules and regulations apply:
- a) That all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk;
 - b) That all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c) The Detachment Commander of the Ontario Provincial Police will be advised that all such complaints will be turned over to his or her office for further investigation;

- d) The Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- e) The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

FORMS

26.1 The following forms and notices have been approved for use by the Clerk for the election process:

LC42	Application for Re-Issue of a Voter's Information Letter (Lost and Unused)
LC43	Application for Re-Issue of a Voter's Information Letter (Used by an Impersonator)
LC25	Oath of Secrecy
LC22	Appointment of Scrutineer by Candidate
LC44	Activation of Intelivote System
LC24	Oral Oaths at Help Centre
LC18	Appointment and Preliminary Oath or Affirmation for Elections Officials
LC41	Sample Voter's Information Letter
LC17	Oath of Returning Officer (Clerk)
LC19	Delegation of Powers and Duties of Clerk
LC10	Declaration of Proper Use of the Voters' List
LC11	Policy for Use of the Voters' List
LC12	Interim List of Changes
LC45	Appointment of Scrutineer by Elector
LC27	Notice of Recount
EL15	Application to Amend Voters' List

EL16 Application for Removal of Another's Name from the Voters' List

26.2 Additional forms have been prepared for the 2026 Municipal Elections and will be utilized when necessary or desirable for conducting the election under direction of the Clerk in accordance with Section 12 (1) of the Act.



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PROTOCOL FOR ELECTION CANDIDATES TO SUBMIT QUESTIONS TO STAFF

2026 Municipal Election

Purpose:

To guide candidates to one source to have their questions addressed by the appropriate Municipal staff.

Process:

Any questions may be submitted weekly between Nomination Day (August 21, 2026) and Election Day (October 26, 2026) by emailing elections@mississippimills.ca. Questions received by Wednesdays at 4:30pm will be answered by Friday afternoon that same week. If questions are received after Wednesdays at 4:30pm, they will be addressed the following Friday. Questions are reviewed and responded to on a weekly basis only.

To ensure transparency, all questions and responses will be shared with all candidates and the public.

Questions will be forwarded by the Election Assistant to the appropriate Department Head for review and an answer.

The Election Assistant will reply back to the original requestor; copying all candidates.

All questions and answers will be posted on the municipal website for candidates and the public to refer to.

A handwritten signature in black ink, appearing to read 'J Harfield', written over a horizontal line.

Jeanne Harfield
CLERK



Lead Where You Live

A guide to running for
municipal council

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Introduction



From clean drinking water, affordable housing and childcare, to good roads and safe streets, Ontario's 444 municipal governments provide the services that people rely on most, every day. Collectively, they own more infrastructure than the provincial and federal governments combined, and each year they manage budgets totalling more than \$65 billion.

Municipal government is important. Well-run governments are led by strong councils, and municipal councils are more effective when good, qualified candidates step forward to serve on them.

Elected municipal leaders play a vital role in making sure that communities are healthy and successful, socially and economically. Councils shape priorities, ensure accountability to the public, and represent the people who elect them. They provide a democratic forum for diverse perspectives and experiences to be heard, so that better decisions are made and good governance is maintained. Having people with a variety of backgrounds and lived experiences on council helps the municipality better meet the needs of all residents and businesses.

If you are thinking of running for election in 2026, this guide will introduce you to some of the key steps in that process. It will also give you a sense of what life is like as an elected member of a municipal council.

Municipal Councils



Councils represent the best interests of the public and the municipal government. They develop policies and programs. They determine what services are provided. And they ensure that the municipality is well run by qualified municipal staff.

That last point is key. Elected officials provide strategic direction and oversight. The day-to-day work of municipal governments is provided by municipal employees. That means you do not have to be a municipal expert before you run for office. Councils are supported by a Chief Administrative Officer (CAO) or City Manager, clerk, and other senior municipal staff who work with elected representatives to ensure that responsibilities are met.

Diversity is important to municipal government. Councils benefit when people with different life experiences and skills come together to make a positive impact on their community. AMO created the *We All Win* campaign in 2021 to encourage more candidates from diverse communities to participate in Ontario municipal elections. Since then, AMO has expanded its work through the Healthy Democracy Project to support democracy on a number of fronts. The project [homepage](#) provides more information, links to helpful organizations and resources.

Once elected, councillors are expected to learn and adhere to municipal policies and procedures, as well as provincial legislations such as the [Municipal Act](#). Municipal staff often assist with that education, and organizations like the Association of Municipalities of Ontario (AMO) offer training programs for elected representatives.

Service on Council

You will be expected to dedicate four years to the position, with the understanding that it involves more than attending meetings and reviewing agenda packages.

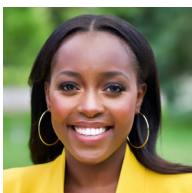
The role of an elected municipal official includes:

- Being a community ambassador, advocating for the needs of your community and your municipal government.
- Developing a working relationship with your fellow councillors and municipal staff that's built on mutual trust and respect.
- Serving on committees related to areas such as planning, policing, or economic development.
- Helping to set the municipal budget, priorities and policies.
- Listening and learning from your residents, so you may best represent their interests.
- Attending conferences, educational sessions and community events.
- Reviewing documents and participating in meaningful discussions.

Service on council can change other aspects of your life, positively and negatively. Most councillors look back on it as an honour and a rewarding experience. However, it can present challenges.

- It may change your relationships with your friends, family and colleagues. You or your council may make decisions they do not like.
- You will attend several meetings a month and be expected to review a lot of information.
- People will want to engage with you in person, on the phone, by text and email, and through a wide range of social media platforms. It can feel overwhelming.
- The public can have high expectations and you may be asked to address matters that are well beyond your authority, influence or control.
- You may face harsh criticism or behaviour from people at meetings, in public, or on social media.
- There are significant legal liabilities. Failing to perform your duties can have consequences.
- You will be involved in matters that require you to keep certain kinds of information private and confidential.

You may want to find out how much councillors and mayors earn in your municipality as part of your decision-making process. But, also consider there are perks of the job that money can't buy, like opportunities for learning, skill-building, networking, and having the opportunity to participate in municipal decision-making on behalf of your community.



"You have to work with your council colleagues and not everything will go your way, or things you worked for may get overturned. It can be hard, but it is all part of the democratic process. The important thing is that it's an open and respectful debate."

– MP Arielle Kayabaga, London West, Former City of London Councillor

The Structure of Municipal Government

The head of a local or municipal council is normally called a mayor or the reeve, and the members of council are normally called councillors or aldermen. The head of council serves as the voice of their council, reflecting consensus.

Council sets the strategic direction for the corporation. Municipal staff carry out those decisions and provide services to taxpayers. The Chief Administrative Officer (CAO) or City Manager is the most senior staff member.

It's also a common misconception that a single councillor can bring change forth for taxpayers. It's council as a body that makes decisions and sets policy, not individual councillors.



Managing Your Campaign

Once you have made the decision to run for an elected position, there's work to be done. **May 1, 2026**, is the first day to file nomination papers.

Everyone running for council must meet the same criteria:

- A resident, a non-resident owner, or tenant of land in the municipality, or the spouse of a non-resident owner or tenant
- A Canadian citizen
- At least 18 years old
- Legally eligible to vote
- Not disqualified by any legislation from holding municipal office

Candidates must **not** be:

- An inmate of a penal or correctional institution under sentence of imprisonment
- Any person not eligible to vote in the municipality
- A staff member of the municipality, UNLESS he or she takes an unpaid leave of absence during the campaign period and resigns once elected to office
- A judge of any court
- A member of the Legislative Assembly of Ontario, a Senator, or a member of the House of Commons

Your nomination must be endorsed by 25 eligible electors (voters) in the municipality, and you must pay a nomination fee of \$100 for councillors and \$200 for heads of council (mayor or reeve). You cannot begin campaigning until the municipal clerk accepts your paperwork as complete.



"The highlight of working in municipal government is the public interaction and meeting so many people throughout the city. I continue to learn and grow because of it."

– Kristin Murray, City of Timmins Councillor

2026 Municipal Election: Key Dates

MAY 1, 2026

FIRST DAY TO FILE A NOMINATION

You will require:

- A signed nomination paper delivered to the clerk
- ID proving that you meet local eligibility criteria
- A form showing that 25 voters endorse your candidacy
- The nomination filing fee of either \$100 or \$200

AUGUST 21, 2026

FINAL NOMINATION DAY

- All candidates must file paperwork by 2 p.m.
- This is the last day for candidates to withdraw their nomination by providing written correspondence to the clerk by no later than 2 p.m.

SEPTEMBER 1, 2026

VOTERS LIST IS FINALIZED

- Candidates now have access to the voter list. Members of the public can access the list, but only to confirm they are on it, and that their information is correct
- From now until election day, requests can be made to the clerk to amend the list to add or remove voters or amend voter information

AUGUST 2026

ELECTIONS ONTARIO TO DELIVER THE VOTER LIST

- Elections Canada provides the municipality with the voter list
- The clerk reviews this list to add and remove names and/or adjust voter information

AUGUST 24, 2026

CANDIDATES ARE CERTIFIED

- All candidates will be certified by the clerk by 4 p.m.
- Acclamations are announced

OCTOBER 26, 2026

VOTING DAY

- While some municipalities may have already held advance poles since September 26, 2026, this is the official election day
- Voting places are open from 10 a.m. to 8 p.m. unless otherwise established by the clerk



“The most important thing for candidates is to understand the job. Many people get drawn into local politics over a single issue. The role is bigger than that. It is really about what you want growth to look like and thinking strategically about the future, not about micromanaging services.”

– Former AMO President,
Mayor Lynn Dollin, Town of Innisfil

Welcome to the Spotlight

Municipal candidates attract attention. In fact, it is hard to get elected without it. You may have to give speeches, participate in debates, or give media interviews.

Increasingly, there is pressure to engage with audiences using social media platforms like LinkedIn, Facebook or Instagram. Campaign styles vary, but here are some approaches that many seasoned election winners follow.

Social media:

- Simple ideas and information tend to build confidence and trust more than complicated ideas. Find ways to explain complicated things simply, fairly and accurately in your posts.
- Memorable messages are often simple, colourful and credible. To gain traction on social media, you will want to use compelling photos or videos to tell your story.
- You do not need to create a lot of social media content or be an expert on every topic. Often, the most practical approach is to lead people to useful, credible information that others have created.
- Focus on being helpful. Remember that the person you are at odds with today could be someone you work with tomorrow. This is important when tackling challenges or looking for the right words on social media. How do you want to be remembered?
- Create a social media plan for yourself. Why are you on it? What platforms will you use? What issues will you focus on? How much of your personal life will you share? Who will manage the account?
- Always think about your online audience before you choose your words. Think about how you can connect with your audience quickly, give them something useful, and make what you're explaining interesting.
- Remember it's rare to win a debate on social media and keep in mind your audience is potential voters. Rather than responding emotionally, listen to what the person is saying, focus on valid concerns, and respond in a way that inspires confidence and trust in the larger audience that is watching.

Media relations:

- No matter how urgent the request is, carve out some time to gather your thoughts, plan your response and focus your message.
- If you expect media at an event, try to think ahead of time about what message you most want to get across.
- You will not have the answers to every question. No one does and you should be comfortable with that. Focus on what you do know, and the story that you want to tell.
- If you have a lot to explain, or the topic is complicated, make sure you can start with a simple sentence or two that captures what is happening, or what you want, and *why*.
- End the interview with a strong summary of your message. This will help shape the final story.

Campaign Finance

Campaign finance rules ensure a fair election for everyone. Once a candidate files nomination papers, they should open a bank account specifically for campaign expenses and contributions.

The candidate and/or the person managing their campaign is responsible for keeping financial records, and there are rules to follow during an election campaign, as well as when the campaign is over. Candidates can't use a personal bank account to operate their campaign, even if they have very few expenses. It's important to keep good records.

These expectations are simple, and important. If you are subject to an Election Compliance Audit, failure to meet spending limits and campaign rules can cost you your seat on council.

Receipts and dates issued for campaign contributions, as well as the contributor's name and address. Any one candidate can receive a maximum campaign contribution up to \$1,200. If an individual is supporting more than one candidate, their contribution total can't be more than \$5,000. It's important you keep records for any contributions you receive – even cash contributions under \$100.

The terms and conditions of loans received at a bank or lending institution (the loan itself is not considered a campaign contribution).

Receipts for your own campaign contributions / expenses.

The funds raised and expenses incurred at fundraising events.

The value of contributions, if you receive support in the form of goods instead of money, along with the contributor's name and address.

Also keep in mind:

- Businesses cannot contribute to a campaign. However, business owners can donate as individuals.
- There are limits on campaign expenses. The Clerk's Office can provide this information to candidates.
- Candidates must provide their campaign financial statements to the municipal clerk by the last Friday in March of year following the election (for October 2026, this would be March 2027). Failure to do so could result in penalties, or an inability to run in subsequent elections.



"Campaigning successfully is hard work. You have to put yourself out there and just outwork everyone else. You have to start early and just keep knocking on doors, so people get to know you."

– Jasvinder Sandhu, Healthy Democracy Project Chair,
Former Town of Oakville Councillor

Campaign Rules

The campaign period begins as soon as nomination forms have been filed by the municipal clerk.

Each municipality has rules around signage.

Some local governments don't allow for signage to be posted until at least eight weeks prior to election day.

This can vary, so be sure to check with your local municipal clerk.

There are some campaign rules that all candidates must follow:

- Candidates cannot use a municipal property to support events, activities or meetings related to their campaign. This includes municipally owned phones, computers, supplies or staff time.
- Municipal staff cannot participate in partisan political activities for candidates.
- In most municipalities, campaign signs are required to be on private property, and usually are not allowed on municipal or provincial property, including provincial highways. Municipal staff have the right to remove signs that break this rule. It's best to check with your respective municipality to confirm where signs can go.
- Candidates have the right to access apartment buildings, condominiums, non-profit housing units and gated communities, between the hours of 9 a.m. to 8 p.m., and tenants are allowed to place campaign signs in windows.
- Candidates and advertisers must identify themselves on all signs.

Sometimes campaign expenses exceed contributions and candidates are left with a deficit. It is possible to extend a campaign past election day to try and raise money to offset expenses by submitting appropriate paper work to the municipal clerk.

Election Day and Alternative Voting

Election day is **October 26, 2026**. In-person voting will be available on this day. Locations and times vary between municipalities, but they must be open a minimum of nine hours.

In addition to using traditional paper ballots, your municipality may allow people to vote by phone, internet or mail.

Election staff are sworn to confidentiality and professionalism and are not allowed to tamper with anyone's vote, as outlined in the [Municipal Elections Act](#). The Act says the election should be accessible to voters, and that secrecy and confidentiality of the individual is paramount.

Candidates have a right to be at the voting station on election day, provided they are not campaigning in any way. They are not allowed to pressure, influence or intimidate voters or staff working at the election poll. They can only observe. Alternatively, candidates may have what is called a "scrutineer" present on election day. This person must come to the polls with written authority, signed by the candidate, to observe the polls in place of a candidate.

On election day, the candidate or the scrutineer can:

- View the Voters' List to see who has voted, as long as this doesn't interfere with the act of voting.
- Ask for clarification on why a voter is getting assistance.
- Examine ballots when they are being counted and object to any that are marked incorrectly or unclear.

Vote counts begin immediately after the polls close. This may be done manually, if the municipality is using paper ballots, or electronically. The clerk will have already established the count method at least 60 days prior to election or advanced voting day.

During this time, candidates and appointed scrutineers may be present and can watch the ballot count. If a candidate or scrutineer objects to a ballot, the deputy returning officer will note the objection and make the final decision about counting the ballot.

Once a ballot box has been counted, it will be sealed by the deputy returning officer and delivered, along with the statement of results, to the clerk.

Alternative Voting – Why?

- ✓ Allows eligible electors to vote from anywhere around the world
- ✓ Allows for advanced voting ahead of election day
- ✓ Can be more cost effective for municipalities
- ✓ Allows staff to take equipment to places like long-term care homes
- ✓ Is more accessible for everyone with options other than paper and pencil

After the Election

Win or lose, candidates have some responsibilities to perform after the election.

Financial statements have to be filed with the clerk. If needed, you can ask for a campaign extension to address a financial deficit.

Candidates must remove all campaign signs or the municipality may remove them and bill you for the expense.

Resources

Although this document doesn't get into the ins and outs of council and council meetings, there are a few things you may want to get familiar with during your campaign, so you are prepared should you be elected.

After the election, AMO will be providing a range of training and resources to help incoming councillors navigate the ins and outs of council meetings, legislation, staff-council relationships, conflict of interest and so much more.

Here are some links:

- [Conflict of Interest Act](#)
- [Council Transparency and the Role of the Integrity Commissioner](#)
- [Municipal Elections Act](#)
- [Accessibility for Ontarians With Disabilities Act](#)
- [Planning Act](#)

The Municipal Act

All municipalities follow the [Municipal Act](#), which identifies the powers and jurisdiction of municipal governments. It defines how municipal governments function in terms of open and closed meetings, procedure, policy, accountability and transparency. It helps municipalities establish a Code of Conduct for elected officials, and very clearly identifies what authority municipalities have.

The *Municipal Act* is a long document. Councillors are not expected to memorize or understand every section. Knowing the *Municipal Act* well is mainly the role of the clerk, CAO or city manager.

You may want to take note of Section 239(2), which relates to closed meetings. Municipalities are the most open and the transparent order of government. Information can only be kept private under limited and specific circumstances. Just as there are rules to demand that government is open and transparent, there are legal responsibilities to keep some kinds of information private and confidential. It is important that everyone understands these rules.



“Municipal elections are about the future of our communities, the places that we call home. Win or lose, every candidate makes a difference by respectfully debating priorities. We congratulate all who choose to run for demonstrating their commitment to their municipality.”

– Former AMO President,
Mayor Jamie McGarvey, Town of Parry Sound

Candidate support organizations

There are local and national candidate support organizations that can help candidates navigate the election process and experience. These organizations support candidates in different ways based on geographies and demographics. Candidates don't have to run without support.

If you would like to see the various types of resources provided by these groups, please take a look at the candidate supports catalogue in AMO's [Local Democracy Solutions Bank](#).

Organization	Link
electHER NOW	electhernow.ca
Equal Voice	equalvoice.ca
Guelph Campaign School	municipalcampaignschool.ca/Guelph
Leadership féminin Prescott-Russell	leadershipfemininpr.ca
Nominee	gonominee.com
Operation Black Vote Canada	obvc.ca
Oxford Campaign School	municipalcampaignschool.ca/oxford
PoliticsNOW	polinow.org
ProudPolitics	proudpolitics.org
The Canadian-Muslim Vote	canadianmuslimvote.ca
The Jean Collective	thejeancollective.ca
Waterloo Region Women's Campaign School	wrwomenrun.wordpress.com
Wellington Campaign School	municipalcampaignschool.ca/wellington



Association of Municipalities of Ontario (AMO)

155 University Ave., Suite 800, Toronto, ON M5H 3C6

Telephone direct: 416-971-9856
Fax: 416-971-6191
Toll-free in Ontario: 1-877-4-AMO-LAS (1-877-426-6527)
E-mail: amo@amo.on.ca
Websites: www.amo.on.ca

DUTIES AND RESPONSIBILITIES OF THE MAYOR, DEPUTY MAYOR AND COUNCIL MEMBERS

2026 Municipal Election

Municipal Elections Act, 1996 s. 224, s. 225

Duties and Responsibilities of the Mayor

The *Municipal Act, 2001*, Section 225 and 226.1, identifies the Mayor's responsibilities as follows:

- To act as Chief Executive Officer of the Municipality;
- To preside over Council Meetings so that its business can be carried out efficiently and effectively;
- To provide leadership to Council;
- To represent the Municipality at official functions;
- To carry out the duties of the Head of Council under this or any other Act;
- To perform duties of a member of council as outlined in the *Municipal Act, 2001*, or any other Act;
- To uphold and promote the purposes of the Municipality;
- To promote public involvement in the Municipality's activities;
- To act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally;
- To participate in and foster activities that enhances the economic, social and environmental well-being of the Municipality and its residents.

The Mayor shall also serve as a member of Lanark County Council and is required to attend all regular and special meetings of county council as well as any standing committees to which he/she may be appointed.

Duties and Responsibilities of the Deputy Mayor

The Deputy Mayor is required to fulfill his/her normal duties as a member of council under the *Municipal Act, 2001*, Section 224. The Deputy Mayor shall assist the Mayor in carrying out the Mayoral responsibilities under the *Municipal Act*, Section 225.

The Deputy Mayor shall also serve as a member of Lanark County Council and is required to attend all regular and special meetings of county council as well as any standing committees to which he/she may be appointed.

Duties and Responsibilities of all Council Members

In accordance with the *Municipal Act, 2001*, Section 224, it is the role of council:

- To represent the public and to consider the well-being and interests of the Municipality;
- To develop and evaluate the policies and programs of the Municipality;
- To determine which services the Municipality provides;
- To ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
- To ensure the accountability and transparency of the operations of the Municipality; including the activities of the senior management of the Municipality;
- To maintain the financial integrity of the Municipality; and
- To carry out the duties of council under this or any other Act.



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DUTIES OF CANDIDATES

Municipal Elections Act, 1996 (Section 88.22)

A candidate shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (i) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);



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- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;
- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;
- (q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and
 - (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

Exclusion of certain expenses

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

ARE YOU A HEAD OF COUNCIL (MAYOR OR REEVE) CANDIDATE IN

LANARK COUNTY?

LEARN ABOUT YOUR POTENTIAL DUTIES AS A LANARK COUNTY COUNCILLOR.



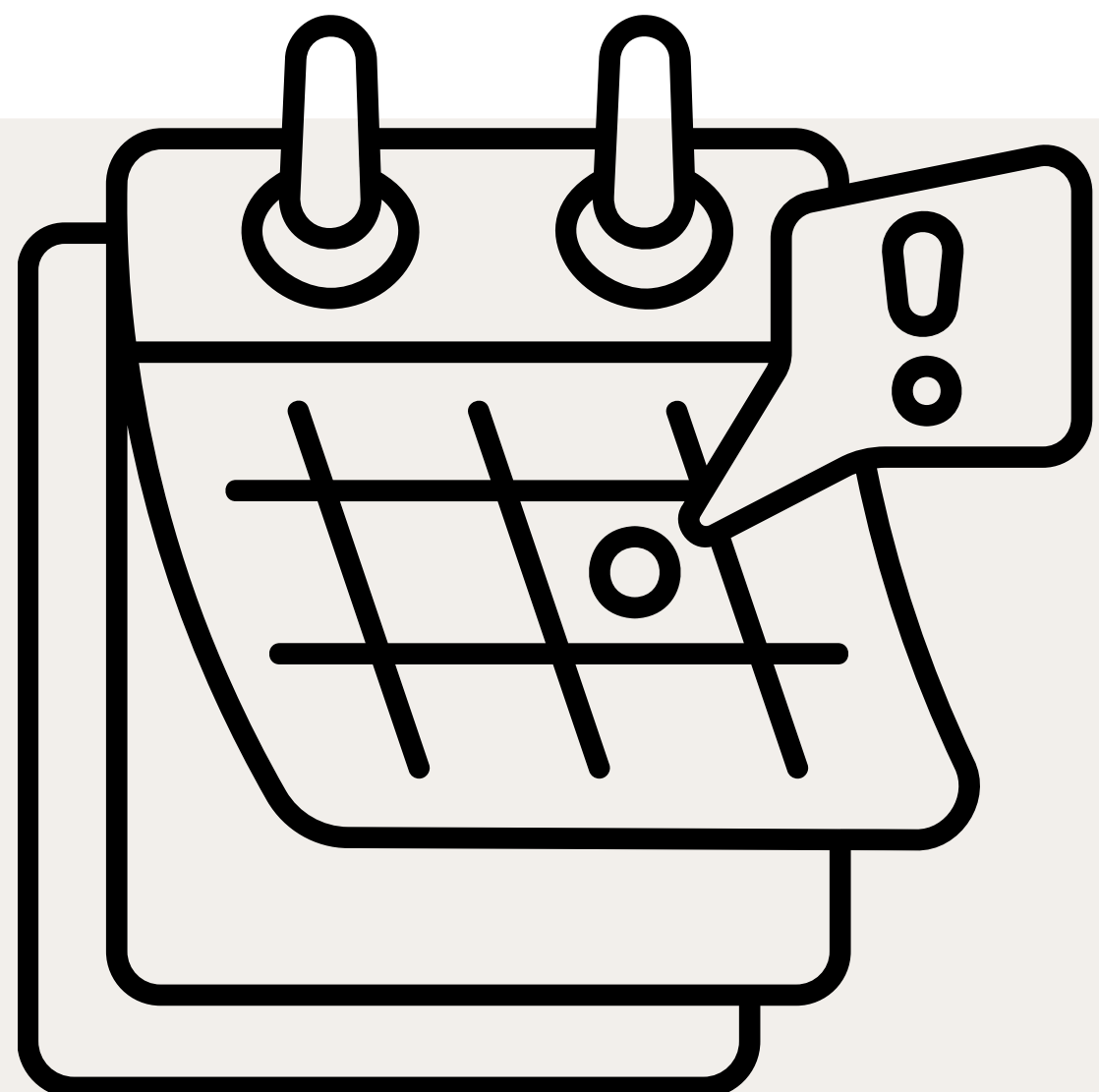
ROLE OVERVIEW

Lanark County Council is made up of two members of each of its member municipalities. County Council meets twice a month to receive reports from standing committees and make decisions on the delivery of services to its residents.

As an “upper tier” municipality, the County of Lanark is responsible for a range of municipal services which include social housing, land ambulance and emergency planning, the County road system, Ontario Works, children’s services, long term care and land use policy planning.

KEY RESPONSIBILITIES

- **Attend Meetings:** Twice monthly Council and Committee of the Whole Meetings (typically the 2nd and 4th Wednesday of the month).
- **Review Materials:** Prepare by reading agendas before meetings.
- **Decision-Making:** Vote and provide input on key initiatives such as budget allocations, policy changes, and strategic priorities.
- **Committee Work:** You have the option to apply to and participate on various internal and external committees related to County initiatives.
- **Advocacy & Representation:** Represent the County at community events, conferences, etc.



TIME COMMITMENT

- **Meetings:** 3-6 hours per month
- **Preparation:** 1-2 hours per month
- **Events:** Attend approximately two organizational events annually
- **Term Length:** 4 years

www.lanarkcounty.ca



BENEFITS & OBLIGATIONS

Benefits: Leadership experience, networking opportunities, and direct impact on organizational success.

Obligations: County councillors have the the same obligations as local municipal Councillors. They are responsible for representing the public, developing policies, maintaining financial integrity, and ensuring the accountability of municipal operations.

As a County Councillor you will bring professionalism, collaboration and active participation to your role at the County.



ABOUT LANARK COUNTY

Known as the Maple Syrup Capital of Ontario, Lanark County is home to several thriving communities. Representing both rural and urban settings, it is comprised of 8 member municipalities and the separated Town of Smiths Falls.



LANARK COUNTY SERVICES

- ✓ Lanark Lodge
- ✓ Paramedic Services
- ✓ Rescue Services
- ✓ Economic Development
- ✓ Planning & Development
- ✓ Climate & Environmental
- ✓ Roads, Trails & Transit
- ✓ Tourism
- ✓ Settlement Services
- ✓ Support Services
- ✓ Children's Services
- ✓ Homelessness Prevention
- ✓ Housing Services
- ✓ Ontario Works
- ✓ Fire Dispatch

FOR MORE INFORMATION

Please contact:
Jasmin Ralph, County Clerk
jralph@lanarkcounty.ca
613-267-4200 ext. 1502

LANARK COUNTY

www.lanarkcounty.ca





Mississippi Mills

NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (Section 88.25)

TO:

_____ / _____	
(Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk or designated election official of the Municipality of Mississippi Mills

TAKE NOTICE EVERY CANDIDATE SHALL FILE the “Financial Statement – Auditor’s Report” **PR FORM 4** on or before 2:00 pm on **March 30, 2027**, with the Clerk with whom their nomination was filed a financial statement and auditor’s report in accordance with section 88.25 of the *Municipal Elections Act, 1996* reflecting the Candidate’s election campaign finances as of December 31 in the year of the election.

- (1) *On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor’s report, each in the prescribed form, reflecting the candidate’s election campaign finances,*
 - (a) *in the case of a regular election, as of December 31 in the year of the election; and*
 - (b) *in the case of a by-election, as of the 45th day after voting day.*

*Note: The earliest the “Financial Statement – Auditor’s Report” **PR FORM 4** can be filed is the first day the Municipal Office is open in January 2027.*

- (2) *If a candidate’s election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor’s report must reflect the candidate’s election campaign finances as of the day the election campaign period ended.*
- (1) *If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor’s report on or before the applicable filing date under section 88.30.*
- (4) *If the candidate’s election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the supplementary reporting period.*
- (5) *If a candidate’s election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor’s report for the period commencing on the day the candidate’s election campaign period ends and including the six-month period following the year of the election.*

- (6) *A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.*
- (7) *An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*
- (8) *No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000. 2016, c. 15, s. 60.*
- (12) *If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).*

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give every candidate whose nomination was filed with him or her, notice of the filing requirements of section 88.25.

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and conditions or limitations associated with it, if any.



Mississippi
Mills

CONTRIBUTIONS TO REGISTERED CANDIDATES

Municipal Elections Act, 1996 (Section 88.8 and 88.9)

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.



Mississippi
Mills

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.



Mississippi
Mills

BROADCASTER/PUBLISHER INFORMATION SHEET CANDIDATE

Municipal Elections Act, 1996 (Sections 88.3)

88.3 (1) In this section,

“**election campaign advertisement**” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.

Mandatory information in advertisement

(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate.

Mandatory information for broadcaster, etc.

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate.

Prohibition, broadcaster or publisher

(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided.

Records

(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance.

**THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2023-16**

**BEING A BY-LAW TO ADOPT A POLICY REGULATING ADVERTISING
SIGNS AND DEVICES, INSIDE THE COUNTY RIGHT OF WAY AND ON
PRIVATE PROPERTY ADJACENT TO COUNTY ROADS**

WHEREAS, the Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

AND WHEREAS, Section 59 of the Municipal Act S.O. 2001 c 25 allows an upper tier municipality to prohibit or regulate the placing or erecting of any sign, notice or advertising device within 400 metres of any limit of an upper tier highway;

AND WHEREAS, the Council of the Corporation of the County of Lanark deems it necessary and desirable to regulate advertising signs and devices, inside the County right of way and on private property adjacent to County Roads and to provide permits related thereto, by adopting the Policy Regulating Advertising Signs and Devices in the County Right of Way and on Private Property Adjacent to County Roads, attached hereto as Schedule "A" and forming part of this by-law;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the County of Lanark enacts as follows;

- 1.** The Policy Regulating Advertising Signs and Devices in the County Right of Way and on Private Property Adjacent to County Roads is hereby adopted and attached hereto and forming part of this By-Law.
- 2.** The By-Law shall come into full force and effect as of October 1, 2021.
- 3.** That By-Law 2021-12 is hereby repealed.
- 4.** Should any sections of this by-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

By-Law read a first and second time this 26th day of April, 2023.

By-Law read a third time and finally passed this this 26th day of April, 2023.

Jasmin Ralph, Clerk

Peter McLaren, Warden



SCHEDULE "A"

Revised October 2021

COUNTY OF LANARK

A POLICY REGULATING ADVERTISING SIGNS AND DEVICES IN THE COUNTY RIGHT OF WAY AND ON PRIVATE PROPERTY ADJACENT TO COUNTY ROADS

1. DEFINITIONS

"County" means the Corporation of the County of Lanark.

"Director" means the Director of Public Works of the Corporation of County of Lanark appointed to administer and manage the provisions of this policy and includes his authorized subordinates and assistants.

"Owner" means any person described on the Sign, or whose name or address or telephone number appears on the Sign, or who installed the Sign, or who is in lawful control of the Sign, or who benefits from the message on the Sign, and for the purposes of this policy there may be more than one Owner of a Sign.

"Person" includes, but is not limited to, an individual, sole proprietorship, partnership, association or corporation.

"Road Allowance" means a County road allowance and includes all lands and structures contained within the outer limits of the allowance including grassed areas, ditches, curbs, gutters, sidewalks and other structures and includes a "Highway" as defined under the Highway Traffic Act (Ontario) which is under the jurisdiction of the County.

"Road Authority" for the purpose of this policy, the road authority shall be the County of Lanark.

"Rural Road Allowance" means a County road allowance located outside the boundaries of a built-up area. A rural road has the primary function of providing access to rural and/or rural residential properties.

"Sign" shall include the Sign structure and shall mean any Sign or device having thereon letters, symbols, characters, illustrations or any combination thereof which identifies or advertises any person, place, business, enterprise, organization, project, product, service otherwise promote the sale of objects or identify objects for sale in such a way as to be visible from a highway under the jurisdiction of the County.

"Urban Road Allowance" means a County road allowance located within the boundaries of a built-up area. Urban roads are typically characterized by the presence of street lighting and in most but not all cases the presence of curb and gutter.

2. GENERAL REGULATIONS

- a) The erection of permanent signs and signboards and the pasting and painting of signs or notices and the exposing of any advertising devices 400 metres from the limits of a rural road allowance or 40 metres from the limits of a urban road allowance, and/or visible therefrom are hereby prohibited, unless and until permission in writing shall has been obtained from the regulating municipality but nothing contained herein shall extend to or affect the right of the road authority to erect signs.
- b) The road authority may notify the owner or holders of non-compliant signs, signboards, notices or other advertising devices to remove such property at their own expense within thirty (30) day of such notice.
- c) The road authority may remove non-compliant signs, signboards, notices or other advertising devices created, placed, kept or maintained on or at the margin of the highway or upon adjacent property in contravention of this policy. The owner or holders of such property will pay the Road Authorities expenses for the removal of non-compliant signs.
- d) The location of all signs under this policy shall conform with the policy of the regulating authorities, notwithstanding, signs shall not be erected in a location where they would obscure sight-lines for vehicles travelling on the County road or accessing the County road from local municipal or private roads and entrances.
- e) All signs shall be kept in proper repair and if in the opinion of the road authority any sign or signs are not kept in proper condition, the owner shall repair, repaint or remove them within thirty (30) days of having received a written request from the Road Authority.
- f) For the purpose of this policy the Municipality of Mississippi Mills and the Town of Perth shall regulate in accordance with their respective policies and procedures the County roads listed in Appendix "A". The County of Lanark will regulate the remaining County roads.

3. PROHIBITED SIGNS

- 3.1. No person shall erect, install, post, display, maintain or keep a Sign within the Road Allowance with the exception of those Signs specifically stated as exempt in this policy.
- 3.2. No person shall erect, install, post, display, maintain or keep any of the following Signs within the Road Allowance:
 - a) A Sign that may obstruct the flow of water in a drain, ditch or watercourse.
 - b) A Sign that impacts the function of the road by:
 - i. Creating a safety hazard;
 - ii. Impeding or obstructing maintenance or construction operations;
 - iii. Impeding access to or obstructing a fire hydrant;
 - iv. Impeding or obstructing the passage of pedestrians where they are reasonably expected to walk;

- v. Impairing or obstructing the visibility of vehicular or pedestrian traffic or a railway crossing; or
- vi. Obscuring or detracting from the visibility or effectiveness of an official Sign or a traffic control signal;
- c) A sign that resembles an official sign or a traffic control sign or device in colour, shape, wording, content or location;
- d) A Sign affixed to a tree, utility pole, bridge structure or, painted or pasted on a rock surface.
- e) A Sign which does not comply with the provisions of the Building Code, Electrical Safety Code, the Occupational Health and Safety Act, the Construction Safety Act, or any other applicable Governmental regulation.
- f) A Sign that contains or is accompanied with a device that creates noise or that resembles to an official light which is not used for its purpose of controlling the traffic or for the safety of workers under any Act. (ex: flashing beacon light attached or accompanying sign not used for traffic control).
- g) A Sign that is illuminated without the approval of the Director.
- h) A Sign that is obsolete and advertises an event that is over, a business or enterprise that is no longer conducted, or an activity, product, service or facility that is not in season or is no longer provided.
- i) A Sign which interferes with maintenance and the safe passage of vehicular or pedestrian traffic not in accordance with the Ontario Traffic Manual and Lanark County By-laws as amended.
- j) A Sign which does not comply with the provisions of this policy.

4. EXEMPTIONS

4.1. Real Estate Signs

- a) Means a sign advertising that a property is to be sold, rented, or leased and which may also indicate to whom one should enquire with regard thereto.
- b) Real Estate signs shall be removed two weeks after the sale of the property, item or the expiry of the listing.
- c) Real Estate signs shall be placed in a manner that will not restrict visibility of the travelling public.
- d) Real Estate signs located in the Road Allowance shall be located as near as practicable to the Road Allowance property line, at the location the property or item currently being listed for sale.
- e) Only one (1) Real Estate Directional sign shall be allowed per property that is to be sold, rented, or leased.
- f) Real Estate signs size shall be as follows:
 - i. On premise of the property for sale: Maximum size = 3 sq. m. (1.22m x 2.44m or 4' x 8')
 - ii. Within road allowance: Maximum size = 0.5 sq. m. (0.61m x 0.81m or 2' x 2.7')
 - iii. Directional: Maximum size = 0.5 sq. m. (0.61m x 0.81m or 2' x 2.7')

4.2. Election Signs

- a) Means any sign advertising or promoting the election of a candidate or political party participating in an election for public office.
- b) Election Signs may be placed within the Road Allowance without approval of the Director in accordance with the requirements of the Federal, Provincial and Municipal Elections Regulations.
- c) Election signs shall be a maximum size of 0.5 sq. m., except for signs up to 3 sq. m. (1.24m x 2.44m or 4' x 8'), which are required to be placed at the property line.
- d) Election signs shall be placed in a manner that will not restrict visibility of the travelling public.
- e) Election Signs shall comply with the timeframe of the local municipality during which election signs can be erected within the local municipality.
- f) Election Signs may not be installed on any existing County signs or posts.

4.3. Information Signs

- a) Information signs includes the following (but not limited to):
 - i. Municipal Identification Signs (hamlets, municipal boundaries and local Fire Department Information)
 - ii. Civic Addressing signs
 - iii. Service Clubs and Community Groups
 - iv. Recreational Signs (Recreational Trails)
 - v. Local Municipal Tourism Signs
 - vi. Directional Signs
- b) Approval from the Director required.
- c) Installation to be supervised or completed by County Staff.

4.4. Sandwich Board Signs

- a) Means a sign which consists of one or two panels, hinged or attached at the top or side, designed to be movable and stand on the ground.
- b) The Sandwich Board sign shall only be used for a limited period of time as approved by the Director.
- c) The Sandwich Board shall be placed outside the shoulder of the roadway.
- d) The Sandwich Board sign shall not be left in place continuously.
- e) The Sandwich Board sign shall be a maximum size of .56 sq. m. (0.91m x .61m or 3' x 2')

4.5. Private Identification Signs

- a) Means signs affixed to or placed on a private or residential property solely to name or identify the property or the owner.
- b) Signs 0.46m x 0.61m or 1.5' x 2' or smaller in size may be placed without written approval from the County, at the limit of the road property adjacent to the entrance of the property.
- c) Signs greater than 0.46m x 0.61m or 1.5' x 2' in size require a permit, see 5.5.

4.6. Restrictive Signs

- a) Means signs to notify the public of a restriction on the posted property such as:
 - i. No Hunting
 - ii. No Fishing
 - iii. No Trespassing
- b) Restrictive signs may be placed for the information of the public and may be affixed to a fence, gate, etc. which borders the right of way of a County road, without written permission of the County.
- c) Restrictive signs must not be placed on the right of way and must not exceed 0.46 sq. m. in area.

5. PERMITS

5.1. Business Signs

- a) Means a sign, symbol, trademark, structure, or similar device used to identify the main permitted use pursued by the person, firm, corporation, business, service, commercial or industrial enterprise which is displayed upon the lot or premise occupied by such an enterprise and the type or business activity in which it is engaged.
- b) Only one sign per business location. A second sign will be allowed when located on a building face on the property.
- c) Business Signs shall be a maximum size as follows:
 - i. 0m to 3m from property line = 3 sq. m.
 - ii. 3m to 10m from property line= 9 sq. m. (3m x 3m)
 - iii. Greater than 10m from property line= size as approved by the Director on a case-by-case basis.
- d) Any sign 9 sq. m. (100 sq. ft.) or greater must provide footing details.
- e) Permit required to approve sign size and location and ensure no conflicts with sight lines and maintenance.
- f) Not permitted in Road Allowance.

5.2. Billboard Signs

- a) Means an off-premises sign which advertises goods, products, services or facilities, or directs persons to a location that may be different from that upon which the sign is located.
- b) Permit required to approve sign size, location, and advertisement.
- c) Any sign 9 sq. m (100 sq. ft.) or greater must provide footing details.
- d) A total of two (2) Billboard signs shall be permitted at each location.
- e) There shall be a minimum spacing of 3200 metres (2 miles) between Billboard locations.
- f) Billboard signs shall have a minimum 150 metre setback from dwellings.
- g) Billboard sign sizes allowed shall be size as follows:

Length of Sign	Minimum Distance from Centreline of County Road and any Intersecting Road
Less than 2.44m (8')	15m (50')
2.44m – 6.1m (8' - 20')	45.7m (150')
6.1m – 9.14m (20' – 30')	91.4m (300')
Greater than 9.14m (30')	Not Permitted

5.3. Temporary Signs

- a) Means a sign or advertising device which is not permanently installed or affixed to the ground, any structure or building, or any sign located upon any movable device. This definition includes banners, event signs, short term Municipal information signs & sandwich board signs.
- b) Permit required to approve sign size and location and ensure no conflicts with sight lines and maintenance.
- c) The sign shall only be used for a limited period of time as approved by the Director.

5.4. Digital Signs

- a) Means computer-controlled LED displays or electronic controlled off premise signs capable of displaying ads, words, symbols, figures, content, or images that can be digitally or electronically changed by remote or automatic means.
- b) Digital signs require a permit and shall be approved by the Director on a case-by-case basis.

5.5. Private Identification Signs

- a) Means signs affixed to or placed on a private or residential property solely to name or identify the property or the owner.
- b) Signs greater than 0.28 sq. m. (0.46m x 0.61m or 1.5' x 2') in size require a permit.
- c) Private Identification Signs shall be a maximum size as follows:
 - i. 0m to 3m from property line = 3 sq. m.
 - ii. 3m to 10m from property line= 9 sq. m. (3m x 3m)

6. EXISTING SIGNS

- 6.1. All signs with an existing permit prior to the passing of this policy will be considered grandfathered and are permitted to stay in place. If the sign suffers damage or deterioration, the Owner shall bring the Sign into conformity with this policy, or the sign will be removed.
- 6.2. All signs that meet the requirements of this policy, but do not have an existing permit, are permitted to stay in place, but the Owner is required to obtain a permit.
- 6.3. All signs that do not meet the requirements of this policy, the Owner is required to obtain a permit.
- 6.4. Any person who maintains a non-permitted sign is subject to all requirements of this policy regarding safety, maintenance, and repair.

**APPENDIX “A” - LIST OF COUNTY ROADS THAT LOCAL MUNICIPALITIES WILL
REGULATE IN ACCORDANCE WITH THEIR RESPECTIVE POLICIES AND PROCEDURES**

Local Municipality	County Road	Location
Municipality of Mississippi Mills	County Road 16A (Perth Street)	From County Road No 29 South to Bridge Street
	County Road 16A (Bridge Street)	From Perth Street to Queen Street
	County Road 16A (Queen Street)	From Bridge Street to Martin Street South
	County Road 16A (Martin Street South)	From Queen Street to Ottawa Street
	County Road 17 (Martin Street North)	From Ottawa Street to Carss Street
	County Road 29 (County Road No 29 North)	From McWatty Road to Kinburn Side Road
Town of Perth	County Road 10 (South Street)	From PIN #2030 East Lot limit to Rideau Ferry Road

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-21

BEING a by-law to regulate Election Signs.

WHEREAS Subsection 11(3) of the *Municipal Act, 2001* S.O. 2001 c. 25 provides that councils of lower tier municipalities may pass by laws respecting structures including fences and signs;

AND WHEREAS Section 99 of the *Municipal Act, 2001* S.O. 2001 c. 25 authorizes a municipality to pass by-laws regulating advertising devices;

AND WHEREAS the Council of the Municipality of Mississippi Mills (the "Municipality") deems it necessary to regulate the location, manner and display of election signs for reasons of public safety;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

Short Title

1. This By-law shall be cited as the "Election Signs By-law".

Definitions

2. In this By-law, the following terms have the specified meanings:
 - a) "**Boulevard**" means that part of a road which lies between the travelled portion of the road and the property line.
 - b) "**By-law Enforcement Officer**" means a By-law Enforcement Officer appointed by the Corporation of the Municipality of Mississippi Mills.
 - c) "**Candidate**" means a person who is running or has expressed an intention to run in a municipal, provincial, or federal election.
 - d) "**Clerk**" means " the Municipal Clerk of the Municipality of Mississippi Mills or his/her designate
 - e) "**Crosswalk**" means:
 - i. that part of the highway at an intersection that is included within the confines of the lateral lines of the sidewalk on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the highway; or

- ii. any portion of a highway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface.
- f) **“Election Sign”** means:
- i. any sign advertising or promoting a candidate in a federal, provincial, or municipal election;
 - ii. any sign intended to influence persons to vote for or against any candidate or any question or by-law submitted to the electors in accordance with the *Municipal Elections Act, 1996*;
 - iii. a vehicle where a large or predominant portion of the vehicle is used for purposes of campaigning.
- g) **“Help Centre”** means a location designated by the Clerk to assist electors with the internet/telephone voting process or other general election inquiries and includes the entire property and all boundaries associated with it (parking lot, adjoining fences, and road allowances).
- h) **“Highway”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct, or trestle, designed and intended for, or used by, the general public for the passage of vehicles.
- i) **“Official Sign”** means a sign placed by the Municipality to control and regulate the movement of vehicles and pedestrians, signs posted by the Municipality under the provisions of the Sign By-law, a sign approved by the Ministry of Transportation Ontario, and signs described in the *Highway Traffic Act*.
- j) **“Public Property”** means property owned or under the control of the Municipality of Mississippi Mills or any of its agencies, boards or commissions, including parks, and shall be deemed to include public utilities facilities, regardless of whether the poles are owned by or under the control of the Municipality, and shall also be deemed to include benches, municipal garbage containers or other structures located on a highway regardless of whether the containers or structures are owned by the Municipality. Property owned by the Municipality and leased to another person or entity shall not be deemed to be public property.
- k) **“Registered Third Party”** means an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who’s Notice of Registration for Third Party Advertiser has been certified by the Clerk.
- l) **“Revision Centre”** means a location designated by the Clerk where eligible electors can make additions, deletions and corrections to their information on the Voters’ List and includes the entire property and all boundaries associated with it (parking lot, adjoining fences, and road allowances).

- m) **“Road Allowance”** means land reserved by the Municipality for a public roadway and includes the road surface, grassed area, boulevard, ditch, curb, gutter, sidewalk, and any other structures constructed by the Municipality.
- n) **“Sidewalk”** means that portion of a highway between the curb lines and the property line of the lot abutting the highway and which is intended for the use of pedestrians.
- o) **“Sight Triangle”** means the triangular space formed by intersecting street lines and a line drawn from a point in one street line to a point on the other street line, which must be kept clear of obstructions such as hedges so that people on one road can see cars approaching on the other. Where the two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projection of the street lines or the intersection of the tangents to the street lines.
- p) **“Sign Height”** means the measured height from grade below the sign to its highest most point of the sign.
- q) **“Vehicle”** includes an automobile, truck, motorcycle, motorized snow vehicle, bus, trailer, traction engine, farm tractor, road-building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include vehicles running only upon rails.

General Provisions

- 3. No person shall place or permit to be placed an election sign except in accordance with this by-law.
- 4. No person shall place or permit to be placed an election sign on public property.
- 5. No person shall place or permit an election sign to be placed:
 - a) at or within 50 meters of a Help Centre or Revision Centre;
 - b) in or on a vehicle that is parked within 50 meters of a Help Centre or Revision Centre;
 - c) in a road allowance within the Ward of Almonte and the Hamlets of Blakeney, Appleton, Clayton and Pakenham and registered plans of subdivision;
 - d) in a median strip;
 - e) in a sight triangle;
 - f) less than 3 meters from a crosswalk;
 - g) that impedes or obstructs the passage of pedestrians on a sidewalk;
 - h) on a utility pole;
 - i) on any official sign or official sign structure;
 - j) which include electronic displays or is illuminated;

- k) is attached to or placed upon any building in such a manner so as to obstruct any fire escape, fire exit, or to interfere in any way with the work of the fire department;
 - l) obstructs the view of any pedestrian or driver of a motor vehicle, or obstructs the visibility of any traffic signs or devices, or where it may interfere with vehicular traffic potentially endangering any person;
 - m) impedes or hinders or prevents parking by vehicles on private or public lands, or on a public highway.
6. The candidate or registered third party shall be responsible for the erection, maintenance or display of the election sign and shall ensure that all requirements of this by-law have been met.
 7. No person shall place or permit to be placed an election sign outside of the ward where the candidate is running for office.
 8. No person shall pull down or remove a lawfully erected election sign on private property without the consent of the candidate or registered third party to whom the sign relates or the owner or tenant of the property on which the sign is erected.
 9. No person shall deface or willfully cause damage to a lawfully erected sign.
 10. No person shall display on any election sign a logo, trademark, or official mark, in whole or in part, owned or licensed by the Municipality.

Election Signs on Private Property

11. Election signs may be erected or displayed on private property if:
 - a) the signs are erected with the consent of the owner or tenant of the property
 - b) the sign height is less than 2 meters; and
 - c) the signs do not interfere with the safe operations of vehicular traffic or with the safety of pedestrians.
12. No more than two (2) election signs per candidate are permitted on any one piece of land zoned residential.
13. No more than three (3) election signs per candidate are permitted on any one piece of land zoned other than residential.

Timing

14. No person shall place or permit to be placed an election sign for a federal or provincial election or by-election earlier than the day the writ of election or by-election is issued.

15. No person shall place or permit to be placed an election sign for a municipal election until after Labour Day of an election year.
16. All election signs shall be removed within seven (7) days immediately following 11:59 p.m. of the day of the election.

Removal of Unlawful Election Signs

17. Where an election sign has been affixed, erected or otherwise displayed in contravention of any provision of this by-law, a By-law Enforcement Officer or any other individual designated by the Clerk may:
 - a) cause the sign to be removed immediately without notice; or
 - b) provide an order to remove the sign.
18. Election signs that have been removed pursuant to this by-law shall be stored by the Municipality for a minimum of thirty (30) days, during which time the candidate, candidate's agent, or registered third party may retrieve the sign by providing the Municipality with the required payment associated with the removal of the sign as provided in the Fees and Charges By-law.
19. Any sign that has been removed by the Municipality and stored for more than thirty (30) days may be destroyed or otherwise disposed of by the Municipality without notice and without compensation to the candidate or registered third party.
20. Any applicable fees as set out in the Fees and Charges By-law may be recovered by legal action or in like manner as municipal taxes. Outstanding amounts will be applied to a candidate's tax roll, if applicable, based on qualifying address provided on the candidate's nomination paper.

Offence and Penalty

21. Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine or penalty as provided for in the *Provincial Offences Act*, R.S.O.1990.

Liability

22. The provisions of this by-law shall not be construed as relieving or limiting the responsibility or liability of any person erecting or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting from the negligence or wilful acts of such person or his or her agents or employees in the construction, erection, maintenance, repair or removal of any such signs. Likewise, the provisions of this section shall not be construed as imposing on the Municipality, its officers, employees, servants, agents and contractors any responsibility or liability, whatsoever, by reason of the removal of any sign.

Conflicts

23. In the event of a conflict between the provisions of this by-law and the provisions of another by-law of the Corporation of the Municipality of Mississippi Mills regulating signage, the provisions of the more restrictive enactment shall prevail.

Validity

24. In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction, to be *ultra vires*, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all provisions of this by-law shall remain in force and effect.

Enactment

25. This by-law shall come into effect upon its passing

BY-LAW read, passed, signed and sealed in open Council this 6th day of February, 2018.



Shaun McLaughlin, Mayor



Shawna Stone, Clerk

