The Corporation of the Township of Elizabethtown-Kitley

Candidate Information Package

2026 Municipal Elections

Version 3

Approved by the
Deputy Clerk / Returning Officer of
The Township of Elizabethtown-Kitley
this 18th day of September 2026

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Introduction

Thank you for your interest in serving on Elizabethtown-Kitley Council. Being a member of municipal council is a significant four-year commitment that requires considerable time and energy. While the experience can be both rewarding and challenging, it offers a meaningful opportunity to contribute to your community and help shape its future.

This guide has been developed to provide candidates with clear and concise information on the requirements, responsibilities, and key timelines associated with running for municipal office. Whether you are a first-time candidate or have prior experience, this resource is designed to help you navigate the process with clarity and confidence.

The *Municipal Elections Act, 1996*, as amended (the Act) sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. We urge you to obtain your own updated copy of the Act which can be downloaded from the Province of Ontario E-Laws website.

It is important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not intend to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing and other regulations and that they are not disqualified by law to be elected.

As this election year progresses, additional information will be made available to all registered candidates, including but not limited to:

- Voters' List
- Any other supplements required to be issued or that are requested such as update notices to candidates

We will be providing you with this information as it becomes available.

Best wishes for a successful campaign and please do not hesitate to contact me if you have questions.

Rob Nolan
Chief Administrative Officer/Deputy Clerk and Returning Officer
Tel. 613-345-7480, ext. 237
Email: returningofficer@ektwp.ca
Office Hours: 8:30 a.m. to 4:00 p.m.

Important Dates

Date	Detail
May 1, 2026	Nomination Period begins; Forms may be filed at the Main Municipal Office Hall between 9:00 a.m. and 4:00 p.m. throughout the Nomination Period
August 21, 2026	Nomination Day: Nominations accepted until 2:00 p.m.
August 22, 2026	Nominations are to be certified or rejected by the Clerk. List of Candidates will be posted by 4:00 p.m.
September 1, 2026	Revision period for the Voters' list begins. Voters' list is reproduced for candidates and other authorized persons (if requested)
September 30, 2026	Maximum Campaign Expenses and Contributions – Own Campaign Calculation provided to candidates
October 19 to October 23, 2026	Advanced Voting Period Main Municipal Office - advanced polling station daily 10 a.m. to 4 p.m. Internet & Telephone available off-site 24/7 during this period
October 26, 2026	Voting Day – 10:00 a.m. to 8:00 p.m. Three (3) polling stations will be located at: • Fire Station 1 – 44 Main St E, Lyn • Fire Station 3 – 410 County Rd 29 • Spring Valley Library Branch – 4103 County Rd 29 Internet & Telephone also available off-site during this time
November 15, 2026	Term of Office commences
November 16, 2026	Inaugural Meeting (Oath of Office)
December 31, 2026	Last Day of Regular Campaign Period Unless Extended Deadline for Extension of Campaign Period due to Clerk
March 30, 2027	Deadline for filing Financial Statements

Elected Offices – Township of Elizabethtown-Kitley

The term of office is four years, beginning November 15, 2026 and ending November 14, 2030.

The offices to be elected are:

Mayor – one (1) elected at large
Councillor – six (6) elected at large
Trustees – one (1) for each Board (English Public, English Separate/Catholic, French Public, French Separate/Catholic)

Responsibilities of Mayor and Council

The Role of the Mayor (Head of Council)

Per Section 225 of the *Municipal Act, 2001*, the role of the head of Council is:

a) to act as chief executive officer of the municipality;
b) to preside over council meetings so that its business can be carried out efficiently and effectively;
c) to provide leadership to the council;
   (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
d) to represent the municipality at official functions; and
e) to carry out the duties of the head of council under this or any other Act.

The Mayor is also appointed as ex officio to many of the Township's Committees of Council. The Mayor also sits on Council of the United Counties of Leeds and Grenville and participated on several Committees and Boards that guide the governance and administration of the Counties.

In May 2025 the Mayor was also given Strong Mayor Powers through amendments to the *Municipal Act, 2001*. Strong Mayor Powers are designed to ensure municipalities are better able to deliver on Provincial Priorities, specifically increasing housing supply, infrastructure development, and transit. These powers give mayors enhanced authority to propose and amend budgets, appoint senior staff, and reorganize administrative structures in ways that support these objectives. Mayors may also advance bylaws with reduced council support when they are deemed to further the Provincial Priorities.

Role of Council

Per Section 224 of the *Municipal Act, 2001*, the role of Council is:

a) to represent the public and to consider the well-being and interests of the municipality;
b) to develop and evaluate the policies and programs of the municipality;
c) to determine which services the municipality provides;
d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

(d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
e) to maintain the financial integrity of the municipality; and
f) to carry out the duties of Council under this or any other Act.

Expected Time Commitment

A Member of Council can expect to devote time to prepare for and attend a minimum of three meetings per month. In addition to attending these regular Council and Committee meetings, members are required to prepare for and attend meetings of other committees to which they are appointed.

Council meetings are generally held during the evening. All meeting agendas and minutes are posted on the Township's website and meetings of Council and Committee of the Whole are livestreamed. Meeting materials are provided electronically.

In addition to meetings, members of Council should expect time commitments related to communicating with constituents and residents, participating in or attending community events, and time for reading and research.

Qualifications

Who Can Run for Municipal Council

To run for a position on Township Council you must be:

- eligible to vote in the Township of Elizabethtown-Kitley (be qualified as a resident or non-resident elector);
- a Canadian citizen;
- at least 18 years old; and
- not legally prohibited from voting.

Who is Not Eligible to Run for Municipal Council

The following people are disqualified from being 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, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada;
- a person who is prohibited from voting in an election according to the *Municipal Elections Act, 1996* or the *Municipal Act, 2001*;
- a person who has violated financial requirements for filing financial information in a previous election; and/or
- an inmate serving a sentence in a penal or correctional institution.

Who Can Run 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;
- be a Canadian citizen;
- at least 18 years old; and
- meet any other qualifications to vote for the school board such as being Roman Catholic or holding French language rights.

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, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign to accept the position.

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 to accept the position.

Who is Not Eligible to be a School Board Trustee

The following people are disqualified from being elected as a school board 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 a leave of absence and resigned (see above);
- a judge of any court, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada;
- a person who is prohibited from voting in an election according to the *Municipal Elections Act, 1996* or the *Municipal Act, 2001*;
- a person who has violated financial requirements for filing financial information in a previous election; and/or
- an inmate serving a sentence in a penal or correctional institution.

Despite the above disqualification, MPs, MPPs and Senators may be nominated for municipal office without having to resign from their current seat in parliament. However, by 2:00 p.m. on Nomination Day, MPs, MPPs and Senators will be required to resign their current seat should they wish to continue to seek municipal office.

Note: It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated. (See Appendix A – Candidate Declaration of Qualifications – EL 18A)

Nomination Information

To run for the office of Mayor, Councillor, or School Board Trustee, candidates must file a prescribed nomination form. Candidates cannot raise or spend any money on their campaign until this form is filed by the candidate, in person, or by an agent acting on the candidate's behalf, at the Main Municipal Office, during regular office hours. Special hours apply on Nomination Day (August 21, 2026).

The nomination form may **not** be faxed, mailed, or emailed, as an original signature is required. If an agent of the candidate is filing the nomination form, the form must be fully completed prior to filing. The candidate or the agent filing the nomination form will be required to provide proof of identity.

Filing

Nomination Papers will be available online or can be picked up at the Main Municipal Office beginning May 1, 2026, at 9:00 a.m.

Nomination Papers can be submitted from May 1, 2026, until August 21, 2026, at 2:00 p.m.

Items Needed for Filing (Appendix A)

- completed nomination form (Form 1);
- completed endorsement of nomination forms (Form 2) (not required for candidates of position of School Board Trustee);
- a declaration of qualification signed by the candidate (form EL18A);
- filing fee ($200.00 for Mayor, $100.00 for all other offices); and
- proof of identity.

Note: Nomination Forms, including the endorsement of nomination form, are public documents and are available for inspection in the Clerk's Department at the Main Municipal Office.

Filing Fees

Candidates must pay a filing fee when they submit their nomination papers. These fees must be paid at the time of filing – by cash, debit, or certified cheque.

- The filing fee for a candidate running for Mayor is $200.
- The filing fee for a candidate running for any other office or School Board Trustee is $100.

Nomination filing fees are refundable if the candidate's financial statement and auditor's report (see Appendix B – Candidate Financial Statement, Auditors Report (Form 4)) are filed on or before **March 31, 2027 at 2:00 p.m.**

Withdrawal of Nomination

A candidate who wishes to withdraw their nomination must notify the Clerk in writing before 2:00 p.m. on August 21, 2026. The candidate must file their withdrawal or statement in person and may be required to provide identification (see Appendix B - Candidate's Declaration – Withdrawal of Nomination (EL19)).

The candidate will still be required to submit a financial statement covering all financial transactions up to the time of the withdrawal.

Changing Your Nomination

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, contributions and expenses from your first campaign are simply transferred to your second campaign.

Campaign Information

Campaign Period

Starts:	The campaign period begins at the time a candidate files for nomination
Ends:	a) December 31, 2026; or b) When a candidate withdraws their nomination or the Clerk rejects the nomination, the campaign period ends on the day of withdrawal or the day of the rejection.
Extension:	If the candidate has a campaign deficit on December 31, 2026, the period may continue provided the candidate notifies the Clerk of their intention to extend the period as per the *Municipal Elections Act, 1996*.

Use of Corporate Resources

The use of any Township or School Board logo, crest, or images by candidates on signs, brochures, social media, websites, or any other campaign material is strictly prohibited. Council candidates should reference the Use of Corporate Resources During an Election Purposes Policy (see Appendix C) for clarification regarding the use of other municipal facilities and resources. Similar policies may also be established by the school boards.

Campaign activities of any nature are strictly prohibited on any premise used as a voting place. This includes the entire property on which a building or facility used as a voting place is located.

Section 48 of the Act, provides as follows:

a) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes;
b) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place; and
c) For the purpose of this section, ’voting place’ includes any place in the immediate vicinity of the voting place designated by the Clerk.

Election Signs

Candidates looking to erect election signs during the campaign period should make themselves aware of the Election Sign Policy of the Ministry of Transportation (see Appendix D) including requirements to remove signs following Election Day.

Similarly, Candidates should follow the United Counties of Leeds and Grenville’s policy with respect to Private Signs on County Road Rights-Of-Way (see Appendix D), including requirements for removal of the sign and all general requirements of this policy.

Elections Accessibility

The Township is committed to ensuring that all candidates and electors are able to participate fully in municipal and school board elections. To support this commitment, the Township has developed a 2026 Municipal Elections Accessibility Plan (see Appendix C), which outlines the measures to be implemented in advance of the election to identify, prevent, and remove barriers for persons with disabilities. The Plan is intended to ensure that electoral services are inclusive, accessible, and responsive to the needs of all electors and candidates.

Election Financial Responsibilities

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in the municipal election and also imposes requirements on the candidate to report the contributions received and the funds expended.

Detailed information on campaign finances, reporting, contribution limits and expenses can be found within the Ministry of Municipal Affairs and Housing Candidate Information Guide see Appendix E). Candidates are further encouraged to reference the Act for exact details.

Campaign period

Candidates may only incur expenses and may only accept contributions starting on the day they file their nomination. A separate campaign bank account must be set up for the use of campaign activities (see Appendix B – Letter to Financial Institutions).

The candidate is responsible for the following:

- No contributions of money are accepted or expenses incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- All contributions of money are deposited into the campaign accounts;
- All funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- All payments for expenses are made from the campaign accounts;
- Contributions of goods or services are valued;
- Records are kept and receipts issued for every contribution, this should include:
    - The value of the contribution
    - Whether a contribution is in the form of money, goods or services; and
    - The contributor's name and address.
- Records of every expense including the receipts obtained for each expense;
- Records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- 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 by the sale of goods or services for $25 or less;
- Records are kept of any loan and its terms under Section 88.17 of the Act;

- Records are retained 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; and
- Financial filings are made in accordance with Sections 88.25 and 88.32 of the Act.

Campaign Spending Limits

A candidate running for Mayor, or their spouse, may spend up to a combined $7,500 plus $0.20 per elector on their own campaign. A candidate running for other offices, or their spouse, may spend up to a combined $5,000 plus $0.20 per elector on their own campaign. The maximum total campaign expenses must not exceed $7,500 plus $0.85 per elector for Mayor or $5,000 plus $0.85 per elector for any other office.

The Clerk will issue a statement of maximum self-contributions and maximum campaign expenses to each candidate no later than September 30, 2026. A preliminary statement will be provided at the time of filing or shortly thereafter.

Financial Reporting Requirements

All candidates, including those not elected, those who withdrew, or those whose nomination was rejected by the Clerk, must disclose and report all contributions and expenses as of **March 30, 2027**.

Candidates whose campaign contributions and total expenses are greater than $10,000 **must have their financial statement audited** and submit the auditor's report to the Clerk along with their financial statement.

Expenses subject to the spending limit and those excluded from the limit are both to be included in the campaign's total expenses for reporting purposes. Financial statements must be filed on or before **2:00 p.m. on Friday, March 30, 2027**. Candidates must keep all records for the term of office (i.e. until November 14, 2030), and those records should include a copy of the financial documents filed with the Clerk.

Default and Penalties

A candidate is in default of the filing requirements of the Act if:
- They fail to file a statement as required by the deadline;
- A financial statement shows on its face a surplus, as described in the Act, and the candidate fails to pay the amount required to the Clerk by the deadline; and/or
- A financial statement shows on its face that the candidate has incurred expenses exceeding what is permitted under the Act.

Penalties will apply in the instance of default, **including the requirement to forfeit your office** (if you won the election) and ineligibility to run or be appointed to fill a vacancy until after the 2030 election.

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.

Voting Information

Who Can Vote?

A person is entitled to vote in a municipal election if they are a qualified elector. That means, on Voting Day, they must be:

- a resident of the Township of Elizabethtown-Kitley, or an owner or tenant of land, or the spouse or same sex partner of such an owner or tenant;
- a Canadian citizen;
- at least 18 years old; and
- not prohibited from voting by law.

An owner or tenant of non-residential property, or their spouse, is not eligible to vote for a School Board Trustee.

Who Cannot Vote?

A person is not entitled to vote if they are:

- a person serving a sentence of imprisonment in a penal or correctional institution;
- a corporation;
- a person acting as executor or trustee or in any other representative capacity; and/or
- a person convicted of a corrupt practice for an election held within four years of Voting Day.

Proxy Voting

As the Township of Elizabethtown-Kitley is using telephone and internet voting, proxy voting is not available.

The Voters' List

Elections Ontario (EO) is responsible for preparing the preliminary list of electors for each municipality and school board in Ontario. EO's register is compiled of data from Elections Canada, the Ministry of Health, the Ministry of Transportation, the Municipal Property Assessment Corporation (MPAC), and the Registrar General. It is this information that is used to prepare this preliminary list, which aids in the preparation of the final voters list for Voting Day. Once municipalities have the preliminary list of electors, the revision period begins and electors may add their name or make changes directly at the "Voter Help Centre" at the Main Municipal Office.

An elector's name must be on the Voters' List for them to cast a ballot. Electors can check, update or add their information to the voters list online at Register to Vote, or attending the Voter Help Centre once it is open.

To change school support for electoral purposes (before June 1, 2026), electors can visit AboutMyProperty.ca.

In accordance with Section 23(4) of the Act, every candidate will receive one free copy of the part of the voters' list that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated. To receive a copy of the voters' list, candidates must submit a completed Voters' List Request Form (Form EL 14) to the Clerk.

Voting Method

The 2026 Township of Elizabethtown-Kitley Municipal Election will use a hybrid voting model consisting of both electronic and paper ballot voting. Electronic voting will be provided in partnership with Intelivote Systems Inc (see Appendix C) allowing electors to vote remotely by internet or telephone during the voting period. In-person voting opportunities will also be available, using paper ballots at designated voting locations.

Voter Information Letter

Eligible and registered electors will receive, by mail, a Voter Information Letter. This letter will contain an individual, confidential Voting PIN and information on how to access the voting system. Letters will be mailed to eligible voters prior to the first advanced voting day.

Advance Polls

The Township of Elizabethtown-Kitley will offer advance polls during the week of Monday October 19, 2026, to Friday October 23, 2026.

The Advance Polling Station will be available in the Main Administrative Office (6544 New Dublin Road, Addison) between the hours of 10:00 a.m. and 4:00 p.m. October 19, 2026, to October 23, 2026.Election Day

The Township of Elizabethtown-Kitley will operate three in person polling stations on Monday October 26, 2026 (Election Day) between 10:00 a.m. and 8:00 p.m.

Proposed Voting Locations

Currently the Township is planning to operate polling stations at the following locations:

- Main Library Branch – 4103 County Road 29, Brockville
- Fire Station #1 – 44 Main Street E, Lyn
- Fire Station #3 – 410 County Road 20, Toledo

The Township will also conduct a travelling poll during the Advanced Poll week. The travelling poll will operate at the following locations:

- Brockville Psychiatric Hospital - 1804 County Road 2 East
- Sherwood Park Manor - 1814 County Road 2 East
- Chartwell Rosedale Retirement Residence - 1813 County Road 2 East

The specific operating times for the travelling polls have yet to be determined and agreed with the facility operators.

Appendix A - Forms Needed for Filing

- Nomination Form (Form 1)
- Endorsement of Nomination Form (Form 2)
- Declaration of Qualifications (EL18A)
- Candidate Declaration – Proper Use of Voters' List (EL14)
- Notice of Penalties and Refund of Nomination Filing Fees
- Consent to Release Personal Information

Candidates are required to complete and submit these forms on the day they file their nomination. The other forms included in this package are for information and reference or may be required at a different time prior to or after the election, such as the filing of Form 4 – Financial Statement (see Appendix B).

Additional forms will be sent to registered candidates as the election approaches.

Copies of all forms are also available at the Main Municipal Office.

Appendix B – Other Candidate Forms and Information

- Candidate Financial Statement, Auditor's Report (Form 4)
- Campaign Finance Information for Municipal Council Candidates
- Letter to Financial Institution
- Scrutineer Appointment and Oath Form (EL12A)
- Candidate Withdrawal of Nomination Form (EL19)
- Acceptable Documents for Voter Identification
- Third Party Registration (Form 7)
- Preliminary Maximum Campaign – Self-Contribution
- Preliminary Maximum Campaign Expenses

Appendix C – Township Policies and Bylaws

- Use of Corporate Resources for Election Purposes
- 2026 Municipal Election Accessibility Plan
- Telephone/Internet Voting Election Policies and Procedures
- Bylaw 26-14 Authorize use of Alternative Voting Methods and Tabulators for Municipal Elections
- Bylaw 18-34 Municipal Code of Conduct (Council)
- Bylaw 22-06 Municipal Election Recount Policy
- Bylaw 26-01 Delegate Certain Authorities During a Restricted Authority Council Period (“Lame Duck”)

Appendix D – Other Government Policies and Bylaws

- Ministry of Transportation – Election Signs Policy
- United Counties of Leeds Grenville By-Law 09-35 Policy to Regulate Private Signs on County Road Rights of Way

Appendix E – Provincial Guides and other Information

- 2026 Candidates' Guide (Ministry of Municipal Affairs and Housing)
- Municipal Conflict of Interest Act Chapter M.56
- Leeds Grenville Candidates Guide 2026 (United Counties of Leeds Grenville)
- Lead Where you Live: A Guide to Running for Council (Association of Municipalities of Ontario)

Ontario

Ministry of Municipal Affairs and Housing

Nomination Paper – Form 1

Municipal Elections Act, 1996 (Sections 33, 35)

Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of	Ward Name or Number (if any)

Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)

Last Name or Single Name	Given Name(s)

Nominee's full qualifying address

Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code

Mailing Address ☐ Same as qualifying address

Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code

Email Address	Telephone Number	Telephone Number 2

Declaration of Qualification

I, _____ , declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

_____ Signature of Nominee

_____ Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate

Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature	Date Certified (yyyy/mm/dd)

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Ontario

Ministry of Municipal Affairs and Housing

Endorsement of Nomination – Form 2

Municipal Elections Act, 1996 (Section 33)

Instructions

- Candidates must obtain a minimum of 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Personal information collected on this form is obtained under the authority of sections 33 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

Name of person seeking nomination

Last Name or Single Name	Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of

_____ in the year _____ .

Name of person providing endorsement – 1

Last Name or Single Name	Given Name(s)

Qualifying Address

Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

_____ _____

Signature Date (yyyy/mm/dd)

Name of person providing endorsement – 2

Last Name or Single Name	Given Name(s)

Qualifying Address

Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

_____ _____

Signature Date (yyyy/mm/dd)

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Name of person providing endorsement – 3

Last Name or Single Name | Given Name(s)

Qualifying Address

Suite/Unit Number | Street Number | Street Name

Municipality | Province | Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

_____ Signature

_____ Date (yyyy/mm/dd)

Name of person providing endorsement – 4

Last Name or Single Name | Given Name(s)

Qualifying Address

Suite/Unit Number | Street Number | Street Name

Municipality | Province | Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

_____ Signature

_____ Date (yyyy/mm/dd)

Name of person providing endorsement – 5

Last Name or Single Name | Given Name(s)

Qualifying Address

Suite/Unit Number | Street Number | Street Name

Municipality | Province | Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

_____ Signature

_____ Date (yyyy/mm/dd)

Form EL18(A)

Declaration of Qualifications

Municipal Candidates

Municipal Elections Act, 1996, as amended

Declaration of Qualifications
For the Township of Elizabethtown-Kitley 2026 Municipal Election
Municipal Candidate

I, _____, a nominated candidate for the office of:

- ❑ Mayor
- ❑ Councillor

Do Solemnly Declare That:

1. I am qualified pursuant to the Municipal Elections Act, 1996 and the Municipal Act, 2001, as amended to be elected to and to hold the office of:

   - ❑ Mayor
   - ❑ Councillor

2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, a Canadian citizen, a resident of the Township of Elizabethtown-Kitley or the owner or tenant of land in the Township of Elizabethtown-Kitley or the spouse of such owner or tenant.

3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3,

   - I am not an employee of the Corporation of the Township of Elizabethtown-Kitley, or if I am an employee of the Corporation of the Township of Elizabethtown-Kitley, I am on unpaid leave of absence as provided for by section 30 of the Municipal Elections Act, 1996.
   - I am not a judge of any court.
   - I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Corporation of the Township of Elizabethtown-Kitley prior to 2:00 p.m. on August 21, 2026, Nomination Day. I

understand that the Clerk of the Corporation of the Township of Elizabethtown-Kitley will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
- I am not a Crown employee within the meaning of the *Public Service Act*, or if I am a Crown employee, I have followed and will continue to follow all the relevant provisions of Part III of such Act.

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.

6. Without limiting the generality of paragraph 5,

   - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
   - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the Municipal Elections Act, 1996, during an election that occurred less than four years prior to October 26, 2026.

7. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to October 26, 2026.

8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996.*

And I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Township of Elizabethtown-Kitley

This _____ day of _____, 2026

_____
(Signature of Candidate)

_____
(Signature of Clerk or designate)

Personal Information collected on this form is pursuant to the *Municipal Act*, 1996 and is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining a nominee's eligibility for appointment to municipal office. Questions can be directed to the Returning Officer.

Form EL14

Candidate's Declaration

Proper Use of Voters' List

Municipal Elections Act, 1996, as amended (s. 23 (4) (5))

Candidate's Declaration
Proper Use of Voters' List
For the Township of Elizabethtown-Kitley 2026 Municipal Election
Municipal Candidate

I, _____, being a candidate for the office of _____ hereby request the Clerk to provide me with the following information when it becomes available:

- ❑ A paper copy of the Voters' List on or before Tuesday, September 1, 2026. Please note that all revisions made to the Voters' List will be available online before Wednesday, September 30, 2026;

OR

- ❑ An electronic copy of the Voters' List on or before Tuesday, September 1, 2026. Please note that all revisions made to the Voters' List will be available online before Wednesday, September 30, 2026.

I the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the Municipal Elections Act, 1996 from using the Voters' List for commercial purposes.

_____ _____

Signature Date

Notice of Penalties and Refund of Nomination Filing Fee - Candidates

Municipal Elections Act, 1996 (s. 33.1)

Pursuant to Section 33.1 of the Municipal Elections Act, S.O. 1996, the clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23(2) and 92(1) related to election campaign finances and the requirements under which the nomination filing fee will be refunded (section 88.23, section 92(1) and section 34. have been provided below):

Default – where penalties apply

88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date.

Default - Penalties

(2) Subject to subsection (7), in the case of a default described in subsection (1),

a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

Default – Notice by clerk

(3) In the case of a default described in subsection (1), the clerk shall,

a) notify the candidate in writing that the default has occurred;
b) if the candidate was elected, notify the council or board to which he or she was elected in writing that the default has occurred; and
c) make available to the public the name of the candidate and a description of the nature of the default.

Compliance – clerk's report - filing

(4) The clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25

Compliance – clerk's report – available electronically

(5) The report mentioned in subsection (4) shall be made available on a website or in another electronic format as soon as possible after,

a) April 30 in the year following a regular election; and
b) 90 days after voting day in a by-election.

Application to court – for extension

(6) The candidate may, before the last day for filing a document under section 88.25 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document under that section and, if the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the candidate to file the document but the court shall not grant an extension of more than 90 days.

Application to court – for extension - notice

(7) If a candidate makes an application under subsection (6), the candidate shall notify the clerk in writing before 2 p.m. on the last day for filing a document under section 88.25 or 88.32 that the application has been made.

Application to court – for extension - effect

(8) If the court grants an extension under subsection (6), the penalties set out in subsection (2) apply only if the candidate has not filed the document before the end of the extension.

Default - cessation of penalty – late filing fee

(9) The penalties set out in subsection (2) for a default described in clause (1) (a) do not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for filing the document, the candidate files the relevant document as required under section 88.25 or 88.32 and pays the clerk a late filing fee of $500.

Late filing fee

(10) The late filing fee is the property of the municipality.

Same, before supplementary filing date

88.25 (10) At least 30 days before the supplementary filing date, the clerk shall give notice of the filing requirements of this section and the penalties set out in subsections 88.23 (2) and 92 (1) to the following candidates:

1. A candidate who notified the clerk under paragraph 4 of subsection 88.24 (1).
2. A candidate who notified the clerk under paragraph 5 of subsection 88.24 (1). 2016, c. 15, s. 60.

Candidate

92 (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),

a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception, action in good faith

(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply. 2016, c. 15, s. 68 (1).

Additional penalty, candidates

(3) If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (1).

Refund

34 A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2 p.m. on the filing date in accordance with that subsection.

Declaration by Candidate

I do hereby acknowledge that I am in receipt of the Clerk's notice regarding penalties relating to election campaign finances and refund of nomination filing fee.

Declared before me at the Township of Elizabethtown-Kitley

This _____ day of _____, 2026

_____ _____

(Signature of Clerk or designate) (signature of candidate, signed in front of the Clerk or designate)

Consent to Release of Personal Information
2026 Municipal Elections
Municipal Freedom of Information and Protection of Privacy Act

Personal Information collected on the Nomination Forms is collected under the authority of the *Municipal Elections Act* and will be used to assist the Township Clerk in the administration of the 2026 Municipal Elections.

Collections regarding this collection and disclosure of personal information should be forwarded to the Returning Officer at returningofficer@ektwp.ca

I, _____, a candidate for the office of:

- ❑ Mayor
- ❑ Councillor
- ❑ Trustee English Public
- ❑ Trustee English Separate
- ❑ Trustee French Public
- ❑ Trustee French Separate

I acknowledge that the Nomiation Form (Form 1) and the Declaration of Qualifications Form (Form EL18A or EL18B) filed by me contains personal information and I am aware that the Township Clerk will disclose all or part of it to the general public.

Declared before me at the Township of Elizabethtown-Kitley

This _____ day of _____, 2026

_____
Signature of Candidate

_____
Signature of Clerk or designate

Ontario

Ministry of Municipal Affairs and Housing

Financial Statement – Auditor's Report Candidate – Form 4

Municipal Elections Act, 1996 (Section 88.25)

Instructions

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who use a broadcaster or publisher for an election campaign advertisement must complete Schedule 3. Candidates who receive contributions or incur expenses in excess of $10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination) YYYY MM DD **to** YYYY MM DD

☐ Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)

☐ Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)

Municipality

Spending Limit		Contribution Limit
General $	Parties and Other Expressions of Appreciation $	Contributions from Candidate and Spouse $

☐ I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

I, _____, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

_____ Signature of Candidate

_____ Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate

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Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ $	
Revenue from items $25 or less	+ $	
Sign deposit refund	+ $	
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ $	
Interest earned by campaign bank account	+ $	
Other (provide full details)		
1.	+ $	
2.	+ $	
3.	+ $	
4.	+ $	
5.	+ $	
6.	+ $	
Total Campaign Income (Do not include loan)		= $ **C1**

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ $	
Advertising	+ $	
Brochures/flyers	+ $	
Signs (including sign deposit)	+ $	
Meetings hosted	+ $	
Office expenses incurred until voting day	+ $	
Phone and/or internet expenses incurred until voting day	+ $	
Salaries, benefits, honoraria, professional fees incurred until voting day	+ $	
Bank charges incurred until voting day	+ $	
Interest charged on loan until voting day	+ $	
Other (provide full details)		
1.	+ $	
2.	+ $	
3.	+ $	
4.	+ $	
5.	+ $	
6.	+ $	
Total Expenses subject to general spending limit	= $	**C2**

2. Expenses subject to spending limit for parties and other expressions of appreciation

1.	+ $	

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

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

3. Expenses not subject to spending limits

Accounting and audit + $ _____
Cost of fundraising events/activities (list details in Part IV of Schedule 2) + $ _____
Office expenses incurred after voting day + $ _____
Phone and/or internet expenses incurred after voting day + $ _____
Salaries, benefits, honoraria, professional fees incurred after voting day + $ _____
Bank charges incurred after voting day + $ _____
Interest charged on loan after voting day + $ _____
Expenses related to recount + $ _____
Expenses related to controverted election + $ _____
Expenses related to compliance audit + $ _____
Expenses related to candidate's disability (provide full details)

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

Other (provide full details)

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

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

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

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5) + $ _____ **D1**

If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign – $ _____

Surplus (or deficit) for the campaign = $ _____ **D2**

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

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ $	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ $	
Total value of contributions not exceeding $100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is $100 or less (do not include contributions from candidate or spouse).	+ $	
Total value of contributions exceeding $100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds $100 (do not include contributions from candidate or spouse).	+ $	
Less: Ineligible contributions paid or payable to the contributor	– $	
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding $25	– $	
Total Amount of Contributions (record under Income in Box C)	= $	**1A**

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services
(Note: Must also be recorded as Expenses in Box C.)

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

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

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

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

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

Part III – Contributions exceeding $100 per contributor – individuals other than candidate or spouse

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

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

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

Table 4: Contributions in goods or services from individuals other than candidate or spouse
(Note: Must also be recorded as Expenses in Box C.)

Name	**Full Address**	**Description of Goods or Services**	**Date Received** (yyyy/mm/dd)	**Value ($)**
			Total	

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

Total for Part III – Contributions exceeding $100 per contributor
(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions) $_____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held. ☐ Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

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

Part I – Ticket revenue

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

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

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

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

Part II – Other revenue deemed a contribution

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

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

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

Part III – Other revenue not deemed a contribution

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

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

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

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

Schedule 3 – Broadcasters and Publishers

Complete if candidate used a broadcaster or publisher for an election campaign advertisement.

Table 5: Contact information for broadcasters and publishers used during the election campaign

Name	**Type of Advertisement** (e.g. print, television, radio etc)	**Contact Information**

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

Auditor's Report – *Municipal Elections Act, 1996* (Section 88.25)

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

Professional Designation of Auditor

Municipality	Date (yyyy/mm/dd)

Contact Information

Last Name or Single Name	Given Name(s)	Licence Number

Address

Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code

Telephone Number	Email Address

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

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

☐ Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

Municipal Elections 2026 – Campaign Finance Information for Municipal Council Candidates

Voting Day: Monday, October 26, 2026
Campaign Period ends on December 31, 2026 (unless an extension has been filed)

A **Bank Account** must be opened if you accept any contributions (including contributions of money from yourself) or incur any expenses. The nomination fee is considered to be a personal expense – *not* a campaign expense.

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 yourself. You are only allowed to accept contributions or incur campaign expenses during your campaign period, after you file your nomination.

There is a limit on the total amount that you and your spouse may contribute to your own campaign. The formula to calculate the limit is:

- for head of council candidates: $7,500 plus 20 cents per elector to a maximum of $25,000
- for council member or trustees: $5,000 plus 20 cents per elector to a maximum of $25,000

The municipal clerk will tell you your self-funding limit.

Contribution limits

- $1,200 limit that applies to each person who contributes to your campaign
- The maximum total amount that a contributor can give to candidates in the same jurisdiction (i.e. running for the same council or the same school board) is $5,000

Who can make contributions to municipal candidates?

- individuals who are normally resident in Ontario
- yourself and your spouse

Contribution receipts must be issued for every contribution you receive. The receipt should show who made the contribution, the date and the value and can only come from one person (e.g. in the case of a joint account). You are required to list the names and addresses of every contributor who gives more than $100 in 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 totaling more than $100. *Note: Contribution receipts are not tax receipts. Contributions to municipal and school board campaigns cannot be credited against provincial or federal income taxes.*

Ineligible contributors

- corporation
- trade union
- 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

Ineligible contributions

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

Ineligible contributions must be returned as soon as you learn that the contribution is ineligible. If you cannot return the contribution, you must turn it over to the clerk.

REMEMBER: 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.

Campaign Expenses are costs incurred for goods and services for use in your campaign.

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.

Expenses not subject to the spending limit:

- 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

The **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

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit.

Financial Statement: It is the responsibility of a candidate to file a complete and accurate financial statement by the **filing deadline** which is **2:00 p.m. Friday March 30, 2027**. If you filed a nomination form, you must file a financial statement.
Note: If your campaign has a deficit, you may request to extend your campaign in order to do some additional fundraising. Please contact the clerk for more information.

Penalties may apply if you are convicted of an offence:

- A fine of up to $25,000
- Ineligibility to vote or run in the next regular election
- Up to six months imprisonment
- 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.

There are three contraventions of the Act where penalties apply automatically:

- If you fail to apply to the court for an extension by the filing deadline or file a financial statement by the end of the 30-day grace period
- If your financial statement shows that you exceeded a spending limit
- 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 to be appointed to fill a vacancy until after the 2030 election.

Auditor's report: If your campaign expenses or contributions total more than $10,000 you must have an auditor review your financial statement and provide a report.

A **compliance audit committee** is required to be established by each municipality and school board. An eligible elector who believes you have contravened the election finance rules may apply for a compliance audit of your campaign finances.

Resources

Municipal Elections Guides and Resources

Municipal Elections Act, 1996

Ministry of Municipal Affairs Municipal Services Office Contact

This document is provided for convenience only and should not be considered legal advice. For more specific information, please refer to the *Municipal Elections Act, 1996* and the regulations.

Township of Elizabethtown-Kitley
6544 New Dublin Road
RR #2 Addison, ON
K0E 1A0
(613) 345-7480

April 24, 2026

To: Financial Institution

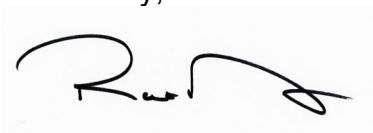
Re: Municipal Campaign Account

A candidate running in the 2026 municipal election is required under *the Municipal Elections Act, 1996* to open an account in the name of their campaign (for example: “Campaign for John Doe” or “John Doe’s Campaign”) in order to ensure that all campaign contributions and expenses are properly received, deposited and paid through the campaign.

The Act does not contain any prohibition against a municipal candidate being a signing officer on the campaign account, nor does it require the candidate to have a chief financial officer, as is the case with provincial and federal candidates.

Should you have any further questions on this matter, please contact the Clerk’s Office at 613-345-7480.

Yours truly,



Robert Nolan
Chief Administrative Officer/Clerk
Township of Elizabethtown-Kitley

Form EL12(A)

APPOINTMENT OF SCRUTINEER BY CANDIDATE[1]

Municipal Elections Act, 1996, s.16 (1)

Candidate

Name of Candidate (please print)

Candidate for the Office of (check one)

- ☐ Mayor
- ☐ Local and Regional Councillor, Wards _____
- ☐ Councillor, Ward _____
- ☐ _____ Public District School Board
- ☐ _____Catholic District School Board
- ☐ _____French Public District School Board
- ☐ _____ French Catholic District School Board

Scrutineer Appointment

Name of Scrutineer Appointed (please print)

I appoint the individual noted above as a scrutineer to represent me in the (municipality) 2018 Municipal Election.

Date	Signature of Candidate
this day of , 2026	

Instructions to Scrutineer

- Scrutineers arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy.
- Candidates arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy. A candidate who enters a voting place is considered to be a scrutineer.
- Only one scrutineer per candidate may be at each ballot issuing station in the voting place and at the vote tabulator.

Rights and Prohibitions

Scrutineers and candidates can:

- Enter the voting place 15 minutes before it opens and inspect the ballot boxes and the ballots and all other papers, forms and documents relating to the vote (but not so as to delay the timely opening of the voting place).
- Place his or her own seal on the ballot box, immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal.
- Examine each ballot as they are fed into the vote tabulator (but not touch the ballot).
- Object to a ballot or to the counting of votes in a ballot.
- Sign the statement of the results of the election prepared by the deputy returning officer.
- Place his or her own seal on the ballot box immediately after the close of voting on each day of an advance vote, so that ballots cannot be deposited or withdrawn without breaking the seal.
- Examine the Voters' List periodically to determine who has voted or to count how many Electors have voted but may not interfere with the conduct of the voting process.

1 Amend this form to reflect the Conduct of Scrutineers for alternative voting methods being used in your municipality.

Scrutineers and candidates cannot:

- Be near enough to the vote tabulator to see how a voter has marked their ballot.
- Campaign at the voting place.
- Attempt, directly or indirectly, to interfere with how an elector votes
- Display a candidate's election material (including buttons, pins, etc.) in a voting place.
- Compromise the secrecy of voting.
- Obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of the Voting Place.

Note:

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The DRO is responsible for the conduct of the Voting Place and no candidate or scrutineer has the right to interfere with the DRO in the discharge of his or her duties.
- Anyone who is creating a disturbance at a Voting Place will be removed by the DRO.
- The seal(s) **must not** contain any writing that could be considered "election campaigning', therefore, the name of the candidate **is not** permitted on the seal;
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voting Place to carry on their discussion outside of the Voting Place.
- No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place. The boundaries of the Voting Place are the boundaries of the property where the Voting Place is located and **includes** the parking lot.
- Scrutineers/candidates wishing to observe the transmission of results **must** be at the Voting Place prior to the closing of the voting location at 8:00 p.m. No one will be admitted to the Voting Place after 8:00 p.m.
- Scrutineers/candidates wishing to observe the counting of advance votes **must** be at Town Hall prior to 800. p.m. on Election Day.
- The total of votes cast for each candidate as counted by the vote tabulating equipment is final. The DRO is not required to do a second recount.

Form EL19

Candidate's Declaration
Withdrawal of Nomination
Municipal Elections Act, 1996, as amended (s. 36)

Candidate's Declaration
Withdrawal of Nomination
For the Township of Elizabethtown-Kitley 2026 Municipal Election
Municipal Candidate

I, _____, hereby withdraw my name

as a:

❑ Candidate for the office of _____
(Name of Elected Office)

OR

❑ A Registered Third Party Advertiser.

_____ _____

Signature Date

This withdrawal delivered to me at _____ on
(time)
this _____ day of _____, 2026.

Municipal Clerk or designate _____

Acceptable Documents for Voter Identification

Ontario Regulation 304/13

You must present one of the following documents showing your name and address:

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the Indian Act (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the Long Term Care Homes Act, 2007, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school

Ontario

Ministry of Municipal Affairs and Housing

Notice of Registration – Third Party – Form 7

Municipal Elections Act, 1996 (Section 88.6)

Instruction

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

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

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

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code

Email Address	Telephone Number	Telephone Number 2

Box B: Designation of an Official Representative (Corporations and Trade Unions)

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)

Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code

Email Address	Telephone Number	Telephone Number 2

Box C: Additional Information (Corporations)

Business Name

Corporation Number (Indicate whether Ontario Corporation Number, Federal Corporation Number, etc.)

Names of Principal Officers

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

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Box D: Declaration of Qualification

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

(1) The information in this notice of registration is, to the best of knowledge and belief, true;

(2) The Registrant is qualified to be registered as a third party advertiser; and

(3) I am authorized to sign on behalf of the Registrant (applies only where the Registrant is a corporation or trade union).

_____ _____

Signature of Registrant (or Official Representative) Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Registrant (or Official Representative) (if filed in person)	Signature of Clerk or Designate

Certification by Clerk or Designate

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

Signature of Clerk or Designate	Date Certified (yyyy/mm/dd)

Preliminary Maximum Campaign – Self-contribution
2026 Municipal Elections
Municipal Elections Act, 1996

According to the Municipal Elections Act, 1996 s. 88.20, the following are the preliminary calculations of the estimated maximum contributions that a candidate and their spouse may contribute to the candidate's own election campaign. These calculations are based on the number of electors on the Voters' List as of September 2022:

Office	Number of Electors as of September 15, 2022	Total Preliminary Maximum Candidate Contribution
Mayor $7,500 + 0.20/elector	8,242	$9,148.40
Councillor $5,000 + 0.20/elector	8,242	$6,648.40

This self-contribution limit does not apply to School Board Trustee.

Final spending limits will be supplied on or before September 30, 2026.

Preliminary Maximum Campaign Expenses
2026 Municipal Elections
Municipal Elections Act, 1996

According to the Municipal Elections Act, 1996 the following are the preliminary calculations of the estimated maximum campaign expenses based on the number of electors on the Voters' List as of September 15, 2022, for the 2026 election:

Office	Number of Electors as of September 2022	Total Preliminary Maximum Campaign Expenses
Mayor $7,500 + 0.85/elector	8,242	$14,505.70
Councillor $5,000 + 0.85/elector	8,242	$12,005.70
Trustee – UCDSB English Public $5,000 + 0.85/elector	6,811	$10,789.35
Trustee – CDSBEO English Separate $5,000 + 0.85/elector	854	$5,717.36
Trustee – CEPEO French Public $5,000 + 0.85/elector	23	$5,019.55
Trustee – CSDCEO French Separate $5,000 + 0.85/elector	69	$5,058.65

Final spending limits will be supplied on or before September 30, 2026.

The Corporation of the Township of Elizabethtown-Kitley		
Policy and Procedure Manual		
ADM	**Policy Type:**	Administrative/Council
Administrator-Clerk	**Approval Date:**	
	Effective Date:	
	Last Revision Date:	March 8, 2022
Use of Corporate Resources for Election Purposes Policy		

Introduction

As leaders of this community, all members of Council are held to the highest standards of conduct and ethical behaviour. In practical terms, this obligation requires that during a municipal election year, all members of Council who are also candidates must avoid any conflict between personal interest and official duties, and any potential conflict be resolved in favour of public interest. While the business of the Township of Elizabethtown-Kitley must continue to be carried out during the entire term of Council, members are responsible for ensuring that corporate resources are not used for any election-related purpose. For these reasons, it is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the members of Council and the Township of Elizabethtown-Kitley.

Further, the *Municipal Elections Act, 1996*, Section 88.18 states that before the first day of May in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources during the election campaign period.

Legislative Authority

The *Municipal Elections Act*, 1996, as amended (the "Act"), permits candidates to file nominations in a municipal election year as early as the first day of May that the Clerk's Office is open. Once a candidate has filed a nomination paper, they can begin to campaign, raise campaign funds or incur campaign expenses in accordance with the provisions of the Act.

Contributions are defined under Campaign Contributions, Subsection 88.15 of the *Municipal Elections Act,* 1996. Further, Subsection 88.8(4) (5) states "the following shall not make a contribution – The Crown in the right of Canada or Ontario, a municipality or local board". In addition, Subsection 88.8(7) states that "a candidate may only accept a contribution from a person or entity that is entitled to make a contribution". Upon conviction, penalties for breaching the campaign financing provisions of the Act include fines of not more than $50,000 for a Corporation and up to $25,000 for an individual.

In defining contributions as money, goods and services, it is apparent that the use of the Corporation's resources relative to an election campaign would be in violation of the *Municipal Elections Act*. Resources would include, but are not limited to the following: facilities, equipment, supplies, services, staff or other resources of the municipality. Further, the use of staff services, or any person receiving compensation from the municipality, during their regular working hours is also deemed to be in contravention of the Act.

Guidelines

The following guidelines shall be used for the Corporation of the Township of Elizabethtown-Kitley, from the commencement of the Nomination and Campaign Period (1st business day in May) until the end of the Election Day (3rd Monday in October) regarding the use of corporate resources for election purposes:

Members of Council and all candidates for the municipal election who have submitted their Nomination Paper to the Clerk or are intending to run for re-election shall not:

- use the facilities, equipment, supplies, services, staff or other resources of the Corporation of the Township of Elizabethtown-Kitley for any election campaign or campaign-related activities. Such resources could include but are not limited to: postage or the use of fax or photocopy machines, phones and computers;
- use municipally funded expense allowances for electoral purposes or electoral gain;
- undertake any campaign-related activities on any municipal property unless full market value rent is paid. No campaign-related activities shall be allowed at the municipal offices in New Dublin and Toledo, the public works facility in New Dublin and Toledo or the three fire stations at any time;
- use business cards, envelopes, letterhead or any material imprinted with the municipal logo for election purposes;
- enlist the use of Township staff to work in support of a municipal candidate during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave;
- print or distribute any material paid for by the municipality that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
- profile, or make reference to, in any material paid for by the municipality, any individual who is registered as a candidate in any election;
- print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; minutes of regular and special Council and/or Committee Meetings, in print or virtual, being exempt;

use any website or domain names that are funded by the municipality for the dissemination of election-related messages and material.

Limitation

Nothing in these guidelines shall preclude a member of Council from performing their duties as Mayor or Councillor, nor inhibit them from representing the interests of the constituents who elected them to office.

Administration

In accordance with the *Municipal Elections Act, 1996*, as amended, the Clerk or designate shall take the necessary action to give effect to this guidelines. All complaints received from the public shall be in writing and addressed to the Clerk.

Township of Elizabethtown-Kitley
6544 New Dublin Road
RR #2 Addison, ON
K0E 1A0
(613) 345-7480

2026 Municipal Elections Accessibility Plan

Introduction

The Elections' Accessibility Plan is a tool to support and strengthen the Township's commitment to the needs of persons with disabilities.

The focus of the plan is to identify steps to be taken in advance of the election to help eliminate barriers for persons with disabilities and ensure electoral services are accessible to all electors and candidates.

The Clerk's department shall post the pre-election plan and post-election report on the Township's website and distribute the plan to other stakeholders as requested.

Legislative Requirements

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors have the opportunity to fully participate in the 2022 Township municipal election.

The Municipal Act, as amended, states that:

- There shall be regard for the needs of electors and candidates with disabilities;
- The Clerk shall prepare and make available to the public a plan to identify and prevent barriers that affect electors and candidates with disabilities before voting day;
- Within 90 days after voting, the clerk shall prepare a report about the identification, removal and prevention of barriers and shall make the report available to the public;
- The clerk shall ensure that each voting place is accessible to electors with disabilities; and
- The Clerk shall make such changes to the ballot as they consider necessary to assist electors with visual impairments to vote without assistance.

Township of Elizabethtown-Kitley
6544 New Dublin Road
RR #2 Addison, ON
K0E 1A0
(613) 345-7480

Initiatives

Communication:

- Information is to be provided in plain, clear language;
- Information uploaded to the Township's website is to be accessibility compliant; and
- Offer alternative formats, upon request.

Assistance to Candidates: Provide candidates with access to information in alternative formats, upon request.

Voting Places: A barrier free voting station will be open for advanced voting to provide in-person opportunities via paper or electronic. The voting places established for Election Day will all be barrier free to provide full access to all electors regardless of abilities. There will be designated or reserved parking for persons with disabilities at all voting locations.

In the event of a temporary service disruption, Election Officials will commit to providing reasonable measures to ensure that services are reinstated as quickly as possible and, where feasible, alternative services are provided.

In the event of a disruption in service or emergency, information will be posted at the location and on the Township's website, electronic signs and social media (in so far as it is possible), and where applicable, a media advisory will be issued. The notice will include the reason for the disruption, its anticipated duration and alternative services/faculties available.

Voting Provisions for Electors With Disabilities: Internet and telephone voting, including T.T.Y., is being provided to all qualified electors. Help centres have been established for assistance with electronic voting. Election personnel at the voting places are available to assist a voting casting their ballot when requested after the appropriate oral oath is administered.

A waiting area, with seating will be provided as well as an option to sit while executing a paper ballot. Service animals will be welcomed into the voting place.

Though the paper ballots use large print and accessible fonts, a magnifying glass will be available upon request by the elector.

Accessibility Training: In addition, all staff at the voting place and help centers have been trained in accessibility requirements.

Township of Elizabethtown-Kitley
6544 New Dublin Road
RR #2 Addison, ON
K0E 1A0
(613) 345-7480

Feedback

Anyone wishing to provide feedback to identify areas where changes need to be considered and way in which the Township can improve the delivery of accessible elections, please notify the Returning Officer at:

Rob Nolan, CAO/Clerk
Tel. 613-345-7480, ext. 237
Email: returningofficer@ektwp.ca
Fax: 613-345-7235

Office Hours: 8:30 a.m. to 4:00 p.m.

The Corporation of the Township of Elizabethtown-Kitley

Procedures for the Use of
Vote Tabulators and Telephone/Internet Voting

2026 Municipal Elections

Version 1 – April 24, 2026

Version 2 – June 1, 2026

Approved by the
Clerk / Returning Officer of
The Township of Elizabethtown-Kitley
this 1st day of June 2026

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These Procedures have been prepared for the purposes of convenience **only**. For accurate reference, please refer to the Municipal Elections Act, 1996, as amended and the Good Government Act, 2009.

A. PROCEDURES FOR THE USE OF VOTE TABULATORS AND TELEPHONE/INTERNET VOTING

1. AUTHORITY

On March 9, 2026, the Council of the Township of Elizabethtown-Kitley adopted By-law Number 26-14 Being a By-law to Authorize the Use of Alternative Voting Methods and Tabulators for Municipal Elections.

On February 23, 2026, the Council of the Township of Elizabethtown-Kitley adopted By-law Number 26-12 being a by-law to enter into an Electronic Voting Services Agreement between the Township of Elizabethtown-Kitley and Intelivote Systems Inc. for Telephone/Internet Voting Services for the 2026 Municipal and School Board Elections.

On March 30, 2026, Council of the Township of Elizabethtown-Kitley adopted By-Law 26-22 Being a By-Law to Authorize the Execution of an Agreement Between the Township of Elizabethtown-Kitley and Dominion Voting Systems for the Voting Hardware Rental, Software License and Services Agreement. On April 21, 2026 the Township entered into an Agreement with Dominion Voting Systems for the provision of Hardware Rental, Software License and Services for Tabulators for the 2026 Municipal and School Board Elections.

The *Municipal Elections Act, 1996*, as amended, more specifically Subsection 42(3), states as follows:

> **Procedures and forms**
>
> (3) 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 when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

Subsection 42(4), states that the clerk shall provide the procedures and forms on or before June 1 in the year of the election.

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

Subsection 11(2) of the *Municipal Elections Act, 1996*, as amended, states that the clerk of a local municipality has responsibility for conducting elections within that municipality and 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). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).

With respect to the duties and authority of a municipal clerk, the *Municipal Elections Act, 1996*, as amended, further states as follows:

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.

12(1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities. 2009, c 33, Sched. 21, s. 8 (8).

12(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.

12(3) 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.

13(1) 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.

13(2) 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.

Subsection 42(5) 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. As one of the purposes for the use of alternative voting (being telephone and internet voting) was to eliminate proxies and By-law Number 26-14 of The Township of Elizabethtown-Kitley is silent on these issues, voting proxies are therefore not applicable. This means that, 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 another's Voter Information Letter, including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act, 1996, as amended.

The *Municipal Elections Act, 1996*, as amended, 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, if they are consistent with the principles of the *Municipal Elections Act, 1996*. As amended, 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.

Therefore, as Clerk of the Township of Elizabethtown-Kitley and Returning Officer for the 2026 Municipal and School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the attached forms are the forms permitted to be used during this election process.

June 1, 2026
Date Approved

Rob Nolan CAO/Clerk
Clerk / Returning Officer

2. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the *Municipal Elections Act, 1996*, as amended, and applies to the Paper Ballot and Telephone/Internet Voting being conducted by the Township of Elizabethtown-Kitley between Monday October 19, 2026, and Monday October 26, 2026.

2. The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the *Municipal Elections Act, 1996*, as amended.

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 *Municipal Elections Act 1996*, as amended, with the same being determined and established by the Clerk.

4. The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein, as deemed necessary and appropriate. 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 the Township of Elizabethtown-Kitley and/or School Boards.

3. DEFINITIONS

a) **Advance Voting** – means voting conducted between the hours of 10:00 a.m. on October 19, 2026, and ending at 9:59 a.m. on October 26, 2026.

b) **Ballot** – means either an image on a computer screen, or any web enabled device, 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 telephone or wireless phone, 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.

c) **Candidate** – means a person who has been nominated under Section 33 of the *Municipal Elections Act, 1996*, as amended.

d) **Certified Candidate** – means a candidate whose nomination has been certified by the municipal clerk under Section 35 of the Municipal Elections Act, 1996.

e) **Clerk** – means the Clerk of the Township of Elizabethtown-Kitley who is responsible for conducting this election under the authority of the *Municipal*

Elections Act, 1996, as amended. *(This legislation provides that the clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the clerk of the municipality's opinion, necessary or desirable - Section 12 of the Municipal Elections Act, 1996, as amended)*

f) **Eligible Elector** - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the *Municipal Elections Act, 1996*, as amended.

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*, as amended. 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) **Eligible Elector –** means a person who is entitled to be an elector at an election held in the local municipality, if on voting day they meet the qualifications outlined in the Act.

i) **Election management team** – refers to the Returning Officer, and designates in charge of ensuring the integrity of the configuration and the voting results, as well as guaranteeing the secrecy of the votes.

j) **Municipality** – means the Corporation of the Township of Elizabethtown-Kitley.

k) **Password** – means an additional access control word assigned by Intelivote Systems Inc. to each authorized user to provide additional security for access to the voting system.

l) **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.

m) **Preliminary List of Electors** – means a list of electors for the Township of Elizabethtown-Kitley compiled by Elections Ontario (EO) and provided to the Township of Elizabethtown-Kitley between July 31 and September 1 of an election year as agreed upon by EO and the Clerk.

n) **Satisfactory Identification** – means the identification required under the *Municipal Elections Act, 1996*, as amended (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an Election Official.

o) **Script** – means all information flow and system prompts from Intelivote Systems Inc. including instructions, informational messages, error messages, and exceptions.

p) **Scrutineer** – means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.

q) **Support Person** – means a person who has been requested by an elector to assist him or her in the voting process.

r) **Tabulator** (Vote Tabulator) is a device that scans marked paper ballots, interprets voter marks, and safely stores and tabulates each vote.

s) **Voter Help Centre** – means a location provided by the Township of Elizabethtown-Kitley to assist electors with the Telephone/Internet Voting process or other general election inquiries, and to make additions, deletions, and corrections to the Preliminary List of Electors. The Voter Help Centre is located at the Main Municipal Office, 6544 New Dublin Road, Addison ON K0E 1A0.

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*, as amended, c. 32, Sched., s. 22; 2006, c. 33, Sched. Z.3, s. 18 (3).

u) **Voting Day** – means the final day on which the vote is to be taken in an election and shall be from 10:00 a.m. to 8:00 p.m. on Monday October 26, 2026.

v) **Voter Information Letter** – means a sealed envelope containing a Personal Identification Number (PIN) for each person on the Voters' List or who has completed an application, duly approved by an Election Official, for inclusion on the Voters' List, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the Voters' List.

B. GENERAL

4. VOTER QUALIFICATOIN

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

    a. Are a Canadian citizen,

    b. Are at least 18 years old,

    c. 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

    d. Are not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996*, as amended, or otherwise, by law.

5. PRELIMINARY LIST OF ELECTORS (VOTERS' LIST)

1. The Preliminary List of Electors shall be requested from Elections Ontario (EO) in an electronic format. The list shall be reviewed by the Clerk of the Township of Elizabethtown-Kitley and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996*, as amended, and the list shall be approved for use as the Voters' List.

2. The list shall then be reproduced in paper or electronic format and, upon written request, be 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 a maximum of 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.

3. The candidates shall receive login ID(s) and password(s) provided by Intelivote Systems Inc., 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.

4. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre.

5. Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, as amended.

6. The Clerk shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (5) 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, 1996*, as amended, shall be available no later than Friday September 18, 2026, at Township's Main Administrative Office located at 6544 New Dublin Road.

7. The Voters' List, as corrected by the Clerk pursuant to Section 22 of the *Municipal Elections Act, 1996*, as amended, shall be provided to Intelivote Systems Inc. in electronic format in order for Intelivote Systems Inc. to manage the Voter Information Letter prior to their regular mailout deadline.

8. Voter Information Letters shall be distributed by incentive letter mail or hand delivered as required, to all eligible electors to enable them to use the Telephone/Internet Voting service.

6. NOTICES

1. The Clerk of The Township of Elizabethtown-Kitley shall notify voters of the following election information using advertisements:

    a. That municipal and school board elections are being held for The Township of Elizabethtown-Kitley and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;

    b. The date(s), time(s) and location(s) for the holding of the vote including advance voting, and the methods of voting for each;

    c. The office(s) of the council and/or school boards;

    d. The manner in which electors may or may not use voting proxies;

    e. Who is eligible to vote in the municipal & school board elections; and

    f. The location(s) and dates, and hours of operation of the Voter Help Centre, how persons can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.

2. At the Clerk's discretion, notices will be published in the local newspapers and/or posted on the Municipality's website. All notices shall be made available in English only.

3. The following essential notices shall be issued:

    a. Notice of Election Information. See paragraph 6.1;

    b. Notice of Revision of Voters' List. See paragraph 6.1(f);

    c. Notice of Nomination; and

    d. Certified Election Results.

4. The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

5. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.

6. Each person on the voters' list shall be mailed, by Incentive Letter Mail a sealed Voter Information Letter containing:

    a. Their Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;

    b. Instructions on how to vote;

    c. Dates and hours of voting; and

    d. The location and telephone number of the Voter Help Centre.

7. All Voter Information Letters shall be made available in English only.

7. ACCESSIBILITY

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

2. The Clerk shall ensure the Voter Help Centre is accessible to candidates and electors with disabilities.

3. The Clerk shall prepare a Report to be submitted to the Council ninety (90) days after Voting Day about identification, removal, and prevention of barriers that affect voters and candidates with disabilities.

4. Election Officials will be available for assistance during the Voting Period and on Voting Day.

5. The Township of Elizabethtown-Kitley has an Accessibility Policy. The Municipal Election for the Township of Elizabethtown-Kitley will be conducted with having regard to the policies as established.

8. SECRECY

1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the *Municipal Elections Act, 1996*, as amended.

2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or voting in-person or interfere or attempt to interfere in the voting process unless expressly requested and authorized by an elector asking for assistance.

3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.

4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.

5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a Support Person or an Election Official.

6. All electors voting at the Voter Help Centre(s) may vote with the assistance of a Support Person; however, the Support Person shall be required to take the appropriate oath prior to providing assistance.

7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of “Corrupt Practices and Other Offences - Penalties and Enforcement” under Sections 89 and 90 of the *Municipal Elections Act, 1996*, as amended.

9. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the *Municipal Elections Act, 1996*, as amended. If appointed, scrutineers will be entitled to the following:

    a. Upon request and after producing the properly signed “Appointment of Scrutineer” and prescribing to the oath(s) of secrecy, they will be provided access to a Candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots and determine who has voted.

    b. Upon request and after producing the properly signed “Appointment of Scrutineer” form and prescribing to the oath(s) of secrecy, they may attend a Voter Help Centre(s) during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Clerk or Election Official, or who attempt to interfere, influence or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked, and they will not be permitted to re-attend a Voter Help Centre.

    c. To be present at the time and place where results are received by the Clerk, including signing the results report indicating the final results and votes cast.

2. Use of a cellular telephone or any other electronic device (i.e. computer, laptop or tablet) **SHALL NOT BE PERMITTED** within a Voter Help Centre by any Candidate or Scrutineer.

C. VOTING INFORMATION

10. VOTING METHODS, DATES AND LOCATIONS

For the 2026 Municipal and School Board elections, the Township of Elizabethtown-Kitley will use the following voting methods:

- Telephone/Internet Voting
- In-person Paper Ballot voting with Vote Tabulators

1. Eligible voters may vote in-person by Paper Ballot:

    a. In advance of Voting Day by attending the Voter Help Centre, located at the Main Municipal Office, 6544 New Dublin Road, Addison, Ontario during the following hours:
    10:00 a.m. to 4:00 p.m. October 19, 2026, to October 23, 2026.

    b. By attending one of the following polling stations on Election Day between the hours of **10:00 a.m. to 8:00 p.m. on October 26, 2026**:
        - Fire Station #1 – 44 Main Street E, Lyn
        - Fire Station #3 – 410 County Road 29
        - Spring Valley Library Branch – 4103 County Road 29

2. Eligible voters may vote by Telephone/Internet Voting by:

    a. Accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone over-ride button is set to a “touch-tone” mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance,

    b. Or by accessing the internet address provided by using an internet connected device.

    c. Eligible voters may vote by Telephone/Internet:

        i. In advance of Voting Day by attending the Voter Help Centre, located at the Main Municipal Office, 6544 New Dublin Road, Addison, Ontario during the following hours:
        10:00 a.m. to 4:00 p.m. October 19, 2026, to October 23, 2026.

        ii. By attending one of the following polling stations on Election Day between the hours of **10:00 a.m. to 8:00 p.m. on October 26, 2026**:
            - Fire Station #1 – 44 Main Street E, Lyn
            - Fire Station #3 – 410 County Road 29

- Spring Valley Library Branch – 4103 County Road 29

3. Special Voting Locations

    a. With the assistance of an election official(s) that will be present at the following institutions and retirement homes on the specified date(s) and hours:

RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Brockville Mental Health Hospital - 1804 County Road 2 East		
Chartwell Rosedale Retirement Residence - 1813 County Road 2 East		
Sherwood Park Manor - 1814 County Road 2 East		
To be determined upon confirmation		

11. VOTER HELP CENTRE

1. A Voter Help Centre shall be established at the Main Municipal Office, 6544 New Dublin Road, Addison, Ontario, or as established by the Clerk. The Voter Help Center will operate between **10:00 a.m. to 4:00 p.m. from October 19, 2026, to October 23, 2026**.

2. Electors may vote at the Voter Help Centre by paper ballot or telephone or internet access provided. Any telephone provided at the Voter Help Centre shall delete any display options on the telephone.

3. A Support Person, taking the appropriate oath(s), may assist an elector in voting. In the absence of a Support Person, the voter may request the assistance of an Election Official, who may provide assistance only after the appropriate oath, if required, has been taken. An interpreter, taking the appropriate oral oath(s), may assist an elector in voting.

4. The Voter Help Centre shall also be responsible for the following:

    a. Eligible electors who attend the Voter Help Centre and are not on the voters' list will be able to be added to the list by filling out a declaration form and providing satisfactory identification.

        i. Their names will be added to the voters' list and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and

ii. They will be able to vote at the Voter Help Centre if they so wish during the voting period.

b. Verifying and re-issuing a Voter Information Letter to qualified voters:

i. Where a person on the voters' list has lost their Voter Information Letter or did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.

c. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:

i. Where a person on the voters' list has lost their Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

12. EMERGENCIES

1. Pursuant to Section 53 of the *Municipal Elections Act, 1996*, as amended, the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act. An emergency shall be declared in the event of a flood, fire or power failure in the Municipality; acute illness or accident of the Clerk/Returning Officer or Assistant Returning Officer which prevents them from conducting the election pursuant to the *Municipal Elections Act, 1996*, as amended.

2. On declaring an emergency, the Clerk shall make such arrangements as they consider advisable for the conduct of the election.

3. In the event of an emergency, the Clerk/Returning Officer shall advertise on radio and television stations if possible, and post notices on the municipality's website, to the extent possible, that the election has been delayed.

4. If there is a voting system disruption on Voting Day that prevents voters from accessing the voting system, polls (including paper balloting polls, if applicable) will remain open until 10:00 p.m. If the electronic voters list cannot be accessed to strike voters from the list at paper balloting polls, those using paper ballots must take the prescribed oath that they have not previously voted during the 2026 voting period.

5. In the event of a disruption, Intelivote Systems Inc. under direction from the Clerk/Returning Officer shall stop the Intelivote system from accepting telephone calls and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

6. In the event the Clerk/Returning Officer or Assistant Returning Officer 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.

D. PROCEDURES FOR PAPER BALLOT WITH VOTE TABULATOR

13. VOTE TABULATORS - WHERE USED AND PROGRAMMING

1. Vote Tabulators shall be used at every Voting Location except the Special Voting Locations designated by the Clerk. The ballots cast at such locations shall be counted by a central tabulator located at the Election Headquarters after the close of the polls.

2. The vote tabulator shall be programmed so that a printed record of the number of votes cast for each candidate can be produced.

3. Ballots which the tabulators cannot read (i.e. ballots damaged or defective or that have been marked in a way that the ballot cannot be processed by a vote tabulator) and Ballots which are marked with overvotes will be returned by the tabulator for inspection.

14. LOGIC & ACCURACY TESTING OF THE TABULATORS

1. Prior to Voting Day, the Clerk shall conduct logic and accuracy testing of all Vote Tabulators to be used in the election, including replacement Vote Tabulators, to ensure that they will accurately count the votes cast for all Candidates and operate as programmed.

2. The Clerk shall give notice of the date, time, and location of the testing to Candidates.

3. The test shall be conducted by:
   - powering up the Vote Tabulator;
   - loading the Memory Card into the Vote Tabulator;
   - printing a Zero Totals Tape;
   - tabulating a pre-audited group of test Ballots including:
     - Ballots that fall into each of the categories of ballots described in section 14.10 of these procedures;
     - Ballots on which are recorded a pre-determined number of votes for each Candidate;
   - printing the results from the Vote Tabulators;
   - reading the Memory Cards, and testing the tally and reporting application; and,
   - comparing the output of the tabulation against the pre-audited results.

4. If the Clerk detects any error in the test, the cause of the error shall be ascertained and corrected, and the test repeated until an errorless test is achieved and certified by the Clerk.

5. The Clerk shall, at the completion of the test, clear the vote totals from the test ballots in the Memory Cards and seal the Memory Card inside the Vote Tabulator.

6. The Clerk shall retain, pursuant to section 88 of the *Act*, the pre-audited group of ballots referred to in section 14.10 of these procedures, the Results Tapes that were produced during the test and other materials used in the programming of the Vote Tabulators.

7. The Clerk shall not alter or make changes to the materials referred to in section 14.10 of these procedures.

8. **Testing the Vote Tabulators (Diagnostic Testing)**

   This test will ensure that the clock, LCD Display, system memory, printer, serial port, auxiliary port, and ballot reader are all functioning properly.

9. **Testing Memory Cards**

   This will test every memory card to ensure it is not defective.

10. **Testing Ballots**

    Once the ballots have been printed and received from the supplier, a test deck must be prepared and tested on each machine. A test deck must include every type of ballot and be comprised of samples of blank ballots, under-voted ballots, and properly completed ballots.

11. **Procedure for Testing Ballots**

    The test shall be conducted as follows:

    a. assign a varying number of votes to a pre-audited group of ballots marked with the designated black ballot marking pen in designated area;

    b. manually count each valid vote and record the results;

    c. tabulate the pre-audited ballots using the vote tabulator; and

    d. compare the output of the tabulator with the pre-audited results.

12. **Testing of Spare Vote Tabulators**

    Prior to Voting Day, any “spare” vote tabulator shall be tested along with the other vote tabulators, as described in the section 14.

13. If the Clerk detects any error in the test, the cause of the error shall be ascertained and corrected, and the test repeated until an errorless test is achieved and certified by the Clerk.

14. The Clerk shall, at the completion of the test, clear the vote totals from the test ballots in the Memory Cards and seal the Memory Card inside the Vote Tabulator.

15. The Clerk shall retain, pursuant to section 88 of the Act, the pre-audited group of ballots referred to in section 14.10 of these procedures, the Results Tapes that were produced during the test and other materials used in the programming of the Vote Tabulators.

16. The Clerk shall not alter or make changes to the materials referred to in section 14.10 of these procedures.

15. TABULATOR SET-UP AND OPERATION

1. Vote Tabulator set-up

On Voting Day, prior to the opening of a Voting Location, the Election Official(s) shall, in the presence of all Candidates and/or Scrutineers present at that time:

a. confirm that there are no Ballots in the Tabulator Stand;

b. install the Vote Tabulator on the Tabulator Stand; and,

c. cause the Vote Tabulator to print a copy of the Zero Totals Tape, confirming zero totals.

2. If the totals on the Zero Totals Tape are zero for all Candidates the Election Official shall:

    a. sign the Zero Totals Tape, which may also be signed by any Candidates; and,

    b. ensure that the Zero Totals Tape remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of the Voting Location.

3. If the totals on the Zero Totals Tape are not zero for all for all Candidates the Election Official shall:

    a. immediately advise the Clerk, who shall either:

        i. provide technical support required to cause the Vote Tabulator to print a correct Zero Totals Tape showing zero totals; or

        ii. provide a replacement Vote Tabulator;

    b. if the Clerk provides a replacement Vote Tabulator, the Election Official shall carry out the requirement of section 15.1 of these procedures;

    c. if the Vote Tabulator is not operational prior to the opening of the Voting Location, the Election Official shall conduct the election using the Auxiliary Compartment procedures as outlined in clause 16(5)(b) of these procedures.

4. Procedures under Normal Circumstances

    a. Once the elector is verified and has completed voting, the Designated Election Official shall, in the presence of the Voter and without removing the used ballot from the secrecy folder, verify their initials and then insert the used ballot into the feed area of the vote tabulator until the vote tabulator draws the ballot from the secrecy folder in full view of the voter.

5. Procedures in Extraordinary Circumstances

    a. If a ballot is returned by the vote tabulator and the voter who delivered the ballot is present, the Designated Election Official shall re-insert the ballot into the feed area of the vote tabulator.

    b. If the vote tabulator again rejects the ballot, the Designated Election Official shall mark the ballot “cancelled-replaced”, place the ballot in the cancelled-replaced envelope and deliver another ballot to the voter. The replacement ballot will then be re-inserted into the ballot feed of the vote tabulator.

    c. If the elector who delivered the ballot is present but declines to accept another ballot, the Designated Election Official shall mark the ballot “declined” and insert the original ballot into the “declined” envelope.

    d. If the elector who delivered the ballot is not present, the Designated Election Official shall re-insert the ballot into the feed area of the vote tabulator.

e. If the vote tabulator again rejects the ballot, the Designated Election Official shall mark the ballot “cancelled”. The Designated Election Official shall in full view of any candidates or scrutineers present, mark a new ballot with the same marks contained in the designated voting spaces on the original ballot, and the replacement ballot shall be clearly labeled “replacement” and shall also be recorded on the cancelled ballot. The cancelled ballot shall be inserted into the cancelled-replaced envelope, and the Designated Election Official shall substitute the replacement ballot for the cancelled ballot and feed the replacement ballot into the vote tabulator.

6. Procedure in the event a tabulator malfunctions during the voting process

In the event that a tabulator malfunctions during the voting process and the memory card is still functional, it may be necessary for an adjustment or replacement of the tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare vote tabulator.

The following steps shall be performed in order to smoothly and quickly replace the faulty equipment and resume the regular voting activities:

a. The Designated Election Official shall remove the memory card from the malfunctioning tabulator and insert the memory card into the replacement tabulator.

b. The Designated Election Official shall pack up the faulty equipment and set up the substitute vote tabulator. In an effort to expedite the replacement, the election official who delivered the replacement tabulator may assist in packing up the faulty equipment.

c. The Designated Election Official shall turn on the replacement tabulator and proceed to print a re-start tape to verify the number of ballots processed to that point. No results are displayed on the tape. The DEO shall then sign the re-start tape and leave the tape attached to the vote tabulator. The existing ballot box continues to be used to accept ballots that are to be fed through the replacement tabulator for the remainder of the day.

d. In the event that a memory card malfunctions, the Designated Election Official shall immediately contact the Clerk or Deputy Clerk. Once a replacement memory card has been provided, the Designated Election Official Shall:

    i. Verify that the vote tabulator and replacement memory card are operational, seal the ballot box containing any ballots which were previously processed or inserted into the auxiliary compartment

during the “equipment swap” and set it aside in a secure location until the close of the poll.

e. A new, empty ballot box is then used to accept ballots that are to be fed through the tabulator with the new memory card for the remainder of the day.

f. The Designated Election Official shall turn on the vote tabulator and proceed to print, verify, and sign the zero totals report, as was done prior to the opening of the poll.

g. The ballots in the original ballot box will be fed through the vote tabulator after the close of the poll.

7. Procedure for Closing the Voting Place for Advance Votes

At the end of the Advance Poll Day, DO NOT CLOSE POLL option on the tabulator should be used. This will take place following 8:00 p.m. on Voting Day.

The designated election official shall, after the close of advance voting, check the auxiliary compartment for ballots to ensure all ballots have been processed. All ballots removed from the auxiliary compartment of the ballot box shall be processed through the voting machine.

The Designated Election Official shall immediately:

a. look at the display on the vote tabulator and write down on the form provided, the number of ballots processed through the unit;

b. unplug the vote tabulator, seal the ballot box and the ballot feed slot in the vote tabulator, and place it in the carrying case provided. Candidates or scrutineers may, if present place their seal on the equipment and ballot box;

c. and personally deliver the vote tabulator, ballot box and envelope containing the number of voters and other election supplies to the Clerk or Designated Election Official.

16. VOTING PROCEDURES FOR PAPER BALLOTS

1. The Clerk shall delegate to an Election Official the authority to initial a Ballot and issue the Ballot to an Eligible Voter.

2. The Election Official shall provide the Ballot to an Eligible Voter with a Secrecy Folder.

3. Upon receiving the Ballot and Secrecy Folder, the Eligible Voter shall:

    a. proceed to the Voting Screen; and,

    b. vote by marking the desired Designated Voting Space(s).

4. After marking the Ballot, the Eligible Voter shall:

    a. insert the Ballot into the Secrecy Folder so as to conceal their Marks in the Designated Voting Space and expose the initials of the Election Official;

    b. leave the Voting Screen without delay;

    c. deliver the Secrecy Folder containing the Ballot to the Election Official; and

    d. before leaving the Voting Location, wait until the Election Official enters the Ballot into the Vote Tabulator and the Ballot has been accepted.

5. In the presence of the voter and in a discreet manner which keeps concealed the voter's votes, the Election Official verifies the initials of the Election Official who issued the ballot, and:

    a. If a Vote Tabulator is operational at the Voting Location, slowly slides the ballot initials-side down from the Secrecy Folder into the ballot entry slot until it is accepted by the Vote Tabulator; or

    b. Where a Vote Tabulator fails to operate, the Election Official:

        i. slowly slides the ballot initials-side down from the Secrecy Folder into the Auxiliary Compartment;

        ii. processes any Ballots stored in Auxiliary Compartment through the Vote Tabulator only after the close of voting; and,

        iii. seals the Auxiliary Compartment when not in use.

6. Blank Ballot

    a. If a Blank Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:

        i. privately advise the Eligible Voter that the Vote Tabulator does not detect any votes in any of the Designated Voting Spaces;

ii. return the Ballot to the Eligible Voter; and

iii. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.

b. If the Eligible Voter is not present or declines the opportunity to re-Mark the Ballot, the Election Official shall, using the Vote Tabulator "Override" procedure, cause the Vote Tabulator to accept the Ballot.

7. Over-Voted Ballot

a. If an Over-Voted Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:

i. privately advise the Eligible Voter that the Vote Tabulator detects more votes for an office than the Voter is entitled to vote for;

ii. ask the Eligible Voter if they wish another Ballot and, if so, fold the Ballot, write "Cancelled" the reverse side of the Ballot and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;

iii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the "Cancelled Ballot" envelope; and

iv. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.

b. If the Eligible Voter is not present or declines the opportunity to Mark another Ballot, the Election Official shall, using the Vote Tabulator "Override" procedure, cause the Vote Tabulator to accept the Ballot and record any valid votes that may appear on the Ballot.

8. Ambiguous Mark

a. If a Ballot with an Ambiguous Mark is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:

i. privately advise the Eligible Voter that in at least one of the Designated Voting Spaces on the Ballot, the Mark which has been made is not sufficiently dark or complete to allow the Vote

Tabulator to determine with certainty that the Mark reflects the Eligible Voter's intention;

ii. and, provide the Eligible Voter the opportunity to either re-mark the Ballot or obtain a replacement Ballot.

b. If the Eligible Voter chooses to re-mark the Ballot, the Election Official shall return the Ballot to the Eligible Voter in the Secrecy Folder and instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.

c. If the Eligible Voter chooses to obtain a replacement Ballot, the Election Official shall:

i. fold the Ballot and write "Cancelled" on the reverse side of the Ballot and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;

ii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the "Cancelled Ballot" envelope; and

iii. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.

d. If the Eligible Voter declines the opportunity to re-mark the Ballot, or obtain a replacement Ballot, the Election Official shall fold the Ballot and write "Declined" on the reverse side of the Ballot and place it in the "Declined Ballot" envelope.

e. If a Ballot is returned by the Vote Tabulator with an Ambiguous Mark and the Eligible Voter who delivered the ballot is not present, the Election shall follow the requirements of section 15.5(b) of these procedures.

9. Damaged/Defective ballot

a. If a Damaged/Defective Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall re-insert the Ballot into the feed area of the Vote Tabulator. If the Vote Tabulator again rejects the Ballot, the Election Official shall:

i. privately advise the Eligible Voter that the Ballot cannot be processed by the Vote Tabulator;

ii. ask the Eligible Voter if they wish another Ballot and, if so, fold the Ballot, write “Cancelled” the reverse side of the Ballot, and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;

iii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the “Cancelled Ballot” envelope;

iv. and instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.

b. If the Eligible Voter declines the opportunity to Mark another Ballot, the Election Official shall fold the Ballot and write “Declined” on the reverse side of the Ballot and place it in the “Declined Ballot” envelope.

c. If a Damaged/Defective Ballot is returned by the Vote Tabulator and the voter who delivered the ballot is not present, the Election Official shall follow the procedures as outlined in section 15.5(b) of these procedures.

10. Paper Jams

If a Ballot jams in a Vote Tabulator, the Election Official shall verify the message on the Vote Tabulator LCD screen and:

a. If the message on the Vote Tabulator LCD Screen is “has been counted”, the Election Official Shall:

i. privately advise the Eligible Voter that the ballot has been counted;

ii. slide the Tabulator Stand out two or three inches from the Vote Tabulator;

iii. remove the Ballot from the Vote Tabulator, while at all times securing the secrecy of the Marks, and deposit it into the Tabulator Stand;

iv. and return the Vote Tabulator to its original position on the Tabulator Stand.

b. If the message on the Vote Tabulator LCD Screen is “not been counted”, the Election Official shall:

i. privately advise the Eligible Voter that the ballot has not been counted and is jammed in the Vote Tabulator;

ii. slide the Tabulator Stand out two or three inches from the Vote Tabulator;

iii. remove the Ballot from the Vote Tabulator while at all times securing the secrecy of the Marks;

iv. insert the ballot in the Secrecy Folder;

v. return the vote tabulator to its original position on the Tabulator Stand; and

vi. re-insert the ballot into the Vote Tabulator.

11. If a Damaged/Defective Ballot or a Ballot with an Ambiguous Mark is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is not present, the Election Official shall:

    a. place the Ballot Damaged/Defective Ballot in the Auxiliary Compartment until the close of voting; and

    b. notify the Clerk, who shall appoint a special Election Official to undertake the following steps after the close of the poll, where there are Marks in the Designated Voting Space(s) but the Vote Tabulator cannot process the Ballot:

        i. write "cancelled – replaced” on the Ballot, give the "cancelled – replaced” Ballot a serial number, and request a replacement Ballot from an Election Official;

        ii. prepare a replacement Ballot in full view of any Candidates and/or Scrutineers present by marking a new Ballot with the same Marks contained in the Designated Voting Space(s) on the “cancelled – replaced” Ballot.

        iii. the replacement Ballot shall be clearly labelled "replacement" and given a serial number which shall also be recorded on the “cancelled – replaced” Ballot;

        iv. substitute the replacement Ballot for the “cancelled – replaced” Ballot and feed the replacement Ballot into the Vote Tabulator. If

the Vote Tabulator will not process the replacement Ballot (i.e. the original Marks made by the Eligible Voter in the Designated Voting Space(s) and duplicated by the Election Official are incapable of being processed by the Vote Tabulator), mark replacement Ballot "cancelled"; and

v. place both the "cancelled – replaced" and replacement Ballots in the "Cancelled Ballot" envelope of the Election Official that provided the Ballot. If the Vote Tabulator was not able to process the replacement Ballot, this fact shall be recorded on both the "cancelled – replaced" and replacement Ballots.

12. On a regular basis on Voting Day, the Election Official will record and verify the number of Ballots cast with the number of names crossed off the Voters' list by each Election Official in the Voting Location.

17. VOTING LOCATIONS WHERE TABULATORS NOT IMMEDIATELY UTILIZED (SPECIAL VOTING LOCATIONS)

1. The Clerk may determine that Special Voting Locations with reduced voting hours will receive ballots cast by electors in the traditional manner. If such a determination is made, the ballots cast at designated Special Voting Locations will be counted by a central tabulator located at Election Headquarters after the close of polls on Election Day.

2. In these circumstances the Election Official shall conduct the voting in accordance with Section 16 except that the ballots cast shall be manually placed by the Official into a secure ballot box.

3. After the close of polls, the Election Official shall seal the ballot box and return to Election Headquarters where, in the presence of the candidate(s) or scrutineers wishing to attend, shall open the ballot box and follow the process outlined in Section 14 to set up the tabulator. The Election Official shall count the ballots in the following manner:

    a. insert all the voted Ballots from the Ballot Box into the Vote Tabulator;

    b. if the Vote Tabulator rejects a Ballot for any reason other than the Ballot being Damaged/Defective Ballot or having an Ambiguous Mark, the Election Official shall, using the Vote Tabulator override procedure cause the Vote Tabulator to accept the Ballot and record any valid votes that may appear on the Ballot.

c. if the Vote Tabulator rejects a Ballot for being a Damaged/Defective Ballot or for having an Ambiguous Mark, the Clerk and/or Election Official will follow the requirements of Section 16 of these procedures, with any necessary modification.

4. Upon completion of the counting of the Ballots described above the provisions of Section16.11 incorporating the necessary modifications shall by followed by the Election Official for the closing of the poll.

E. PROCEDURES FOR TELEPHONE / INTERNET VOTING

18. SYSTEM TESTING AND INTEGRITY

1. The integrity of the voting process shall be the responsibility of the Clerk of the Township of Elizabethtown-Kitley and shall be preserved by:

    a. Ensuring that every eligible elector on the Voters' List is mailed, using Incentive Letter Mail or hand-delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;

    b. Ensuring that no one except Intelivote Systems Inc., the Clerk of the Township of Elizabethtown-Kitley, or designates, maintains a list of Personal Identification Numbers that match 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.

2. The voting system shall be tested 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 Voter 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; and

    h. Deliberately entering the wrong information.

3. 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 August 19, 2026.

19. VOTER PINS

1. New or replacement Person Identification Numbers (PIN(s)) shall not be given out over the telephone, e-mail or by mail without the expressed written approval of the Clerk or their designate. A Voter Information Letter containing the PIN shall not be given to any person at the Voter Help Centre unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by the Election Official.

2. Used VILs/PINs

    a. Where an eligible voter has attempted to validate their PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the Clerk, bringing satisfactory identification and have an Election Official confirm that the PIN has been used by an impersonator.

    b. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the Election Official. The Election Official shall document, to their satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.

    c. If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the Election Official the elector will be required to make a declaration as to their statement and take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.

    d. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

3. Corrections to Voter Information Letter

    a. Where an eligible voter has received an incorrect Voter PIN in terms of ward or district association, and/or school support association, the voter can contact the Voter Help Centre and have the proper information

applied to the existing PIN. The voter may re-access the system and vote in all races not yet completed.

b. The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

4. Lost PINs

a. Where a person on the Voters' List has lost their Voter Information Letter, or did not receive it in the mail, or does not have access to it, they can attend (or prove to the satisfaction of the authorized Election Official) that they require a new PIN at the Voter Help Centre in order to receive a new one.

b. The authorized Election Official will disable the Voter's lost PIN and electronically mark it in the system with the appropriate details.

c. Upon providing satisfactory identification to an Election Official, an oath shall be taken by the elector and a new Voter Information Letter containing a new Personal Identification Number shall be issued by mail until October 14, 2026, and after that date must attend at the Voter Help Centre to obtain the Voter Information Letter and PIN.

5. Returned VILs

a. Should a Voter Information Letter be returned to the Main Municipal Office unopened, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Municipal Elections Act, 1996, as amended.

b. Should a Voter Information Letter be returned to the Main Municipal Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be retained and destroyed as in item 5. a. above.

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

a. That were sent to voters on the voters' list;

b. That were undeliverable and returned from the Post Office;

c. That were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;

d. That were re-issued to an eligible elector;

e. Whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.

20. PROCEDURES FOR VOTING BY TELEPHONE/INTERNET

1. A Telephone/Internet Voting method shall be used for the 2026 Municipal and School Board Elections.

    a. Telephone/Internet Voting:

        i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.

        ii. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by Incentive Letter Mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.

        iii. Intelivote System Inc., will allow the eligible voter to vote using a telephone or the 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 decline from voting for an office(s) if they wishes to do so.

        vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.

    b. Voting will commence on October 19, 2026, at 10:00 a.m.

2. Prior to the alternative voting system activation, on October 19, 2026, the auditor or other authorized Election Official will generate the confirmation report that contains all candidate names running for an office (through the alternative voting system by secure ID and password). The report displays in real time the

sum total of votes cast for each candidate running for an office. The timing of this report's activity ensures that all totals for all candidates confirms zero (0) votes before the electronic election begins.

3. The alternative voting system will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an Election Official.

4. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.

5. Intelivote Systems Inc. will make available online a list to the Clerk and any other appropriate individuals of the Township of Elizabethtown-Kitley of all Voters' List individuals, by order of polling subdivisions/wards (if applicable), who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted 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.

6. If so allowed by the Clerk, Intelivote Systems Inc. will make available during the course of the election, IDs and passwords for candidates and their scrutineers, who when using this authorization, can connect to a Candidate module to review voter's list information previously identified by them to recognize participants in the election. **This capability does not provide the candidate, or their designate, information on *how* a voter has voted, only if they *have* voted in the election. A voter who has voted at least one race during an election is considered a participant.**

7. Candidates or their scrutineers may view this information any time after the start time of the voting period.

8. Where a voter is associated with multiple properties within the Township of Elizabethtown-Kitley the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the elector. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or Election Official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other document(s) to the Main Municipal Office.

9. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation

as to possible corrupt practices under the *Municipal Elections Act, 1996*, as amended.

F. PROCEDURES FOR PRODUCING ELECTION RESULTS

21. STORAGE OF EARLY BALLOT VOTING PERIOD RESULTS

1. After the Advance Poll has been completed, the Clerk or designate will remove the memory cards used, together with the corresponding envelopes containing the Election Official's statement of number of voters and place them in a secure area.

2. Results from the advance voting period will be securely stored off-line by the paper ballot voting provider until released by the election management team on Voting Day.

22. PAPER BALLOT ADVANCE VOTING RESULTS

The total of the votes cast at the advance vote shall not be made available until after 8:00 p.m. on voting day.

1. For this purpose, the Designated Election Official shall attend at the location designated by the Clerk to complete the voting place final statement and provide the results to candidates or scrutineers present.

2. The same procedure for "Closing the Voting Place on Voting Day" shall be followed.

23. PROCEDURE FOR CLOSING BALLOT VOTING ON ELECTION DAY

1. The Township of Elizabethtown-Kitley shall keep its in-person paper ballot voting open until 8:00 p.m. Monday October 26, 2026, and its Voter Help Centre (not polling locations) access opened until the Clerk confirms that all eligible voters in the polling locations by 8:00 p.m. have completed voting.

2. The Designated Election Official shall, after the close of the voting, check the auxiliary compartment of the ballot box for ballots to ensure all ballots have been processed. Any ballots removed from the auxiliary compartment of the ballot box shall be processed through the tabulator. Where there are marks on the ballot in the designated voting space(s) but the vote tabulator cannot process the ballot, the Election Official shall:

    a. mark the ballot "cancelled/replaced";

b. prepare a replacement ballot in full view of any candidates or scrutineers present by marking a new ballot with the same marks made on the original ballot, and the replacement ballot shall be clearly labeled “replacement” and given a serial number which shall also be recorded on the cancelled/replaced ballot;

c. substitute the replacement ballot for the cancelled/replaced ballot and feed the replacement ballot into the Vote Tabulator; and

d. place the cancelled/replaced ballot in the appropriate envelope.

e. Look at the display on the vote tabulator and write down the number of ballots processed through the unit. The number will later be recorded on the statement form;

f. Secure the vote tabulator against receiving any more ballots by invoking the “Close Poll” procedure for the vote tabulator;

g. Obtain a printed record of vote results given for each candidate and, if applicable, the votes given for and against a by-law or question;

h. Sign the certificate portion of the printed record along with any scrutineers or candidates who are present and wish to sign;

i. Remove the Zero Totals Report and attached printed record of vote results from the vote tabulator and place them in the statement envelope;

j. Provide additional copies of printouts for any scrutineer upon request;

k. Turn off the vote tabulator;

l. Seal the ballot box to ensure the box cannot be reopened without breaking the seal and cover the ballot slot;

m. The Designated Election Official shall deliver the transfer carrying case, all ballot boxes, voting compartments, the vote tabulator with memory card intact and the return envelope to the Clerk at the election headquarters.

3. If a vote tabulator has been used to tabulate votes cast in a voting place but the tabulation of the votes cannot be completed because the vote tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the Designated Election Official shall, after the close of the voting and after determining the tabulation cannot be completed:

    a. seal the ballot box in such a manner that it cannot be opened or any ballots be deposited in it without breaking the seal;

b. secure the vote tabulator against receiving any more ballots;

c. personally deliver the ballot box, all supplies, and vote tabulator to a place designated by the Clerk where a back-up vote tabulator is located;

d. follow the procedures set out in Retesting of Vote Tabulators section to ensure that the totals of the back-up vote tabulator are zero for all candidates, by-laws, and questions;

e. insert all the ballots from the ballot box into the back-up vote tabulator; and

f. follow the procedures for Closing the Voting Place on Voting Day.

24. PROCEDURE FOR TELEPHONE / INTERNET RESULTS

1. The Township of Elizabethtown-Kitley shall keep its public internet and telephone voting open until 8:00 p.m. Monday October 26, 2026, and its Voter Help Centre (not polling locations) access opened until the Clerk confirms that all eligible voters in the polling locations by 8:00 p.m. have completed voting.

2. The Clerk of the Township of Elizabethtown-Kitley, as soon as practicable after 8:00 p.m. on Monday October 26, 2026, providing that all eligible electors within the polling locations have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate.

25. RESULTS

1. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the *Municipal Elections Act, 1996*, as amended, and subject to the provisions of By-law No. 22-06, “Municipal Elections Recount Policy”, the Clerk shall as soon as practicable after 8:00 p.m. on Monday October 26, 2026 report the “unofficial” results at Election Headquarters located at the Main Municipal Office located at 6544 New Dublin Road, Addison, Ontario:

2. The “Official Results” of each candidate shall be available at the Main Municipal Office located at 6544 New Dublin Road, Addison, Ontario, as soon as possible after Voting Day. Also, the Clerk shall post the “Official” results on the Municipality’s website. The Clerk shall:

    a. Declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.

b. Declare the result of any vote on a by-law or question.

26. TIE VOTE – RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, 1996, as amended, the Clerk of the Township of Elizabethtown-Kitley shall request from Intelivote Systems Inc. a re-tabulation of the votes cast.

2. In keeping with By-law No. 22-06, Automatic Recount Policy, an automatic recount shall be conducted where the vote differential between the last available candidate(s) elected and the first candidate(s) not elected is equal to or less than one quarter of one percent (0.25%) of the total number of votes cast for the office, rounded up to the closest whole number.

3. Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996*, as amended, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before 12:00 noon on November 10, 2026 at the Main Municipal Office located at 6544 New Dublin Road, Addison, Ontario.

4. Pursuant to Subsection 61(1) of the *Municipal Elections Act, 1996*, as amended, the following persons will be authorized to attend the recount:

    a. The Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipal lawyer;
    b. Every certified candidate for the office;
    c. The lawyer for each of the candidate(s); and
    d. Only one (1) scrutineer for each of the candidate(s).

5. Within 15 days after the declaration of the election results, the Clerk shall request Intelivote Systems Inc. to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by ward (if applicable), and polling subdivisions. Intelivote Systems Inc. shall send the results of the recount by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.

6. Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Municipal Elections Act shall apply, being as follows:

    "If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot".

7. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:

    a. The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidates' lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;

    b. The Clerk shall inscribe the name of each candidate on a similar size paper and the candidates, the candidates' lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;

    c. Upon acceptance by the all candidates, the candidates' lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) 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. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.

8. Upon 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 Municipal lawyer to draw only one (1) or the required number for the purpose of determining the successful candidate(s).

9. The Municipal lawyer shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.

10. Once completed, the Municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

27. AFTER VOTING DAY

1. At no time after voting day shall any information regarding the voter, PINs and paper ballots come together to allow anyone to know how an elector has voted.

2. All election materials shall be destroyed in accordance with the principles of Section 88 of the *Municipal Election Act, 1996*, as amended.

G. ELECTION OFFENCES

28. CORRPUT ELECTION PRACTICES PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the *Municipal Elections Act, 1996*, as amended, provides for penalties and enforcement of corrupt practices and other offences during an election process.

2. Although the Township of Elizabethtown-Kitley will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and is enforceable.

3. Section 89 of the *Municipal Elections Act, 1996*, as amended, continues by stating

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

   a. Votes without being entitled to do so;
   b. Votes more times than this Act allows;
   c. Votes in a voting place in which he or she is not entitled to vote;
   d. Induces or procures a person to vote when that person is not entitled to do so;
   e. Having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
   f. Having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
   g. Before or during an election, publishes a false statement of a candidate's withdrawal;
   h. Furnishes false or misleading information to a person whom this Act authorizes to obtain information;
   i. Without authority, supplies a ballot to anyone;
   j. 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;
   k. Takes a ballot away from the voting place;
   l. 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;
   m. Attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89."

4. Penalties for offences under the Act are described in Section 94.1 of the Act and include amounts of fines and terms of imprisonment.

5. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.

6. In addition, under the provisions of Section 90 of the *Municipal Elections Act, 1996*, as amended, 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 of imprisonment of not more than six (6) months.

7. Although many provisions of the *Municipal Elections Act*, 1996, as amended, 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.

8. As such, the Clerk of the Township of Elizabethtown-Kitley in this alternative form of voting, has agreed to the following rules and regulations:

    a. That all complaints about actions which may contravene the provisions of the *Municipal Elections Act, 1996*, as amended, 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 has been advised that all such complaints will be turned over to their 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.

29. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

1. Since the Township of Elizabethtown-Kitley will be using an alternative voting method, that being Telephone/Internet 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 completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.

2. 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.

3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk of the Township of Elizabethtown-Kitley in this alternative form of voting has agreed to the following rules and regulations:

    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 has been advised that all such complaints will be turned over to their 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.

H. FORMS

1. The following forms have been approved for use by Township of Elizabethtown-Kitley for the election process:

Form #	Name of Form	Section
EL07	List of Certified Candidates	(S.11(4) 2)
EL08	Certificate of Election Results	(S.11(4) 3)
EL09	Final Summary of Election Results	(S.11(4) 4)
EL10	Appointment and Oath of DRO	(S.15(1)
EL11	Appointment and Oath of an Election Official	(S.15(2))
EL12(A)	Appointment of Scrutineer by Candidate	(S.16(1))
EL12(B)	Oral Oath of Secrecy	
EL14	Candidate's Declaration-Proper Use of Voters' List	(S.23(5))
EL15	Application to Amend Voters' List	(S.24)
EL16	Application for Removal of Another's Name from the Voters' List	(S.25)
EL17	Notice of Nomination for Office	(S.32)
EL18(A)	Declaration of a Qualified Candidate – Municipal	(S.35(2))
EL18(B)	Declaration of a Qualified Candidate - School Trustee	
EL19	Withdrawal of Nomination	(S.36)
EL20	Declaration of Acclamation to Office	(S.37(1))
EL21	Notice of Death of Candidate	(S.39(A))
EL22	Certificate on Voters' List	(S.28(1))
EL10	FOI Freedom of Information Release	
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL25(A)	Certificate and Receipt for Ballots	(S.41(1))
EL26	Oath of Qualification	(S. 52(1) 3)
EL27	Oral Oath of Friend or Interpreter	
El 27A	Oath of Elector Requesting Assistance of a Friend	
EL29(A)	Voting Instructions	(S.52(3),(4))
EL29(B)	Voter Instructions and Sample Ballot	
EL30	List of Objections to Vote Count	(S.54(4))
EL31(A)	Statement of Election Results (Deputy Returning Officer)	(S.55(1) A)
EL32	Declaration of Election Candidate	(S.55(4) A)
EL34	Statutory Provisions Regulating Voting Procedures	(S.48, 49)
EL35	Notice of Offence, Notice of Corrupt Practice	(S.89)
EL36	Disclaimer to Right to Office	(S.84(1)-(3))
EL37	Certificate of Maximum Campaign Expenses	(S.76(7))
EL38	Witness Statements as to Destruction of Ballots	(S. 88(2))
EL39	Notice of Recount	(S.56 - 58)

EL40	Recount Results	(S.62(1))
EL41	Declaration of Recount Results	(S.62(4))
EL42	Notice to Candidate of Filing Requirements	(S.78(6))
EL43	Notice of Default	(S.80(3))
EL46	Ballots Account	
EL47	Election Official Application	
EL48	Refund of Nomination Fee	

2. Additional forms have been prepared for the 2026 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the *Municipal Elections Act, 1996*, as amended.

Municipal & School Board Elections

Common Voter Questions and Answers for eVoting

1. ## Who will get a Voter Instruction Letter (VIL) with a PIN to vote in the election?

   A. All qualified electors on the official Municipal Elector's List provided by the municipality.

2. ## What if my name is not on the Elector List?

   A. Eligible electors who are not on the official Elector List will have to go to a location designated by the Election Official and complete the required form to have their name added to the Elector List. Once this is completed you will be given a VIL by the Election Official.

3. ## When should I expect to receive my PIN in the mail?

   A. Individual PINs will be mailed to eligible electors so that they are received approximately three (3) to five (5) days prior to the first voting day.

4. ## What if I don't get a PIN in the mail by Election Day?

   A. If you are an eligible elector and on the official Elector List, but you did not get a PIN in the mail by the start of the election period, you can request a replacement PIN. If the Election Official's records indicate you were sent a PIN in the mail then the original PIN will be disabled and cannot be used to cast a vote in the election. A replacement PIN will be issued to you if the original PIN has not been voted and you provide appropriate identification.

5. ## Why would I not get a PIN in the mail?

   A. If you didn't get a PIN in the mail one of two things may have happened. First, your name was not on the official Elector List. PINs are only mailed to electors whose names appear on the official Elector List as supplied by the municipality. Secondly, a PIN may have been mailed to you and it has been delayed for some reason in the mail system.

6. ## Can anyone tell how I voted if they know my PIN?

   A: No. The system does not track how a particular PIN has voted, only that the PIN has been used to cast a vote.

7. Once I have my PIN, do I have to register in advance if I want to use either the telephone or the Internet to cast my vote?

A. No, there is no registration required. During the election period, using your PIN, you can use either the telephone or the Internet to cast your vote or vote using a paper ballot if this is offered by the municipality.

8. What if I lose or misplace my PIN?

A. If an elector loses or misplaces their PIN they should contact the *Voter HelpLine*. The Election Official can decide to replace the missing PIN if it has not already been voted. They will determine if a voter has to travel to a location, sign a form, and then replace the missing PIN, or they can decide to allow the *Voter HelpLine* agent to authenticate the caller and issue a replacement PIN over the phone. In both cases, the original lost or missing PIN will be disabled and it will not be able to be voted in the election.

9. How do I access the voting system?

A. Voting instructions will be included in the Voter Instruction letter mailed to each eligible elector on the official Elector List. Included in this information are instructions on how to access the voting system. Voters can cast their ballot using the telephone or cell phone by calling a toll free number. Voters using personal computers will use the Internet to visit a website that will allow them entry into the voting system where they can cast their vote.

10. Once I enter my PIN and start my voting process do I have to complete all the races on the ballot in one session? For example, what if I am interrupted and have to hang up the phone for some reason or, if I am voting using the Internet and have to leave my session?

A. No, you do not have to vote all the races on your ballot at one time uninterrupted. You can disconnect from the Internet or the telephone and re-connect later, re-enter your PIN, and complete your voting activity at that time. In fact, if you find it more convenient, you can switch from one method to the other and complete your voting using the other method. For example, you can start your voting on the Internet and at some point close your Internet session, and then later re-start the voting process and re-enter your PIN using your phone or cell phone and complete your ballot.

11. What happens if I access the voting system and am presented with incorrect candidates for my district or ward?

A. The list of candidates presented to you as a voter is determined by your place of residence as defined on the Elector List. If you have moved and your new address was not updated on the Elector List, (and your Voter Instruction letter and PIN were forwarded to your new address), then you will see the list of candidates associated with your old place of residence. You should call the *Voter HelpLine* and the Election Official will authenticate you and, if satisfied, can then electronically “re-categorize” the PIN. The correct list of candidates will be presented to you once you re-connect to the voting system.

12. What do I do if I am not sure if I completed a race or the ballot?

A. During the voting period you can connect to the voting system and enter your PIN. If you have yet to complete all ballots assigned to you, the system will begin where you left off - at the next race you are eligible to complete. When you have completed voting all ballots assigned to you, entering your PIN online in the voting system during the voting period will display a message containing your vote status. This message will advise if you have completed voting. You can also contact the *Voter HelpLine* to get more information.

13. If I am using the telephone to vote, how will I know what number to press to vote for the candidate of my choice or what if I make a mistake and select a different candidate than the one I want to vote for?

A. The Voter Instruction letter mailed to you has the list of candidates included on it for your reference purpose. In addition, each time the system presents you with a race to vote for; it lists the eligible candidates running for that position and instructs you to select the corresponding number for that candidate. You may also clear your ballot selections and start over.

14. Once a vote has been confirmed, can it be changed?

A. No. Once a vote has been confirmed it cannot be changed. This process is the same as dropping the ballot into the ballot box in a traditional paper based election ensuring complete voter anonymity and secrecy of ballot. The system does not know how the ballot was voted; only that the PIN was used in the election to cast a vote and thus it cannot be removed from the vote count.

15. How do I vote if I am away from home, out of town, out of the province, or out of the country?

A. You can vote during the election voting period using the Internet from anywhere in the world. You can also use telephone service and connect to the voting system toll free from anywhere in North America simply by dialing the toll free number contained in your Voter Instruction letter.

16. What if I have a rotary phone at home, no cell phone and don't have a computer with Internet service. How can I vote?

A. You do not have to vote from home. You can vote from any location using any phone with touch tone service or from any computer. You can also vote in person at polling stations if the municipality is offering PC's and phones at these locations and/or paper ballots in concert with the electronic voting options. The location of the polling stations can be found in the Voter Instruction letters sent to eligible electors.

17. If someone calls me and asks for my PIN, what should I do?

A. You should treat your voting PIN with the same level of secrecy and confidentially you reserve for your bank card and PIN. Do not give your PIN to anyone who may call or approach you for the number.

18. What do I do if the phone line is busy when I call and try to vote?

A. If the phone lines are busy, simply hang up and call back a short time later. The voting system is capable of handling a significant volume of calls simultaneously but there is always the possibility that many voters are attempting to call in the same timeframe. Voters will be able to connect to the system over the course of a number of days during the voting period.

19. Could someone steal my PIN and vote it?

A. Stealing and opening another person's mail is illegal. It is also illegal to represent yourself as another person and steal their right to vote in an election. Both these acts are illegal and have penalties defined by law.

If you know someone has voted your PIN illegally you should report it to the Election Official. You can obtain a replacement PIN to cast your vote by presenting yourself to the Election Official and swearing an affidavit that the PIN assigned to you was not voted by you but by someone else.

20. If I am a voter with a disability; deafness, blindness, or a mobility disability, can someone help me with the voting process?

A. Electronic voting allows increased rights of privacy to voters with physical challenges that make traditional voting at polling stations more difficult. Blind voters can make use of the telephone and deaf voters can use the Internet to vote with little or no assistance required from others. If you need assistance at the polling station to cast your vote, the Election Official present will be able to assist you.

21. Would it be possible for me to be sent more than one PIN?

A. If you received more than one PIN it is because your name appeared on the Elector List more than once. This rare situation might occur if you changed your place of residence and have been enumerated in both locations or you own property and are the registered resident at both locations. You are only permitted to vote once in a municipality and you should only cast a vote using the PIN associated with your primary place of residence. Notify the Election Official of the additional PIN and they will disable this PIN rendering it unusable for the election.

The Corporation of the Township of Elizabethtown-Kitley

By-law Number 26-14

Being a By-Law to Authorize the Use of Alternative Voting Methods and Tabulators for Municipal Elections

****

Whereas Section 42 (1) of the Municipal Elections Act, as amended, provides that the council of a local municipality may pass by-laws authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators and authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote;

And Whereas Section 42 (2) of the same Act, further states that such a by-law must be passed by Council prior to May 1st the year of the regular municipal election;

Now Therefore the Council of the Corporation of the Township of Elizabethtown-Kitley enacts as follows:

1. **That** Council authorizes the use of voting and vote-counting equipment and the use of alternative voting methods, specifically electronic voting, telephone and internet and vote counting equipment.

2. **That** this By-law shall come into force and effect on the day of passing.

Read a **First** and **Second** time this **9th** day of **March 2026**.

Read a **Third** time and finally **Passed** this **9th** **day** of **March 2026**.

As Deemed Passed on 12th day of March 2026.

Mayor

Clerk

The Corporation Of The Township Of Elizabethtown-Kitley

By-Law No. 18- 34

A By-Law To Establish A Code Of Conduct For The Council Of The Township Of Elizabethtown-Kitley And To Repeal By-law 15-07

****

WHEREAS Section 11(2) of the Municipal Act 2001, SO 2001, c. 25, as amended, authorizes municipalities to pass by-laws regarding Accountability and Transparency of the municipality and its operations;

AND WHEREAS Section 223.2(1) of the Municipal Act 2001, SO 2001, c. 25, as amended, authorizes municipalities to establish codes of conduct for members of the council of the municipality;

AND WHEREAS Ontario Regulation 55/18 sets out the prescribed subject matters for municipal codes of conduct;

NOW THEREFORE the Council of the Corporation of the Township of Elizabethtown-Kitley enacts as follows:

1 That the Code of Conduct, as attached as 'Schedule A' hereto be adopted by the Council of the Corporation of the Township of Elizabethtown-Kitley.

2. That By-law 15-07 be repealed in its entirety.

3. That this by-law shall come into force and take effect upon receiving the final passing thereof.

Read a **First** and **Second** time this 13th day of August, 2018.

Read a **Third** time and finally **Passed** this 13th day of August, 2018.

MAYOR

CLERK

Code of Conduct for Elected Officials

Purpose: The purpose and intent of this Policy is to establish guidelines for ethical and interpersonal standards of conduct for Members of Council and shall also apply to all future Members of Council. This Code of Conduct also applies equally to all Members of Boards and Committees of the Municipality, whether or not a Member of that Board or Committee is also a Member of Council.

STANDARDS OF CONDUCT

1. Members of Council shall at all times seek to advance the common good of the community which they serve.
2. Members of Council shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

CONDUCT TO BE OBSERVED

1. Confidential Information

"Confidential information" includes information in the possession of the Township that the Township is either prohibited from disclosing or has decided to refuse to disclose under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) or other legislation. Confidential information also includes:

i) "personal information" as defined in MFIPPA;

ii) information of a corporate, commercial, scientific or technical nature received in confidence from third parties;

iii) information that is subject to solicitor client privilege;

iv) information that concerns any confidential matters pertaining to personnel, labour relations, litigation, property acquisition, or the security of the property of the municipality or a local Board;

v) information provided or discussed in a closed session of Council;

vi) information members of Council obtain by virtue of their position that is not in the public domain, including e-mails, documents and correspondence from other Members, or third parties; and

vii) any other information determined by Council to be confidential or required to remain or be kept confidential by legislation or order.

1. No member shall disclose or release by any means to any member of the public, or in any way divulge, any confidential information, in either oral or written form, except when required by law or authorized by Council resolution to do so.

2. Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council, Local Board resolution (if so empowered), or required by law to do so.

3. Any matter that has been discussed at a closed meeting remains confidential. Members have a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. Members shall not, either directly or indirectly, release, use for personal reasons, make public or in any way divulge the content of any such matter, or the substance of deliberations of the closed meeting, including memorandums and staff reports that are distributed for consideration during the in-camera meeting, unless specifically authorized by Council resolution or required by law.

4. Members of Council shall not access or attempt to gain access to confidential information in the custody of the Township unless it is necessary for the performance of their duties and not prohibited by Council policy.

5. Members are only entitled to information in the possession of the Township that is relevant to matters before the Council or a committee. Otherwise, they enjoy the same level of access rights to information as any other member of the community and must follow the same processes as any private citizen.

6. The obligation to keep information confidential applies event if the Member ceases to be a Member for any reason.

<u>Consequences</u>

A Member found by Council to have contravened any provision of this Code is subject to one or more of the following consequences imposed by Council.

Where recommended by the Integrity Commissioner, Council may impose the following penalties:

i. a reprimand; or
ii. suspension of the remuneration paid to the Member in respect of his or her services as a member of Council or a local board, as the case may be, for a period of up to 90 days.

In appropriate circumstances, Council may impose remedial measures on any Member determined to have breached the Code of Conduct, including any of the following:

a. require an apology to Council, the complainant or both;
b. require that municipal property wrongfully used be returned;
c. prohibit the Member from attending closed sessions of Council for a specified period of time, with no impact on the Member's remuneration;
d. remove a Member from a Committee or Board;
e. remove a member as Chair of a Committee or Board; and
f. any other remedial measure deemed appropriate by Council.

2. Release of Information to Public and Media

Members of Council acknowledge that official information related to decisions and resolutions made by Council will normally be communicated to the community and the media by the Council as a whole or the Mayor as Head of Council or by his or her designate.

Members, when communicating with the public and media, will accurately and adequately communicate the decisions of the Council, Board or Committee, even if a Member disagrees with a majority decision, so that there is respect for and integrity in the decision making process.

Any use of social media in any form by a Member constitutes communication with the public that is governed by this section. Members shall identify in any social media communication that the views expressed by the Member are the views of that Member personally, and do not represent the views of the Municipality.

If Council has taken a position in a Local Planning Appeals Tribunal, or other tribunal or court, and instructed the Municipal Solicitor to appear at a hearing in support of such position, no Member who disagrees with such position shall give evidence at such hearing or otherwise work against the will of Council expressed in its direction to the Municipal Solicitor in such matter.

3. Acceptance of Gifts Prohibited

The stipend paid to each Member of Council is intended to fully remunerate Members of Council for service to the Corporation. Members of Council shall not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.

A family member is defined as set out in the Municipal Conflict of Interest Act, more specifically the parent, spouse and/or child of the member.

Members of Council are not precluded from accepting:

- personal gifts, benefits, rewards, commissions or advantages from any person or organization not connected directly or indirectly with the performance or duties of office;
- political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- food and beverages at banquets, receptions, ceremonies or similar events;
- services provided without compensation by persons volunteering their time during an election campaign in accordance with the applicable legislation;
- food, lodging, transportation and entertainment provided by other levels of government or by other local governments, boards or commissions;
- a reimbursement of reasonable expenses incurred in the performance of duties or office;
- a reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
- token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the Corporation at an event; and
- gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

Members of Council shall return any gifts or benefits which exceed these limits, along with an explanation why the gifts or benefits cannot be accepted.

Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Members shall report the matter to the Administrator-Clerk. The gift shall become the property of the Municipality and the Administrator-Clerk may require that the gift be retained by the Corporation or be disposed of for charitable purposes in the Administrator-Clerk's sole discretion.

4. **Engaging in Incompatible Activity Prohibited**

Members of Council shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest.

Without limiting the generality of the foregoing, Members of Council shall not:

- use any influence of office for any purpose other than official duties;
- act as an agent before Council or any committee, board or commission of Council;
- solicit, demand or accept the services of any corporate employee, or individual providing services on a contract for service, for re-election purposes during hours in which the employee, or individual providing services under a contract for service, is in the paid employment of the Corporation;
- use any information gained in the execution of office that is not available to the general public for any purpose other than for official duties;
- place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- give preferential treatment to any person or organization in which a Member or Members of Council have a financial interest;
- influence any administrative or Council decision or decision-making process involving or affecting any person or organization in which a Member or Members of Council have a financial interest;
- use Corporate materials, equipment, facilities or employees for personal gain or for any private purpose, and
- post-employment conflict: elected officials shall not act, after they leave public office, in such a manner as to take improper advantage of the Corporation in which they were elected to serve.

Members shall abide by the following principles:

a) Members shall at all times act ethically;
b) Members shall perform their functions with integrity, accountability and transparency;
c) Members shall comply with all applicable legislation, by-laws and policies pertaining to their position, including this Code of Conduct;
d) Members acknowledge that the public has a right to open government and transparent decision-making; and

e) Members shall at all times serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with an open mind.

5. **Avoidance of Waste**

Members of Council shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which the Member of Council is aware.

INTERPERSONAL BEHAVIOUR OF MEMBERS OF COUNCIL

1. **Treat Every Person with Dignity, Understanding and Respect**

Every Member has the duty and responsibility to treat members of the public, staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation.

A Member shall not use indecent, abusive, or insulting words or expressions toward any other Member, any member of Staff, or any member of the public.

Members of Council shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person, including other Members of Council, corporate employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

2. **Not to Discriminate**

In accordance with the *Human Rights Code*, Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. "Age", "disability", "family status", "record of offences", "same sex partnership status" shall be as defined in the *Human Rights Code*.

3. **Not to Engage in Harassment**

In accordance with the *Human Rights Code*, harassment shall mean engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Without limiting the generality of the foregoing, Members of Council shall not:

- make racial, homophobic, sexist or ethnic slurs;
- display pornographic, homophobic, sexist, racist or other offensive or derogatory material;
- make leering (suggestive staring) or other offensive gestures;
- make written or verbal abuse or threats;
- vandalize the personal property of others;
- commit physical or sexual assault;
- make unwelcome remarks, jokes, innuendos or taunting statements about a person's physical appearance, racial background, colour, ethnic origin, place of origin, citizenship, ancestry, creed (religion or belief), sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, disability (physical or mental);
- make unwelcome remarks, insulting gestures or jokes which cause embarrassment or awkwardness;
- refuse to converse or interact with anyone because of their racial or ethnic background, colour, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability;
- make unnecessary or unwanted physical contact, including touching, patting, or pinching; and
- demand sexual favours or requests.

Harassment which occurs in the course of or related to the performance of duties by Members of Council is subject to this policy.

A good faith exercise of performance management with respect to corporate employees for legitimate purposes by Council is not harassment.

USE OF CORPORATE RESOURCES

No Member shall use or permit the use of Township property, including land, facilities, equipment, supplies, services, employees or other resources (i.e. Township owned materials, computers, networks, websites, corporate transportation) for activities other than the business of the Corporation. Nor shall any Member or the Member's family members or friends obtain personal benefit or financial gain from the use or sale of Township property, including Township developed intellectual property (i.e. inventions, creative writings, computer programs and drawings), technical innovations, township owned

images, logs, cost of arms, or other items capable of being patented, since all such property remains exclusively that of the Township.

COUNCIL AND STAFF RELATIONS

1. Members shall not:

    a) maliciously or falsely injure the professional or ethical reputation of Staff;
    b) compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
    c) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.

2. Operational inquiries and complaints received from the public will be addressed by Members as follows:

    a) Members who are approached by the public with inquiries/complaints regarding operational matters should encourage the party to contact the appropriate department for review/resolution.
    b) where the Member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the inquiry/complaint and advise them that the matter will be referred to the Administrator-Clerk for review/resolution.
    c) members of the public should be encouraged to provide their issue/matters of concern in writing to the appropriate department.
    d) where the inquiry/complaint is not resolved to the satisfaction of the member of the public, then the issue may be brought forward to the Mayor and then Council for resolution.

3. Members shall recognize and respect that many members of Staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interests of the Township and within the requirements of their profession.

4. Municipal Council, acting as a body, can dictate that staff performs such duties as are necessary for the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Council members do not have authority to direct staff. Council shall direct staff through the Administrator-Clerk.

5. Board and Committee Members do not have the authority to direct Staff, with the limited exception of any Staff member assigned by Council to that Board or Committee. Ultimately, Council retains the discretion to assign, remove and direct Staff who provide assistance to any Board or Committee. Requests for Staff changes shall be directed to the Administrator-Clerk who shall make Staffing determinations, and consult with Council as necessary.

CONFLICT OF INTEREST

1. Members must be familiar with and comply with the *Municipal Conflict of Interest Act*, 1990, as amended. It is the responsibility of each Member, not Staff, to determine whether they have a direct or indirect pecuniary interest with respect to matters arising before Council, a Board or Committee. Each Member shall determine whether he or she has a direct or indirect pecuniary interest and shall at all times comply with the Act.

2. For purposes of this Code, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the personal/pecuniary interest of the Member. All Members shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest.

3. In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:

    a) in making decisions, always place the interests of the taxpayers and the Township first and, in particular, place those interests before your personal interests and the interests of other Members, staff, friends, business colleagues or Family Members;
    b) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
    c) if there is doubt about whether or not a conflict exists, seek the advice of the Integrity Commissioner or legal counsel;
    d) do not make decisions that create an obligation to any other person who will benefit from the decision;
    e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;

f) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and
g) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect personal interest.

4. Direct or indirect personal interests do not include:

   a) a benefit that is of general application across the Municipality;
   b) a benefit that affects a Member or his or her Family Members, friends or business colleagues as one of a broad class of persons; or
   c) the remuneration of Council, a Member or benefits available to Council or Members.

5. Every Member has the following obligations:

   a) To make reasonable inquiries when there is reason to believe that a conflict of interest may exist;
   b) To make Council or the Board or Committee aware of the potential conflict of interest and where appropriate declare the interest;
   c) To refuse to participate in the discussion of Council, the Board or Committee and to not vote on the matter or seek to influence the vote of any other Member where a conflict of interest exists;
   d) To refuse be involved in any way in the matter once the conflict is identified, including without limitation participating in meetings, facilitating meetings or introductions to Staff or Members or providing advice to any person that would materially advance the matter; and
   e) If the matter which creates the conflict of interest is discussed in closed session, the Member may not attend that portion of the closed session where that matter is discussed.

ADVICE AND OPINIONS

1. Members may request, in writing, advice or opinions from the integrity Commissioner with respect to:
   a) The obligations of the Member under the *Municipal Conflict of Interest Act*;
   b) The obligations of the Member under this Code; and
   c) The obligations of the Member under a procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

2. The Integrity Commissioner shall not provide to any Member any advice or opinion with respect to obligations of another Member.

3. The advice and opinions received by any Member are personal to the Member and are considered confidential. No opinion or advice may be shared by the Integrity Commissioner without the written permission of the Member who requested the opinion or advice. The Member may grant permission to share part of an opinion or advice, but in circumstances where the member shares only a portion of an opinion or advice the Integrity Commissioner may release all or a part of the opinion or advice without the consent of the Member.

ROLE OF THE INTEGRITY COMMISSIONER

1. The Integrity Commissioner shall be appointed by By-law of the Municipality.

2. The Integrity Commissioner shall operate independently of Council in accordance with all of the authority and powers granted by the *Municipal Act*.

3. The Integrity Commissioner may delegate his or her duties and powers to any person, other than a Member. The delegation shall be in writing, shall be disclosed to the Clerk and shall set out the precise delegation, including the duration of the delegation.

4. Any delegation shall be at the sole discretion of the Integrity Commissioner, provided that the delegate is qualified and capable of independently undertaking the work.

5. The Integrity Commissioner shall make an assessment prior to undertaking any investigation as to whether the complaint gives rise to the need for another entity to undertake an investigation. In those circumstances where the allegations disclose a potential Criminal Code offence or the breach of other legislation (other than the *Municipal Conflict of Interest Act*), the Integrity Commissioner shall refer the investigation to the appropriate entity and shall not conduct his or her own investigation unless the entity determines that no investigation is required.

6. The Integrity Commissioner shall prepare and submit to Council an Annual Report that shall include at a minimum:

    a) A break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);

b) A summary of the nature of requests made and the resolution of the matters, without providing any confidential information in the Report; and
c) Any recommendations for improvements to this Code or processes.

COMPLAINT PROTOCOL

The complaint protocol shall not retroactively apply to any alleged transgression occurring prior to the date on which the Code of Conduct was formally adopted by Council.

The complaint protocol will be as follows:

1. A request for an investigation of a complaint that a member has contravened the Code of Conduct shall be in writing as set out in Appendix A of this Policy.

2. All complaints must be signed by an identifiable individual (which includes the authorized signing officer of an organization).

3. A complaint shall set out reasonable and probable grounds for the allegation that the member has contravened the Code of Conduct and include a supporting affidavit that sets out the evidence in support of the complaint.

4. The request shall be filed with the Municipal Clerk who shall forward the matter to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code of Conduct and not covered by other legislation or other Council policies.

5. If the complaint is determined not to be a complaint with respect to non-compliance with the Code of Conduct, the complainant shall be advised that the matter is not within the jurisdiction of the Integrity Commissioner to process with any additional reasons and referrals as the Integrity Commissioner considers appropriate.

6. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, terminate the investigation.

7. The Integrity Commissioner shall not issue a report finding a violation of the Code of Ethics on the part of any member unless the member has had

reasonable notice of the basis for the proposed finding and any recommended sanction and an opportunity either in person or in writing to comment on the proposed finding and any recommended sanction, provided that comment period after having been notified does not exceed 30 calendar days.

8. The Integrity Commissioner shall report to the complainant and the member generally no later than 90 days after the making of the complaint.

9. Where the complaint is sustained in whole or in part, the Integrity Commissioner shall also report to Council outlining the findings, the terms of any settlement, or recommended corrective action.

10. Any recommended corrective action must be permitted by law and shall be designed to ensure that the inappropriate behaviour or activity does not continue.

11. Section 223.4 of the *Municipal Act, 2001* authorizes Council to impose either of two penalties on a member of Council following a report by the Integrity Commissioner that, in his/her opinion, there has been a violation of the Code of Conduct:

    a) reprimand; or
    b) suspension of the remuneration paid to the member in respect of his or her services as a member of Council for a period of up to 90 days.

12. The Integrity Commissioner may also recommend that Council take the following actions:

    a) removal from membership from a committee or local board;
    b) removal as Chair of a committee or local board;
    c) repayment or reimbursement of moneys received;
    d) return of property or reimbursement of its value; or
    e) request for an apology to Council, the complainant or both.

13. Where the complaint is dismissed, the Integrity Commissioner shall not report to Council, except as part of an annual or other periodic report.

14. A complaint will be processed in compliance with the confidentiality requirements of Section 223.5(1) of the Municipal Act, 2001, as amended.

15. If the Integrity Commissioner reports to Council his or her opinion about whether a member of council has contravened the Code of Conduct, the Commissioner may disclose in the report such matters as, in the Commissioner's opinion, are necessary for the purposes of the report.

16. The Township of Elizabethtown-Kitley will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation.

APPENDIX A

FORMAL COMPLAINT PROCEDURE
AFFIDAVIT

Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46, and also to civil liability for defamation.

AFFIDAVIT OF_____
(Full Name)

I,_____, of the _____
(Full Name) *(Township, Town, City, etc)*

Of_____ in the Province of Ontario **MAKE OATH AND**
(Municipality of Residence)

SAY (or **AFFIRM**):

1. I have personal knowledge of the facts as set out in this affidavit because

   _____

   _____

   _____

   (insert reasons, e.g. I work for, I attended the meeting at which, etc)

2. I have reasonable and probable grounds to believe that a Member of the Township of Elizabethtown-Kitley Council, advisory committee or local board

   _____

(Specify name of Member)

has contravened section (s)_____ of the Code of
(Specify Section (s))

Conduct. The particulars of which are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please use additional sheets and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this affidavit.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

☐ *Please see additional, attached sheet(s)*

This affidavit is made for the purpose of requesting that this matter be reviewed and for no other purpose.

SWORN (or AFFIRMED) before me at the)
)
_____ of)
(Township, Town, City, etc))
)
_____ In the)
(Municipality Name))
Province of Ontario on this _____)
day of_____, 20___.)
)
)
)
)
_____)
Signature of Commissioner)
A Commissioner for Taking Affidavits)

_____
Signature of Complainant

THE CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY

By-Law Number 22-06

Being A By-Law To Adopt a Municipal Election Recount Policy

WHEREAS Section 56 (3) of the Municipal Elections Act authorizes a municipally to adopt a policy with respect to the circumstances in which the municipality requires the clerk to hold a recount of the votes cast in an election

AND WHEREAS Council of the Corporation of the Township of Elizabethtown-Kitley deems it expedient to adopt a recount policy in excess of the minimum Municipal Elections Act requirements;

NOW THEREFORE, the Council of the Corporation of the Township of Elizabethtown-Kitley enacts as follows:

1. That the Municipal Election Recount Policy attached hereto as Schedule A be adopted.

2. That this By-law shall come into force and effect on the date of passing.

Read a **First and Second** time this 10th day of **January, 2022**.

Read a **Third** time and finally **Passed** this 10th day of **January, 2022**

MAYOR

CLERK

Schedule A to By-Law 22-06



The Corporation of the Township of Elizabethtown-Kitley

Policy and Procedure Manual		
ADM	**Policy Type:**	Administrative/Council
Administrator-Clerk	**Approval Date/By-law:**	By-law 22-06
	Effective Date:	January 10, 2022
	Last Revision Date:	January 10, 2022
Conducting a Municipal Election Recount		

1.0 Purpose and Goal

The *Municipal Elections Act* allows a Municipal Election Recount Policy be adopted by Council to give direction to the Returning Officer/Clerk under Section 56 (3) setting out recount perimeters beyond those set out within the Act.

2.0 Scope

The *Municipal Elections Act* provides for an automatic recount if the election results in a tie. The Act does not include provisions for a close vote election. The Municipal Election Recount Policy provides a transparent and consistent proves for dealing with recounts pertaining to a close vote.

This policy does not apply to candidates for school board trustee positions or for a question on the ballot at the request of another level of government. A request for a recount in these situations would be determined by the applicable school board or the applicable level of government.

3.0 Policy

The Retuning Officer/Clerk shall conduct recounts in accordance with the provisions of the *Municipal Elections Act*.

An automatic recount shall be conducted where the vote differential between the last available candidate(s) elected and the first candidate(s) not elected is equal to or less than one quarter of one percent (0.25%) of the total number of votes cast for the office, sounded up to the closest whole number.

If the difference between the number of votes separating a candidate who was not declared elected and a candidate who was declared elected meets the close vote criteria, and upon receipt of a written request from the second-place candidate for a close vote recount, the Retuning Officer/Clerk shall automatically conduct a recount as soon as practical.

For any vote difference outside of a close vote, it requires a written request to Council which will be presented to Council for direction to the Returning Officer/Clerk.

The Returning Officer/Clerk shall prescribe in a procedure the process and time frames to hold a recount required by this policy and shall ensure the procedures comply with all requirements set out in legislation.

The Corporation of the Township of Elizabethtown-Kitley

By-law Number 26-01

Being A By-Law to Delegate Certain Authorities During a Restricted Authority Council Period ("Lame Duck")

****

Whereas Section 275 of the Municipal Act, as amended, provides that where three quarters of the members of the outgoing Council of the municipal will not be returning the following authorities of Council will cease on Nomination Day (August 21, 2026) and/or Election Day (October 26, 2026):

a) The appointment or removal from office of any officer of the municipality;

b) The hiring or dismissal of any employee of the municipality;

c) The disposition of any real or personal property of the municipality which has a value exceeding $50,000 at the time of disposal;

d) Making any expenditure or incurring any other liability which exceeds $50,000.

And Whereas Section 23.1 of the Act states that Council is authorized to delegate certain powers and duties;

And Whereas Section 5 of the Act provides that a municipality's power shall be exercised by by-law;

And Whereas the Council of the Corporation of the Township of Elizabethtown-Kitley deems it expedient and necessary to delegate certain authorities for the restricted authority period ("lame duck"), if it applies, between August 21, 2026 and November 16, 2026;

Now Therefore, the Council of the Corporation of the Township of Elizabethtown-Kitley enacts as follows:

1. That the CAO/Clerk and Director of Finance are hereby delegated authority to repeal by-laws appointing Officers of the Township of Elizabethtown-Kitley which have ceased employment with the Corporation and for firing and removal of any employee of the Corporation.

2. Should delegated authority be exercised, the sitting Council shall be informed by way of a staff report at the next regularly scheduled or special meeting called for this purpose.

3. That this by-law shall come into force and take effect upon being passed by Council and will expire on November 16, 2026.

Read a **First** and **Second** time this **12th** day of **January 2026**.

Read a **Third** time and finally **Passed** this **12th day** of **January 2026**.

As Deemed Passed on 15th day of January 2026.

Brant Simmons
Mayor

L Stanzel
Clerk Deputy

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 m^2 (8 sq. ft.) in size **must be** placed at least 4 m (12 ft.) from edge of pavement. Signs over 0.7 m^2 (8 sq. ft.) and up to 3.7 m^2 (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 m^2 (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.

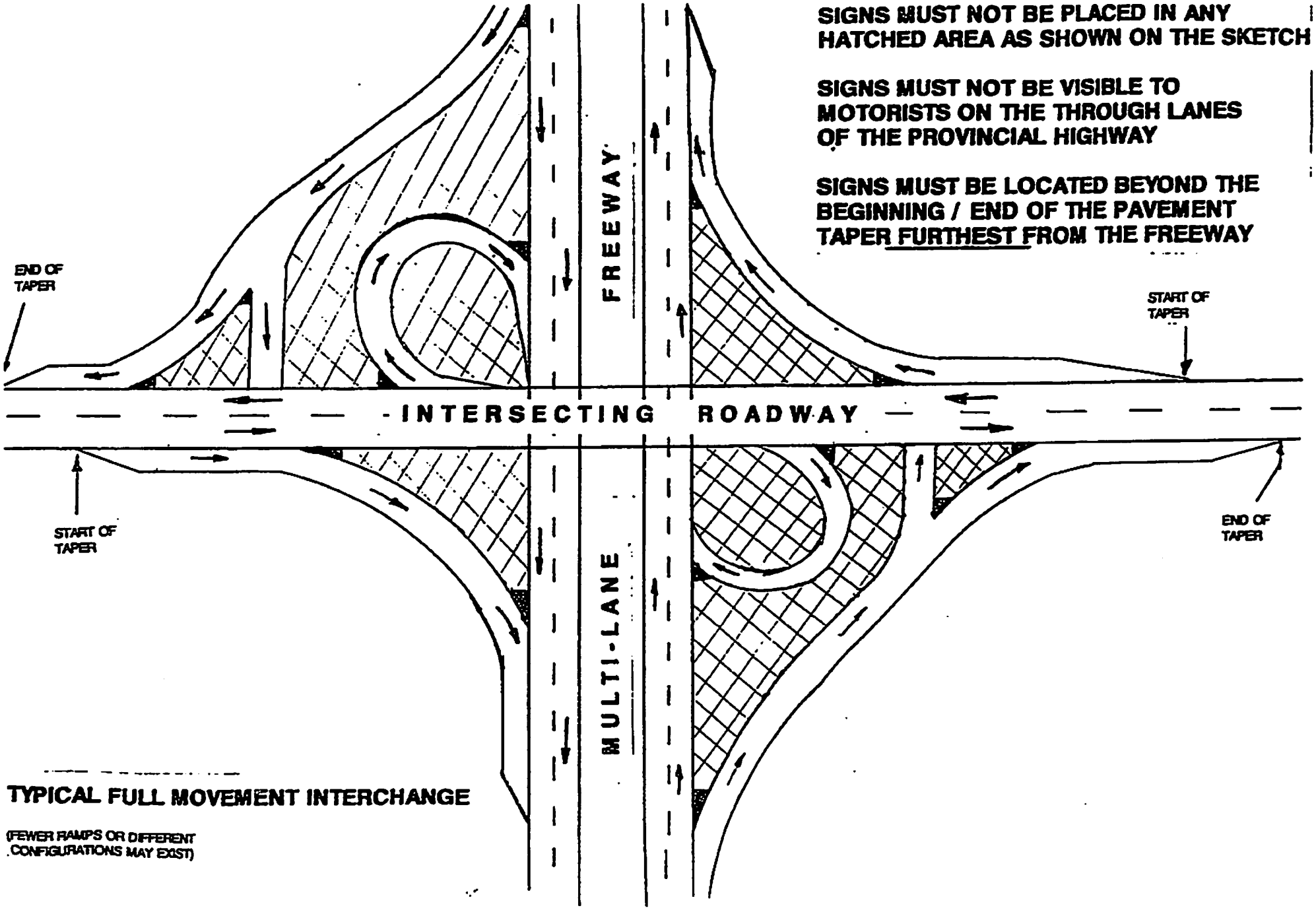
7. Election signs **must be** removed from the Ministry right-of-way and adjacent properties within three (3) working days after Election Day.

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

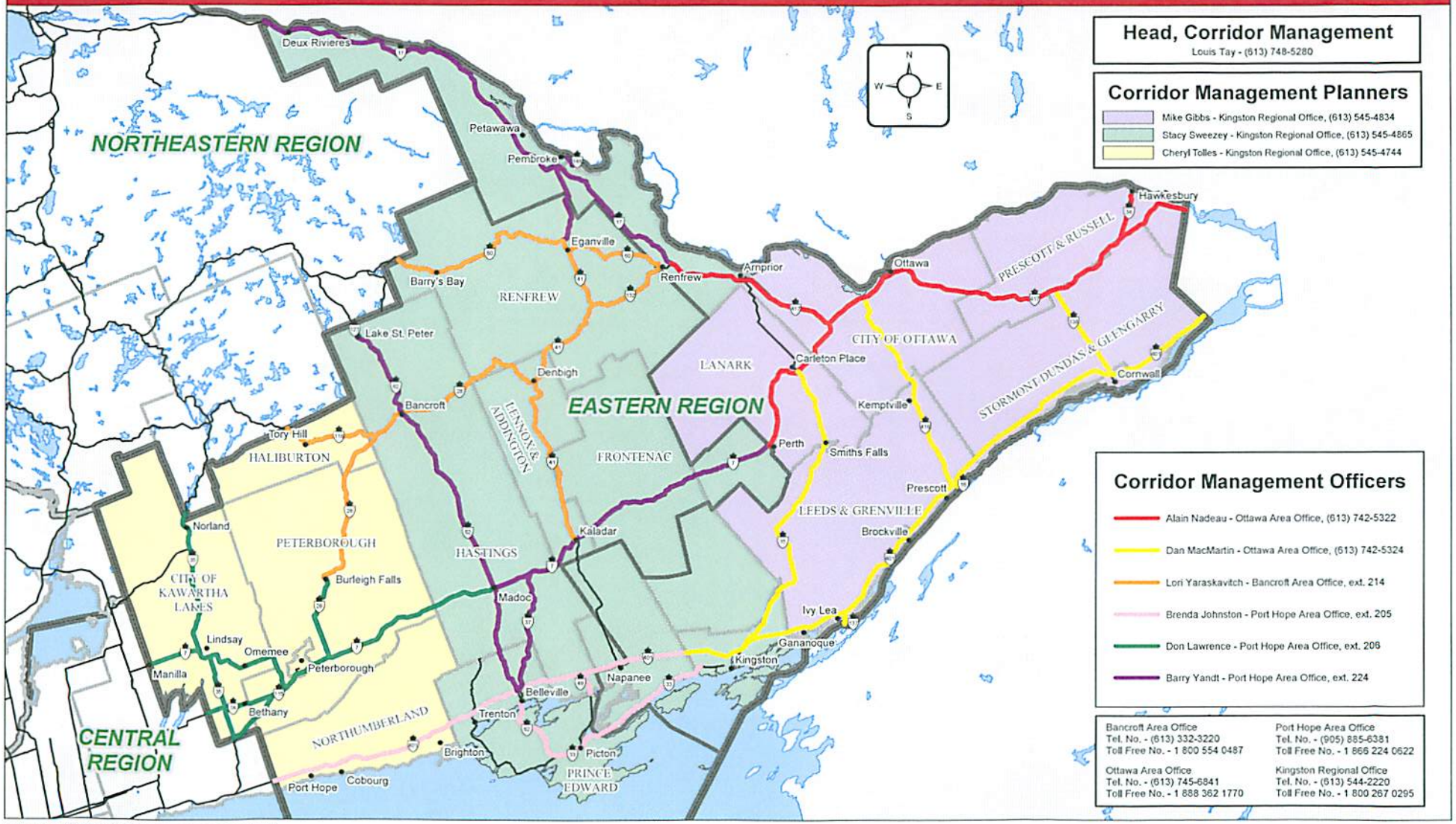
(FEWER RAMPS OR DIFFERENT CONFIGURATIONS MAY EXIST)

Ministry of Transportation - Eastern Ontario

Corridor Management - Areas of Responsibility

0 10 20 40 60 80 km

Ontario



Head, Corridor Management

Louis Tay - (613) 748-5280

Corridor Management Planners

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

Corridor Management Officers

- Alain Nadeau - Ottawa Area Office, (613) 742-5322
- Dan MacMartin - Ottawa Area Office, (613) 742-5324
- Lori Yaraskavitch - Bancroft Area Office, ext. 214
- Brenda Johnston - Port Hope Area Office, ext. 205
- Don Lawrence - Port Hope Area Office, ext. 206
- Barry Yandt - 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) 885-6381
Toll Free No. - 1 866 224 0622

Ottawa Area Office
Tel. No. - (613) 745-6841
Toll Free No. - 1 888 362 1770

Kingston Regional Office
Tel. No. - (613) 544-2220
Toll Free No. - 1 800 267 0295

PREPARED BY EASTERN REGION GEOMATICS SECTION, SEPTEMBER 2013

BY - LAW No. 09-35

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO ADOPT A POLICY TO REGULATE PRIVATE SIGNS ON COUNTY ROAD RIGHTS OF WAY

WHEREAS Section 59 of the Municipal Act, 2001 (S.O. 2001, c.25) provides that an upper tier municipality may prohibit or regulate the placing or erecting of any sign, notice or advertising devise within 400 metres of any limit of an upper-tier highway; and

WHEREAS it is deemed expedient to formalize the current policy "Private signs on County Roads Rights of Way":

NOW THEREFORE THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

1. That the attached policy statement relating to Private Signs on County Road Rights of Way be adopted.

2. That this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time and finally passed this 21st day of May 2009.

Mel Campbell, Warden

Clerk

UNITED COUNTIES OF LEEDS AND GRENVILLE
COUNTY ROADS DEPARTMENT
POLICY STATEMENT

1. SUBJECT: Private Signs on County Road Rights-Of-Way

2. BACKGROUND:

Since 1970, it has been the County Roads Department's informal policy, as authorized by a resolution of the County Road System Committee, that private signs not be permitted on the County Road Rights-Of-Way. This policy has generally been enforced by our patrol staff with allowances being made for special circumstances.

It was decided at that time that no attempt would be made to regulate signs on private property adjacent to the road, even though authority to do so was provided by Section 63(1)(b) of the Public Transportation and Highway Improvement Act at that time.

It is deemed advisable to formally establish the County Roads Department's policy for the guidance of patrol staff and the public. Authority for the County Public Works Committee to make and establish policies for the control of signs and advertising devices on the County Roads is provided by Section 59 of the Municipal Act.

3. POLICY:

It shall be the policy of the County Roads Department that no private signs be permitted on or within the Rights-Of-Way of any County Road except as follows:

a. Temporary real estate "For Sale" signs for adjacent properties will be permitted under the following conditions:

   (1) Signs shall be removed when the property has been sold

   (2) Real estate signs directing prospective clients to some other location remote from the sign location will be permitted subject to the following:

      i. Signs shall be modest in size (maximum 450mm x 600mm) and shall be located as near as practicable to the road allowance property line
      ii. Signs shall be removed as soon as practicable upon the sale of the property or the expiry of the listing

b. Signs directing travelers to their destinations will be permitted on the Rights-Of-Way where a suitable location on adjacent private property does not exist, under the following conditions:

      1. The destination does not qualify for Canadian TODS signage
      2. Signs shall not contain any field advertising messages
      3. The signs shall be blue fingerboards and shall have a size appropriate for the location, with size and style subject to Roads Department approval
      4. The cost shall be borne by the party requiring the sign

c. Special signs by public or charitable organizations which promote services or events of public interest may be permitted where their erection is approved by the County Road System Committee.

d. Temporary signs for roadside fruit, vegetable or home produce stands will be permitted during the season while the subject stand is in operation.

e. Election signs will be permitted on the condition that the candidate or his representatives remove the signs within two weeks of the election.

4. GENERAL REQUIREMENTS:

All signs permitted on the Rights-Of-Way shall conform to the following requirements:

a. All signs shall be maintained in good condition by the owner of the sign

b. No sign shall be erected in a location which obscures vision for vehicles along the road

c. No private sign shall be attached to sign post erected by the County Roads Department or a public utility pole without the written consent of the operating authority.

5. IMPLEMENTATION:

The County Roads Department shall remove and dispose of, as debris, any sign erected on a County Road in violation of this policy, without notice to the owner of the sign.

The County Roads Department may contact the owner of any sign not in compliance with this policy to advise that the sign is not in compliance and provide them with a period of time, not to exceed fourteen (14) days, to remove or relocate the sign or otherwise bring the sign into compliance.

Approved by By-Law No. 09-35 2009

Les Shepherd, P. Eng.,
Director of Works, Planning Services
and Asset Management

2026 candidates' guide

Ontario municipal council and school board elections

Ontario

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 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 inwriting 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 inwriting 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)

Français

Municipal Conflict of Interest Act

R.S.O. 1990, CHAPTER M.50

Consolidation Period: From April 1, 2024 to the e-Laws currency date.

Last amendment: 2022, c. 18, Sched. 3.

Legislative History: 1994, c. 23, s. 2; 1996, c. 32, s. 76; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156; 1999, c. 6, s. 41; 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45; 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. C, s. 33; 2006, c. 32, Sched. D, s. 10; 2007, c. 7, Sched. 27; 2007, c. 8, s. 219; 2009, c. 33, Sched. 21, s. 7; 2016, c. 23, s. 58; 2017, c. 10, Sched. 3; 2018, c. 3, Sched. 5, s. 37 (see: 2019, c. 1, Sched. 3, s. 5); 2019, c. 1, Sched. 4, s. 35; 2021, c. 4, Sched. 11, s. 23; 2022, c. 18, Sched. 3.

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Definitions

1 In this Act,

"child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; ("enfant")

"controlling interest" means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; ("intérêts majoritaires")

"council" means the council of a municipality; ("conseil")

"elector" means,

(a) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and

(b) in respect of a school board, a person entitled to vote at the election of members of the school board; ("électeur")

"interest in common with electors generally" means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; ("intérêt commun à tous les électeurs")

"judge" means a judge of the Superior Court of Justice; ("juge")

"local board" means a school board, board of directors of a children's aid society, committee of adjustment, conservation authority, court of revision, land division committee, municipal service board, public library board, board of management of an improvement area, board of health, police service board, planning board, district social services administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a long-term care home, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of one or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board or a local roads board; ("conseil local")

"meeting" includes any regular, special, committee or other meeting of a council or local board, as the case may be; ("réunion")

"member" means a member of a council or of a local board; ("membre")

"municipality" includes a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board or a local services board; ("municipalité")

"parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family; ("parent")

"school board" means a board as defined in subsection 1 (1) of the *Education Act*, and, where the context requires, includes an old board within the meaning of subsection 1 (1) of the *Education Act*; ("conseil scolaire")

"senior officer" means the chair or any vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; ("dirigeant")

"spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. ("conjoint") R.S.O. 1990, c. M.50, s. 1; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156 (1); 1999, c. 6, s. 41 (1); 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45 (1, 2); 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. D, s. 10; 2007, c. 8, s. 219; 2016, c. 23, s. 58; 2019, c. 1, Sched. 4, s. 35; 2021, c. 4, Sched. 11, s. 23 (1-3).

Section Amendments with date in force (d/m/y)

1997, c. 31, s. 156 (1) - 01/01/1998; 1999, c. 6, s. 41 (1) - 01/03/2000

2002, c. 17, Sched. F, Table - 01/01/2003

2005, c. 5, s. 45 (1, 2) - 13/06/2005

2006, c. 19, Sched. C, s. 1 (1) - 22/06/2006; 2006, c. 32, Sched. D, s. 10 - 01/01/2007

2007, c. 8, s. 219 - 01/07/2010

2016, c. 23, s. 58 - 01/01/2017

2018, c. 3, Sched. 5, s. 37 - no effect - see 2019, c. 1, Sched. 3, s. 5 - 26/03/2019

2019, c. 1, Sched. 4, s. 35 - 01/04/2024

2021, c. 4, Sched. 11, s. 23 (1-3) - 19/04/2021

Principles

1.1 The Province of Ontario endorses the following principles in relation to the duties of members of councils and of local boards under this Act:

1. The importance of integrity, independence and accountability in local government decision-making.
2. The importance of certainty in reconciling the public duties and pecuniary interests of members.

3. Members are expected to perform their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny.

4. There is a benefit to municipalities and local boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise. 2017, c. 10, Sched. 3, s. 1.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 1 - 01/03/2019

Indirect pecuniary interest

2 For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

3 For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3); 2021, c. 4, Sched. 11, s. 23 (4).

Section Amendments with date in force (d/m/y)

1999, c. 6, s. 41 (2) - 01/03/2000

2005, c. 5, s. 45 (3) - 13/06/2005

2021, c. 4, Sched. 11, s. 23 (4) - 19/04/2021

EXCEPTIONS

Where ss. 5, 5.2 and 5.3 do not apply

4 Sections 5, 5.2 and 5.3 do not apply to a pecuniary interest in any matter that a member may have,

(a) as a user of any public utility service supplied to the member by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;

(b) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;

(c) by reason of the member purchasing or owning a debenture of the municipality or local board;

(d) by reason of the member having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors;

(e) by reason of having an interest in any property affected by a work under the *Drainage Act* or by a work under a regulation made under Part XII of the *Municipal Act*, *2001* or Part IX of the *City of Toronto Act, 2006*, as the case may be, relating to local improvements;

(f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;

(g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;

(h) by reason only of the member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board;

(i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or as a member of a volunteer fire brigade, as the case may be;

(j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or

(k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. R.S.O. 1990, c. M.50, s. 4; 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (1); 2017, c. 10, Sched. 3, s. 2; 2022, c. 18, Sched. 3, s. 1.

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. F, Table - 01/01/2003

2006, c. 32, Sched. C, s. 33 (1) - 01/01/2007

2017, c. 10, Sched. 3, s. 2 - 01/03/2019

2022, c. 18, Sched. 3, s. 1 - 23/11/2022

DUTY OF MEMBER

When present at meeting at which matter considered

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

Exception, consideration of penalty

(2.1) The following rules apply if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the member under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*:

1. Despite clauses (1) (b) and (c), the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the member is not permitted to vote on any question in respect of the matter.
2. Despite subsection (2), in the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration. 2017, c. 10, Sched. 3, s. 3.

When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 3 - 01/03/2019

Written statement re disclosure

5.1 At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 4 - 01/03/2019

Influence

5.2 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or local board, or by a person or body to which the municipality or local board has delegated a power or duty, the member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

Exception

(2) However, if a municipality delegates a power to suspend the remuneration paid to a member under subsection 223.4 (5) of the *Municipal Act, 2001* or subsection 160 (5) of the *City of Toronto Act, 2006* to a person or body, and the person or body is considering exercising that power with respect to a member, subsection (1) of this section does not prevent the member from attempting to influence any decision or recommendation of the person or body that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 4 - 01/03/2019

Head of council

5.3 (1) Where a head of council of a municipality either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter of the municipality and has a power or duty listed in subsection (2) with respect to the matter, the head of council,

(a) shall, upon becoming aware of the interest in the matter, disclose the interest by filing a written statement of the interest and its general nature with the clerk of the municipality;

(b) shall not use the power or exercise the duty with respect to the matter; and

(c) shall not use their office in any way to attempt to influence any decision or recommendation of the municipality that results from consideration of the matter. 2022, c. 18, Sched. 3, s. 2.

Same

(2) For the purposes of subsection (1), the powers and duties are the powers and duties of a head of council in Part VI.1 of the *Municipal Act, 2001* and Part VI.1 of the *City of Toronto Act, 2006* but do not include the power to delegate in section 284.13 of the *Municipal Act, 2001* and section 226.11 of the *City of Toronto Act, 2006*. 2022, c. 18, Sched. 3, s. 2.

Section Amendments with date in force (d/m/y)

2022, c. 18, Sched. 3, s. 2 - 23/11/2022

RECORD OF DISCLOSURE

Disclosure to be recorded in minutes

6 (1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be. R.S.O. 1990, c. M.50, s. 6 (1).

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. R.S.O. 1990, c. M.50, s. 6 (2).

REGISTRY

Requirement to establish registry

6.1 (1) Every municipality and local board shall establish and maintain a registry in which shall be kept,

(a) a copy of each statement filed under section 5.1 or 5.3; and

(b) a copy of each declaration recorded under section 6. 2017, c. 10, Sched. 3, s. 5; 2022, c. 18, Sched. 3, s. 3.

Access to registry

(2) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine. 2017, c. 10, Sched. 3, s. 5.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 5 - 01/03/2019

2022, c. 18, Sched. 3, s. 3 - 23/11/2022

REMEDY FOR LACK OF QUORUM

Quorum deemed constituted

7 (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).

Application to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge without notice for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises. R.S.O. 1990, c. M.50, s. 7 (2).

Power of judge to declare s. 5, 5.1 or 5.2 not to apply

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5, 5.1 or 5.2 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. R.S.O. 1990, c. M.50, s. 7 (3); 2017, c. 10, Sched. 3, s. 6.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 6 - 01/03/2019

ACTION WHERE CONTRAVENTION ALLEGED

Application

8 (1) An elector, an Integrity Commissioner of a municipality or a person demonstrably acting in the public interest may apply to a judge for a determination of the question of whether,

(a) a member has contravened section 5, 5.1, 5.2 or 5.3; or

(b) a former member contravened section 5, 5.1, 5.2 or 5.3 while he or she was a member. 2017, c. 10, Sched. 3, s. 7; 2022, c. 18, Sched. 3, s. 4.

Six-week period

(2) An application may only be made within six weeks after the applicant became aware of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

Exception

(3) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if all of the following conditions are satisfied:

1. The applicant applied to an Integrity Commissioner for an inquiry under section 223.4.1 of the Municipal Act, 2001 or under section 160.1 of the City of Toronto Act, 2006 in accordance with those sections.

2. The Integrity Commissioner conducted an inquiry under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006* and the Commissioner,
    i. has advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
    ii. has not completed the inquiry within the time limit set out in subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006*, or
    iii. has terminated the inquiry under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*.
3. The application under this section includes a copy of the applicant's statutory declaration made under subsection 223.4.1 (6) of the *Municipal Act, 2001* or under subsection 160.1 (6) of the *City of Toronto Act, 2006*.
4. The application under this section is made within six weeks after the earlier of the following,
    i. the day the Commissioner advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
    ii. the last day on which the Commissioner is required under subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006* to complete the inquiry referred to in paragraph 2 of this subsection, and
    iii. the day the inquiry was terminated under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

Same, application by Integrity Commissioner

(4) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if the applicant is an Integrity Commissioner and if the application relates to an inquiry conducted by the Commissioner under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

No application by Integrity Commissioner during regular election

(5) No application shall be made by an Integrity Commissioner of a municipality during the period of time starting on nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that Act. 2017, c. 10, Sched. 3, s. 7.

Limitation

(6) Despite subsections (2), (3) and (4), no application shall be made after the sixth anniversary of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

Contents of notice of application

(7) The notice of application shall state the grounds for finding that the member or former member contravened section 5, 5.1, 5.2 or 5.3. 2017, c. 10, Sched. 3, s. 7; 2022, c. 18, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

2022, c. 18, Sched. 3, s. 4 - 23/11/2022

Power of judge

9 (1) If the judge determines that the member or former member contravened section 5, 5.1, 5.2 or 5.3, the judge may do any or all of the following:

1. Reprimand the member or former member.
2. Suspend the remuneration paid to the member for a period of up to 90 days.
3. Declare the member's seat vacant.
4. Disqualify the member or former member from being a member during a period of not more than seven years after the date of the order.

5. If the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, if the party's identity is not readily ascertainable, to the municipality or local board, as the case may be. 2017, c. 10, Sched. 3, s. 7; 2022, c. 18, Sched. 3, s. 4.

Same

(2) In exercising his or her discretion under subsection (1) the judge may consider, among other matters, whether the member or former member,

(a) took reasonable measures to prevent the contravention;

(b) disclosed the pecuniary interest and all relevant facts known to him or her to an Integrity Commissioner in a request for advice from the Commissioner under the *Municipal Act, 2001 or the City of Toronto Act, 2006* and acted in accordance with the advice, if any, provided to the member by the Commissioner; or

(c) committed the contravention through inadvertence or by reason of an error in judgment made in good faith. 2017, c. 10, Sched. 3, s. 7.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

2022, c. 18, Sched. 3, s. 4 - 23/11/2022

10 REPEALED: 2017, c. 10, Sched. 3, s. 7.

Section Amendments with date in force (d/m/y)

1997, c. 31, s. 156 (2) - 01/01/1998

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

Appeal to Divisional Court

11 (1) An appeal lies from any order made under section 9 to the Divisional Court in accordance with the rules of court. R.S.O. 1990, c. M.50, s. 11 (1); 2017, c. 10, Sched. 3, s. 8.

Judgment or new trial

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal. R.S.O. 1990, c. M.50, s. 11 (2).

Appeal from order or new trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. R.S.O. 1990, c. M.50, s. 11 (3).

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 8 - 01/03/2019

Proceedings not invalidated but voidable

12 (1) A member's failure to comply with section 5, 5.1, 5.2 or 5.3 does not invalidate any proceedings in respect of a matter referred to in those sections, but those proceedings are voidable in the circumstances described in subsection (2). 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

Declaring proceedings void

(2) Subject to subsection (3), if a member has failed to comply with section 5, 5.1, 5.2 or 5.3 in respect of a matter referred to in those sections, the municipality or local board, as the case may be, may declare the proceedings to be void before the second anniversary of the date of the passing of the by-law or resolution authorizing the matter. 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

Exception

(3) Subsection (2) does not apply if declaring the proceedings to be void would adversely affect the rights that any person who acted in good faith and without actual notice of the failure to comply with section 5, 5.1, 5.2 or 5.3 acquired under or by virtue of the proceedings. 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 9 - 01/03/2019

2022, c. 18, Sched. 3, s. 4 - 23/11/2022

Other proceedings prohibited

13 (1) A proceeding that relates to a member's or former member's alleged conflict of interest and seeks a remedy described in subsection 9 (1) shall be brought only under this Act. 2017, c. 10, Sched. 3, s. 9.

Same

(2) Subsection (1) does not affect the power of a municipality or a local board to reprimand a member or suspend a member's remuneration under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 9.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 9 - 01/03/2019

GENERAL

Insurance

14 (1) Despite section 279 of the *Municipal Act, 2001* or section 218 of the *City of Toronto Act, 2006*, as the case may be, the council of every municipality may at any time pass by-laws,

(a) for contracting for insurance;

(b) despite the *Insurance Act*, to enable the municipality to act as an insurer; and

(c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, 5.1, 5.2 or 5.3 against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses. R.S.O. 1990, c. M.50, s. 14 (1); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (2); 2017, c. 10, Sched. 3, s. 10 (1); 2022, c. 18, Sched. 3, s. 4.

***Insurance Act* does not apply**

(2) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1). R.S.O. 1990, c. M.50, s. 14 (2).

Surplus funds

(3) Despite section 387 of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in accordance with subsection 279 (2) of the *Municipal Act, 2001* or subsection 218 (3) of the *City of Toronto Act, 2006*, as the case may be. 2017, c. 10, Sched. 3, s. 10 (2).

Reserve funds

(4) The money raised for a reserve fund of a municipal reciprocal exchange may be expended or pledged for, or applied to, a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 386 of the *Insurance Act* is complied with. R.S.O. 1990, c. M.50, s. 14 (4); 2009, c. 33, Sched. 21, s. 7.

Local boards

(5) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members. R.S.O. 1990, c. M.50, s. 14 (5).

Former members

(6) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. R.S.O. 1990, c. M.50, s. 14 (6).

Section Amendments with date in force (d/m/y)

1996, c. 32, s. 76 (1) - 06/03/1997

2002, c. 17, Sched. F, Table - 01/01/2003

2006, c. 32, Sched. C, s. 33 (2, 3) - 01/01/2007

2007, c. 7, Sched. 27, s. 1 - 05/05/2008

2009, c. 33, Sched. 21, s. 7 - 15/12/2009

2017, c. 10, Sched. 3, s. 10 (1) - 01/03/2019; 2017, c. 10, Sched. 3, s. 10 (2) - 01/03/2018

2022, c. 18, Sched. 3, s. 4 - 23/11/2022

Conflict with other Acts

15 In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. R.S.O. 1990, c. M.50, s. 15.

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Français

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Leeds Grenville

2026
Candidate's Guide

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Glossary

Counties' Councillors, in the context of the United Counties of Leeds and Grenville, refers to the individuals elected as mayors in the ten lower-tier municipalities who make up Counties' Council.

Ex Officio Member refers to the Counties' Warden who receives a position on a board or committee due to holding the position of Warden.

Honorarium is a payment for services for which a fee is not legally or customarily required.

Land Use Planning means the process of regulating the use of land by a central authority. Municipalities are responsible for setting local planning policies in accordance with the *Provincial Planning Statement* and the *Planning Act*.

Lower-tier/Local Municipality means a municipality that forms part of the upper-tier municipality for municipal purposes.

Member Municipality means, in the context of the United Counties of Leeds and Grenville, a lower-tier municipality which participates in the Counties' structure and contributes to cost sharing for service delivery.

***Municipal Act,* 2001** is a consolidated statute governing the extent of powers and duties, internal organization and structure of municipalities in Ontario.

Official Plan is the central municipal document which guides future development of an area in the best interest of the community.

Partner Municipality means, in the context of the United Counties of Leeds and Grenville, a separated municipality which partners with the Counties in the delivery and cost-sharing of certain services through the Joint Services Operating Agreement.

Procedure By-law means rules which govern the proceedings of meetings and includes details with respect to the timing, location and public notice of meetings.

Remuneration means payment for work or a service.

Upper-tier Municipality means a municipality of which two or more lower-tier municipalities form part of for municipal purposes.

1.0 Purpose

The purpose of this guide is to provide local mayoral candidates with a basic overview of the services, governance and administrative structures of the United Counties of Leeds and Grenville ("the Counties" or "UCLG").

2.0 Overview

The Counties is an upper-tier municipality comprised of the following ten lower-tier municipalities:

- Township of Athens
- Township of Augusta
- Township of Edwardsburgh-Cardinal
- Township of Elizabethtown-Kitley
- Township of Front of Yonge
- Township of Leeds and the Thousand Islands
- Village of Merrickville-Wolford
- Municipality of North Grenville
- Township of Rideau Lakes and
- Village of Westport

2.1 Governance Structure

The Counties' governing body is Counties' Council ("Council"). Council is composed of ten members being the mayors from the ten lower-tier municipalities. The position of Warden, as Head of Counties' Council, is elected by Council every two years.

The council of a lower-tier municipality may pass a by-law to appoint an alternate member to act in its mayor's absence as a member of Counties' Council as long as certain conditions are met.

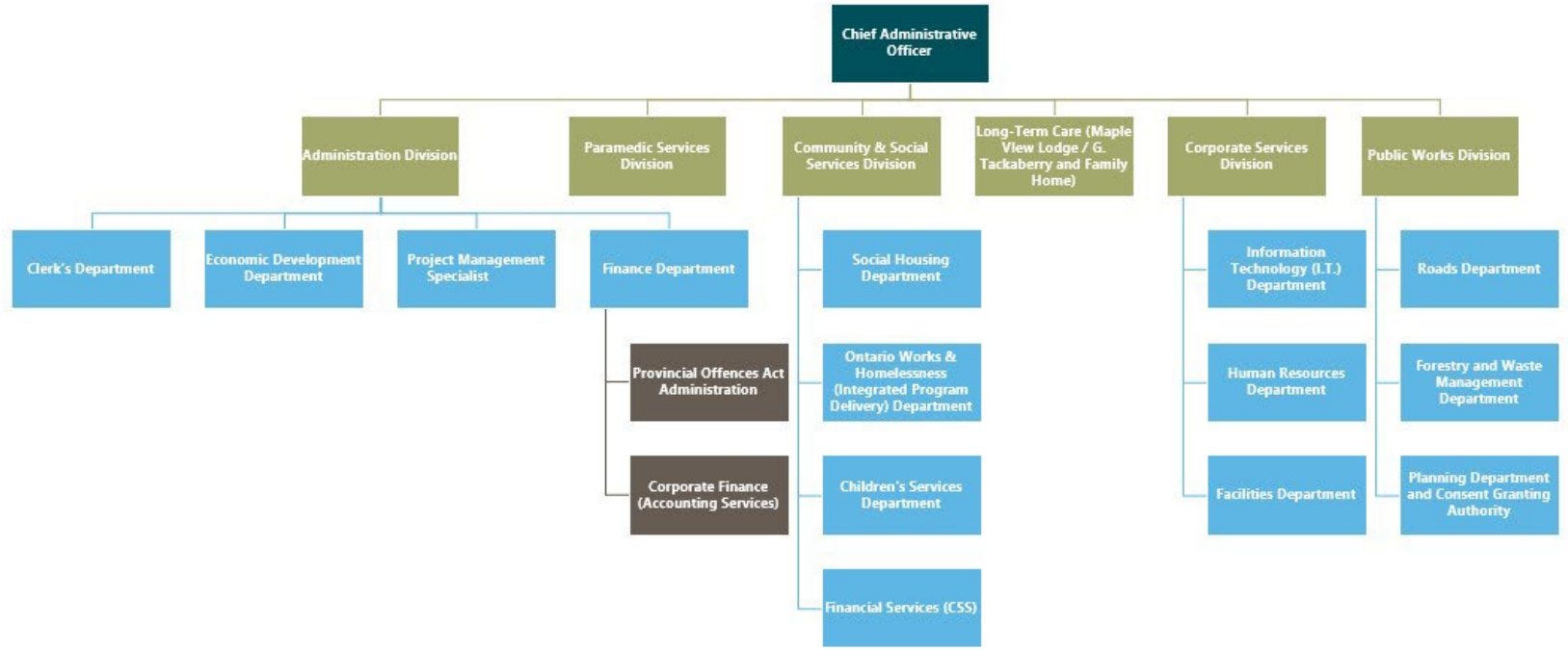
The Counties' partner municipalities are the City of Brockville, Town of Gananoque and Town of Prescott and operate via the Joint Services Operating Agreement to establish service levels, policies and budgets for Community and Social Services, Paramedic Services and Provincial Offences Act Administration.

Issues requiring the attention of Council are generally first reviewed, discussed and considered by the appropriate committee. The recommendations of a committee are

forwarded to Council for formal consideration. See Section 4.0 for an overview of the various committees of Council, boards and other bodies.

2.2 Administrative Structure

The Counties' administrative structure is comprised of the Chief Administrative Officer (CAO), who leads the Administration Division and oversees six divisions. Divisions are led by Directors with numerous Senior Managers who oversee departments. Below is an overview of the Counties' Administrative Structure:



2.3 Counties' Services

Services provided by the Counties include, but are not limited to, the following:

- Maintenance and construction of Counties' roads and bridges.
- Land use planning, including acting as the approval authority for plans of subdivision, plans of condominium, part lot control, consent applications (severances), and lower-tier official plans and amendments.
- Geographic Information Systems (digital mapping)
- Management of Limerick Forest and Sand Bay County Park
- Economic Development
- Emergency Management
- Weed inspection and control

- Household hazardous waste management
- Long-term care facilities (Maple View Lodge and G. Tackaberry and Family Home) and
- Council and Committee Administration

The Counties, together with Brockville, Gananoque, and Prescott provide:

- Community and Social Services (Ontario Works and Homelessness, Children's Services and Social Housing)
- Paramedic Services and
- Provincial Offences Act Administration Services

The Counties, together with Brockville and Prescott provide:

- Fire Communications System and the 9-1-1 Service

3.0 Remuneration and Expenses

Members of Council are compensated for time spent at Counties-related meetings and events as outlined in By-law No. 15-64, as amended.

In 2025, the honorarium for the Warden was $60,102.61 and $30,809.90 for Counties' Councillors. Members are also compensated for attendance at specified meetings. In 2025, the rate was $126.14 per half day or $252.31 for full day meetings or events.

**Council Remuneration and Expenses are currently under review for the 2026-2030 term.*

In addition to remuneration, mileage and other expenses may be reimbursed in accordance with Counties' policy. Remuneration and expenses are publicly reported annually as required by the *Municipal Act, 2001,* as amended.

4.0 Council and Committees Overview

4.1 Meeting Schedule

Unless otherwise noted below, meetings usually begin at 9:00 a.m. and take place at the Counties' main administration building (25 Central Avenue West, Brockville), though some Boards and Committees meet elsewhere. The electronic participation of members is permitted.

In a typical month, members meet approximately three to five times and meetings range in length from approximately one to three hours. In addition to regular meetings, special meetings may be called in accordance with the Procedure By-law for urgent, specific or time-sensitive matters.

Additional commitments to various boards, ad hoc committees, conferences and other meetings may arise depending on a member's interests and appointments.

The role of Warden involves a greater time commitment as this position represents the Counties at various functions and events. The Warden attends the Eastern Ontario Wardens Caucus (EOWC) meetings, which often require travel and overnight stays approximately six times per year.

4.2 Counties' Council

Counties' Council meets regularly at 9:00 a.m. on the Thursday of the third full week of the month and may meet for special meetings, as required. Members are expected to attend and participate in Council meetings.

Much like the role of lower-tier councils, Counties' Council is responsible for:

- representing the public and considering the well-being and interests of Counties residents
- developing and evaluating the policies and programs of the Counties
- determining which services, the Counties will provide
- setting the annual budget
- ensuring administrative and controllership policies, practices and procedures are in place
- ensuring the accountability and transparency of the operations of the municipality
- maintaining the financial integrity of the Counties and
- carrying out the duties of council under the *Municipal Act, 2001,* as amended, or any other Act

4.3 Committee of the Whole

The Committee of the Whole meets regularly at 9:00 a.m. on the Wednesday of the first full week of each month and may hold special meetings, as required. All members of Council serve on the Committee of the Whole and are expected to attend and participate in its meetings.

The Committee of the Whole reviews and makes recommendations to Council on matters such as:

- Governance
- Policies and programs
- Contracts above delegated staff spending limits and
- Annual budgets

The Committee of the Whole also receives staff reports and recommendations on Counties' services and programs, including roads and bridges, land use planning, forestry, long-term care, and financial management and reporting.

4.4 Joint Services Committee of Leeds and Grenville (JSC)

The Joint Services Committee of Leeds and Grenville meets regularly at 9:00 a.m. on the Tuesday of the first full week of each month and may hold special meetings, as required. All members of Counties' Council along with representatives (typically the mayors) of the City of Brockville, Town of Gananoque, and Town of Prescott are expected to attend and participate in JSC meetings.

The JSC is responsible for determining service levels, policies and budgets related to the provision of Ontario Works, Social Housing, Children's Services, Paramedic Services and the Provincial Offences Act Administration.

4.5 Maple View Lodge Committee of Management

Maple View Lodge is a Counties-owned Long-Term Care facility located in the Township of Athens. Long-Term Care services currently provided at Maple View Lodge will transition to the new G. Tackaberry and Family Home. Following the transition, the existing Maple View Lodge building is expected to be repurposed, subject to Council direction and any required approvals.

The Maple View Lodge Committee of Management meets regularly at 9:00 a.m. on the Thursday of the first full week of each month and may hold special meetings, as required. The Committee is comprised of six members of Counties' Council: specifically, the Mayor of the Township of Athens, four (4) members appointed from among Council, and the Warden.

The Committee of Management is a statutory committee under the *Fixing Long-Term Care Act, 2021*, as amended, and is responsible for making recommendations on

strategies and broad policy matters pertaining to long-term care services as well as any other legislated requirements.

4.6 Corporate Services and Finance Committee (CSFC)

The Corporate Services and Finance Committee meets regularly at 9:00 a.m. on the Wednesday of the second full week of the month and may hold special meetings, as required. The Committee is comprised of five members of Council, including the Warden.

The Committee makes recommendations to Council on matters related to Corporate Administration, Information Technology, Human Resources, and Finance.

4.7 Leeds and Grenville Accessibility Advisory Committee

The Accessibility Advisory Committee is a legislated requirement for municipalities with a population greater than 10,000. The Committee meets approximately four times per year and is comprised of not less than five and not more than ten citizen members, three members appointed from among Counties' Council, and the Warden as ex-officio.

The Committee provides feedback and advice on implementation of the *Accessibility for Ontarians with Disabilities Act* standards. The Committee assists the Counties with identifying, preventing, and removing barriers, including site plan reviews.

4.8 Planning Advisory Committee

The Planning Advisory Committee is a legislated requirement for upper-tier municipalities under the *Planning Act*. The Committee is comprised of all members of Council and at least one and up to four citizen members.

The Committee meets several times a year, when required. Typically, Planning Advisory Committee meetings are held immediately prior to the regular Committee of the Whole meeting.

The Committee is responsible for making recommendations to Council on land use planning matters and planning applications within the Counties' jurisdiction, including the following:

- approval of local Official Plans
- approval of local Official Plan amendments of a complex nature, including five-year Official Plan reviews
- holding statutory open houses or public meetings under the *Planning Act* on any proposed Counties' Official Plan amendments
- receiving updates on and reviewing any long-term planning studies
- receiving public delegations on any land use planning matters under Counties' authority and
- any other planning matters referred by Council to the Committee

4.9 St. Lawrence Lodge Committee of Management

St. Lawrence Lodge is a long-term care facility located in the Township of Elizabethtown-Kitley and jointly operated by Brockville, Gananoque, Prescott and the Counties.

The Committee meets regularly at 9:00 a.m. on the fourth Tuesday of each month at St. Lawrence Lodge (1803 County Road 2, Brockville). Three members of Counties' Council and the Warden as ex officio are appointed to this Committee along with representatives from the other municipalities.

4.10 Southeast Health Unit Board of Health

The Southeast Health Unit Board of Health oversees the delivery of health programs and services required by the *Health Protection and Promotion Act*.

The Southeast Health Unit Board of Health meets monthly and is currently comprised of fourteen members, twelve of which are municipal politicians or appointees, with two provincial appointees. One member appointed by Counties' Council represents the ten member municipalities.

4.11 Ad Hoc Committees

Ad Hoc Committees may be created by Council, as deemed appropriate, and the focus of the committees tend to be specific in nature.

4.12 Eastern Ontario Wardens' Caucus (EOWC)

The Warden is a member of the Eastern Ontario Wardens' Caucus. The EOWC works to support and advocate on behalf of the property taxpayers across rural Eastern Ontario and is composed of Wardens from:

- County of Frontenac
- County of Haliburton
- Hastings County
- City of Kawartha Lakes
- Lanark County
- United Counties of Leeds and Grenville
- County of Lennox and Addington
- Northumberland County
- County of Peterborough
- United Counties of Prescott and Russell
- Prince Edward County
- County of Renfrew and
- United Counties of Stormont, Dundas and Glengarry

5.0 Major Projects

In addition to the day-to-day operations, several major initiatives are currently underway which will require continued oversight by the 2026-2030 Counties' Council and respective committees, as well as the Joint Services Committee.

Some of these major initiatives include:

- Creation of the Counties' Strategic Plan
- Opening of the G. Tackaberry and Family Home and Repurposing of the Maple View Lodge Long-Term Care Facility
- Completion County Road 43 Expansion Project in the Municipality of North Grenville
- Affordable and Supportive Housing initiatives.
- Physician and Health Care Professionals Recruitment and
- Multi-year budgeting, building off a detailed Asset Management Plan

6.0 Contact Information

For more information regarding the responsibilities of the United Counties of Leeds and Grenville, its services and structure, please visit our website at www.leedsgrenville.com or contact:

United Counties of Leeds and Grenville - Clerk's Department
Tel. 613-342-3840 ext. 2001
Toll Free: 1-800-770-2170
E-mail: clerksoffice@uclg.on.ca

Lead Where You Live

A guide to running for municipal council

AMO
Association of Municipalities of Ontario

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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 make may 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 critera
- 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.



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



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