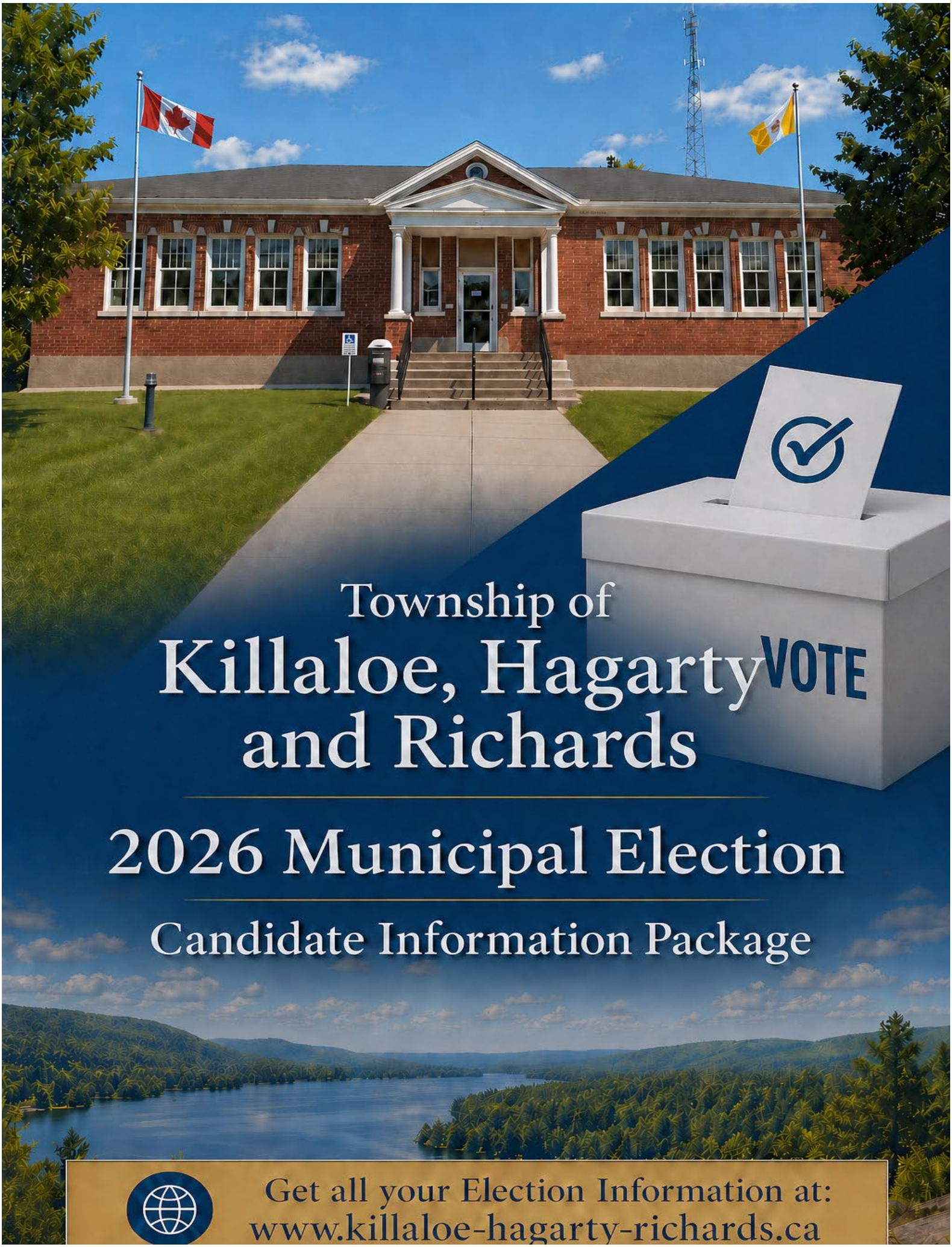



# Township of Killaloe, Hagarty and Richards

## 2026 Municipal Election

### Candidate Information Package

Get all your Election Information at:
www.killaloe-hagarty-richards.ca

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

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The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

## 1.0 Introduction and Explanatory Information

### 1.1 Introduction to Candidate Information Package

This Candidate Information Package is intended only as a guide to provide key details and highlight important information for individuals considering running for elected office in the Township of Killaloe, Hagarty and Richards. Please note that this package offers only a general overview of certain provisions within the relevant legislation and does not include all statutory requirements related to municipal and school board elections. Candidates are responsible for conducting their own research and ensuring they comply with the *Municipal Elections Act, 1996 (MEA),* as amended, including regulations on campaign financing and rules regarding eligibility and disqualification.

Prospective School Board Trustees should also review the *Education Act, 1990*, as amended, in addition to the MEA and are encouraged to contact the office of the Director of Education of the appropriate School Board to obtain information on the duties and responsibilities of a trustee. Candidates for school board offices are encouraged to contact the Director of Education of the respective school board or the Clerk responsible for the election of these positions.

Candidates will also receive Appendices to this information package for their reference.

This document is subject to revisions at the discretion of the Clerk and may be updated from time to time due to legislative changes, administrative requirements, or other unforeseen circumstances. Candidates are encouraged to regularly check for updates and ensure they are working with the most current information available.

Should you have any questions, please contact:

**Township of Killaloe, Hagarty and Richards**
1 John Street, Killaloe ON K0J 2A0

**Tammy Gorgerat CAO/Clerk**
613-757-2300
**Email:** tgorgerat@khrtownship.ca

**In the event the CAO/Clerk is unavailable questions can be directed to:**

**Tyler Mask, Deputy Clerk**
613-757-2300
tmask@khrtownship.ca

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

## 1.2 Notice to the Municipal Electors of the Township of Killaloe, Hagarty and Richards

Notice is hereby given that the next Regular Municipal and School Board Election in the Township of Killaloe, Hagarty and Richards is on **October 26, 2026**, to elect the municipal offices of:

- One (1) Mayor
- Six (6) Councillors
- Applicable School Board Trustees

Note that County Council Candidates that are elected as Mayor also serve as members of the County of Renfrew Council. County Council is comprised of the elected Mayors/Deputy Mayors/Reeves (or as otherwise indicated) of each of the 17 local municipalities. The Warden serves as Head of Council and is elected annually from among its members. As of 2025, County Council operates under a Committee of the Whole Structure, which consists of five Committees: Health, Community Services, Corporate Services, Development and Property, and Operations. Council and Committee Meetings are generally held on the second and fourth Wednesdays of each month, starting at 9:30 a.m.

The new term of Council will begin on November 15, 2026, with the Inaugural Meeting of Council taking place on November 17, 2026. This new term of Council will end on November 14, 2030.

## 1.3 Eligibility criteria to run for municipal office

- A Canadian Citizen.
- At least 18 years of age at the time of filing nomination papers.
- Someone who resides in the Township of Killaloe, Hagarty and Richards, or is the owner or tenant of land in the Township of Killaloe, Hagarty and Richards, or the spouse of such owner or tenant.
- Not prohibited from voting under any law or legislation.

## 1.4 Nomination Period for Candidates is May 1, 2026 – August 21, 2026

- Nomination Period Begins; Friday, May 1, 2026 – Thursday, August 20, 2026, in person, during regular office hours Monday to Friday, 8:30 am – 4:30 pm, excluding holidays.
- Nomination Day; Friday, August 21, 2026, nominations can only be filed in person between the hours of 9:00 am – 2:00 pm.

Interested Candidates can pick up Candidate Information Packages during regular business hours, at the Clerk's Office, beginning May 1, 2026 and is available online at www.killaloe-hagarty-richards.ca

**1.5 Campaigning:**

Campaign expenses may not be incurred until nomination papers are officially filed. This includes costs such as website development, domain registration, promotional materials and advertising. Any expenses incurred prior to nomination cannot be included in your financial statements and will not be reimbursed. You may express your intent to run through unpaid promotions such as social media posts, provided no money is spent. This is outlined in Section 88.20(1)-(2) of the *Municipal Elections Act*, which states that no campaign expenses may be incurred until a person is officially nominated. More regulations on Municipal Elections can also be found in O.Reg 101/97.

Candidates must keep a detailed record of all revenues and expenditures throughout the campaign period. Detailed records, including receipts, must be kept by the Candidate regardless of your success in the Election. Please note: a campaign bank account is required of candidates if you accept any contributions of money or incur any expenses (your nomination filing fee is not considered an expense). To aid in your understanding of the financial reporting requirements, we have enclosed a blank Financial Statement (Form 4). Form 4 is a record of your campaign expenses experienced from the date of filing your nomination papers until the close of the campaign period, December 31, 2026. Your financial statement must be filed with the Clerk's office by 2:00 p.m. on March 30, 2027. Failure to file your financial statement by this date will result in the Candidate forfeiting any office to which they were elected. Until the next regular Election, the Candidate is ineligible to be elected or appointed to any office to which the Municipal Elections Act applies [Section 88.23 (2)].

**1.6 Campaign Funding**

**1.6.1 Individuals Contribution to a Candidate's Campaign**

Who may contribute to a Candidate's Campaign (88.8.3)

- Only an individual who is normally resident in Ontario.
- If not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

Who cannot contribute (88.8.4)

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

### 1.6.2 Contributions exceeding $25 (88.8.8)

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

### 1.6.3 Maximum contributions to candidates (88.8.9)

An individual contributor shall not make contributions exceeding a total of $1,200 to any one candidate in an election.

*Note: There is no fixed upper limit on how many individuals can contribute only the amount each contributor can contribute.*

### 1.6.4 Multiple candidates (88.9.4)

A contributor shall not make contributions exceeding a total of $5,000 to two or more candidates for office on the same council or local board.

### 1.6.5 Contributions to candidates (88.8.1)

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

### 1.6.6 Only during election campaign (88.8.2)

A contribution shall not be made to or accepted by a candidate or an individual

acting under the candidate's direction outside the candidate's election campaign period.

**Generally, the campaign period under section 88.24(1) describes the election campaign period to begin on the day on which the clerk receives his or her nomination for the office and ends on December 31 in the case of a regular election, unless otherwise identified in the MEA.*

### 1.6.7 Contributions to a Candidate's Own Election Campaign

Maximum contributions to a candidate's own election campaign (88.9.1)

A candidate for office on a council and his or her spouse shall not make contributions to the candidate's own election campaign that, combined, exceed an amount equal to the lesser of,

Mayor/Head of Council

- $7,500 plus 20 cents for each elector entitled to vote for the office
- Example: Based on 3,268 eligible voters = $7,500 + $653.60 = $8,153.60

Councillor Ward 1

- $5,000 plus 20 cents for each elector entitled to vote for the office
- Example: Based on 950 eligible voters = $5,000 + $190.00 = $5,190.00

Councillor Ward 2

- $5,000 plus 20 cents for each elector entitled to vote for the office
- Example: Based on 1,180 eligible voters = $5,000 + $236.00 = $5,236.00

Councillor Ward 3

- $5,000 plus 20 cents for each elector entitled to vote for the office
- Example: Based on 1,138 eligible voters = $5,000 + $227.60 = $5,227.60

**Ontario Municipal Contribution maximum calculation can be $25,000, however contribution amount is calculated based on the lesser of the calculated amount OR $25,000. Not applicable for the Township of Killaloe, Hagarty and Richards based on number of eligible voters, as all calculated limits are below $25,000.*

### 1.6.8 What are election campaign advertisements and Signage? (88.3.1)

An advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.

### 1.6.9 Mandatory information in advertisement (88.3.2)

An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate.

### 1.6.10 What is an election campaign expense (88.19.1)

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

### 1.6.11 What constitutes an expense (88.19.3)

The following are expenses:

1. The replacement value of goods retained by the person, individual, corporation or trade union from any previous election in the municipality and used in the current election.
2. The value of contributions of goods and services.
3. Audit and accounting fees.
4. Interest on campaign loans.
5. The cost of holding fund-raising functions.
6. The cost of holding parties and making other expressions of appreciation after the close of voting.
7. For a candidate, expenses relating to a recount or a proceeding under section 83 (controverted elections).
8. Expenses relating to a compliance audit.
9. Expenses that are incurred by a candidate with a disability or a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
10. The cost of election campaign advertisements (within the meaning of section 88.3) or third party advertisements, as the case may be.

### 1.6.12 What is a Registered Third Party (1 – Definitions)

A registered third party is an individual, corporation, or trade union that is officially registered with the municipal clerk to spend money independently on advertising to support or oppose a candidate.

Under the MEA, a Third Party Advertisement does not include an advertisement by or under the direction of a candidate**. For more information see the 2026 third-party advertisers' guide - Ontario municipal council and school board elections issued by MMAH, attached to this guide as (Appendix "E9").**

### 1.6.13 Eligibility for Third Party registration (88.6.4)

Only the following persons and entities are eligible to file a notice of registration:

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

### 1.6.14 What is a Third Party Advertisement? (88.3.1)

An advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing, a candidate.

Mandatory information in third party advertisements (88.5.1).

No registered third party shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

### 1.6.15 Registered Third Parties' Expense Amount (7) (88.21.6)

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

the prescribed formula:

- $5,000 plus 5 cents for each elector entitled to vote in a regular election Example: Based on 3,268 eligible voters = $5000 + $163.40 = $5,163.40

**Ontario Municipal Contribution maximum calculation can be $25,000, however contribution amount is calculated based on the lesser for the calculated amount OR $25,000. Not applicable for the Township of Killaloe, Hagarty and Richards based on number of eligible voters, as all calculated limits are below $25,000.*

## 1.7 Voting

### 1.7.1 Vote by Mail

On April 21, 2026, Council for the Township of Killaloe, Hagarty and Richards passed By-law No. 30 - 2026 to authorize Vote by Mail for the Municipal Elections and School Board Election. This election method ensures that eligible electors can participate in an accessible, convenient, and safe method of voting. Alternatively voters can drop off their ballot in person at the Municipal Office during regular business hours.

### 1.7.2 Vote in Person

In person voting will take place at 47 Mill Street in Killaloe Ontario, on October 26, 2026 from 10:00 AM until 8:00 PM.

### 1.7.3 Eligibility criteria to Vote

In accordance with Section 17(2) of the *Municipal Elections Act, 1996*, a person is entitled to be an elector at an election held in a local municipality if on voting day they:

- reside in the local municipality (Township of Killaloe, Hagarty and Richards) or are the owner or tenant of land there, or are the spouse of such owner or tenant;
- are a Canadian citizen;
- are at least 18 years old; and
- are not otherwise prohibited from voting by law.

### 1.7.4 Voting Process

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

Eligible electors can expect to receive a Vote by Mail Kit in October which will consist of:

- Outer Envelope;
- Return Envelope (yellow-Business Reply);
- Ballot Secrecy Envelope (Coded with Ward Numbers);
- Ballot;
- Voter Declaration Form; and
- Such other material as the clerk deems necessary.

Once the Kit is received, eligible electors may begin voting. Completed Vote by Mail Kits can be returned by mail using the return envelope, drop off in person at the Municipal Office; 1 John Street, Killaloe, ON K0J 2A0 or vote in person on October 26, 2026, at 47 Mill Street, Killaloe, ON K0J 2A0.

April 30, 2026

## 1.8 Key Dates

| 2026 | |
|---|---|
| May | May 1, 2026 – Nominations may be filed (8:30 am) |
| August | August 21, 2026 – Last day to file nominations (9 am-2 pm)<br>August 24, 2026 – Nominations to be certified by the Clerk (4 pm) |
| September | September 1, 2026 – Voter's list available to certified candidates<br>Revision period begins for electors. |
| October | October 26, 2026 – Voting Day |
| November | November 15, 2026 – New term of Council begins<br>November 17, 2026 – Inaugural Meeting of Council |
| December | December 31, 2026 – Campaign period ends<br>Last day to file extension of campaign. |
| 2027 | |
| March | March 26, 2027 - Financial filing deadline (last Friday in March following the Election by 2:00 pm) |

## 1.9 Elected Offices & Qualification/Disqualification Information

Elected Offices in the Township of Killaloe, Hagarty and Richards

The 2026 Municipal and School Board Election for the Township of Killaloe, Hagarty and Richards will see the following offices elected at large:

Members of Council:

| Position Title | Number of Positions |
|---|---|
| Mayor | One (1) |
| Councillors | Six (6) |

### 1.9.1 Qualification Information

Council Member:
A person is qualified to be elected or to hold office as a member of council for a local municipality if they;

- A Canadian Citizen.
- At least 18 years of age at the time of filing nomination papers.
- Someone who resides in the Township of Killaloe, Hagarty and Richards, or is the owner or tenant of land in the Township of Killaloe, Hagarty and Richards, or the spouse of such owner or tenant.
- Not prohibited from voting under any law or legislation.

School Board Member:
A person is qualified to be elected as a member of a district school board if they:

- Are qualified to vote for members of that district school board; and
- Are a resident in its area of jurisdiction
- Not prohibited from voting under any law or legislation.
- A member of a district school board is eligible for re-election if otherwise qualified.

### 1.9.2 Ineligibility/Disqualification Information

Council Member:
The following are not eligible to be elected or hold office as a member of council;

- 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

i. 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. Depending on the position in a municipality that a candidate may hold, the Township of Killaloe, Hagarty and Righards may have policy that could impact the ability to run for office.

ii. 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.

- the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman/registrar/investigator of a municipality;
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution.

A member of council is disqualified from holding office if, at any time during the term of office, they:

- cease to be a Canadian citizen;
- are not a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality; or
- are prohibited under any Act from voting in an election if an election was held at that time.
- School Board Member

A person is not qualified to be elected or act as a school board member if the person;

- is the Clerk, Treasurer or Deputy Clerk or Deputy Treasurer of a municipality or an upper-tier municipality, unless they take an unpaid leave of absence.
- any person who is not eligible to vote in the school board election
- an employee of a school board who has not taken an unpaid leave of absence and resigned

i. 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.

- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution
- is otherwise ineligible or disqualified under any Act;
- ceases to hold the qualifications required to be elected

## 1.10 Nomination

### 1.10.1 Nomination Period Information

Nomination Period for Candidates is May 1, 2026 – August 21, 2026.
Nomination Period Begins - Friday, May 1, 2026 – Thursday, August 20, 2026, in person, during regular office hours (Monday to Friday, 8:30 am – 4:30 pm, excluding holidays).
Nomination Day – Friday, August 21, 2026, nominations can only be filed in person between the hours of 9:00 am – 2:00 pm.
If there are positions that are still vacant after the close of the Nomination Period, the Municipal Clerk will call for additional nominations which must be filed between 9:00 AM and 2:00 PM on Wednesday, August 26th, 2026.

### 1.10.2 Submitting Your Nomination

Candidates interested in filing nomination papers must attend the Municipal Office in person between the hours of 8:30 a.m. and 4:30 p.m. to file with the Clerk or designate and between the hours of 9:00 and 2:00 pm on Nomination Day (August 21, 2026).

### 1.10.3 Submissions

To file your nomination, you must submit the following items to the Municipal Clerk in-person during the Nomination Period as outlined above:

- ☑ Proof of Identification as prescribed in O. Reg. 304/13 and proof of citizenship satisfactory to the Clerk;
- ☑ Completed **Nomination Form** (**Form 1**)
- ☑ Nomination fee ($200.00 for Mayor, $100 for all other offices)

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

## 1.11 Frequently Asked Questions

1.11.1 What is the role of the Council:

The role of council is outlined in section 224 of the Municipal Act

"It is the role of council,

i. to represent the public and to consider the well-being and interests of the municipality;
ii. to develop and evaluate the policies and programs of the municipality;
iii. to determine which services the municipality provides;
iv. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
a. to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
v. to maintain the financial integrity of the municipality; and
vi. to carry out the duties of council under this or any other Act"

1.11.2 What is the role of the Mayor?

The role of the head of council (Mayor) is outlined in section 225 of the Municipal Act

"It is the role of the head of council,

i. to act as chief executive officer of the municipality;
ii. to preside over council meetings so that its business can be carried out efficiently and effectively;
iii. to provide leadership to the council;
iv. (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);
v. to represent the municipality at official functions; and
vi. to carry out the duties of the head of council under this or any other Act.

In the Township of Killaloe, Hagarty and Richards, Strong Mayor Powers also apply to this position, as of the date of issue of this document.

1.11.3 Are there any new election rules for 2026?

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

i. written acknowledgements to receive a copy of the voters' list
ii. limits to sharing copies
iii. requirements to destroy copies after the campaign has ended
iv. For more information regarding these requirements please see the Voters' List section of the 2026 Candidates Guide – Ontario Municipal and School Board Elections, provided by the Province of Ontario.

1.11.4 Is it possible to file nomination papers online?

The Township of Killaloe, Hagarty and Richards does not accept electronic nomination filings.

1.11.5 Is the filing fee refundable?

The filing fee will be refunded if your campaign financial statement has been received by the filing deadline.

1.11.6 Can I withdraw my nomination?

A person may withdraw his or her nomination by filing a written withdrawal at/with the Clerks Department before 2:00 p.m. on August 21, 2026.

1.11.7 When can I campaign?

A candidate's campaign period begins once their nomination forms have been filed, meaning they may begin accepting contributions and spending money on their campaign.

Campaign expenses may not be incurred until nomination papers are officially filed. This includes costs such as website development, domain registration, promotional materials and advertising. Any expenses incurred prior to nomination cannot be included in your financial statements and will not be reimbursed. You may express your intent to run through unpaid promotions such as social media posts, provided no money is spent. This is outlined in Section 88.20(1)-(2) of the Municipal Elections Act, which states that no campaign expenses may be incurred until a person is officially nominated. More regulations on Municipal Elections can

also be found in O.Reg 101/97.

### 1.11.8 Do I need to open a separate bank account as a candidate?

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.

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.

### 1.11.9 Who can contribute to my campaign

You can accept contributions only from individuals who are residents of Ontario. Corporations and trade unions are not permitted to make contributions to candidates. You may also contribute to your own campaign (see below for more information).

### 1.11.10 Who cannot contribute to my campaign?

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

1.11.11 What is the limit for contribution from others (other than the candidate or spouse)?

There is a $1,200 limit that applies to contributions from other individuals.

1.11.12 What is the limit for contributions from yourself and your spouse?

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
- or council member: $5,000 plus $0.20 per eligible elector

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.

1.11.13 What are the expense (spending) limits for my campaign?

Expense limits are based on the office you campaign for. The formula for calculating expense limits are as follows:

- For head of council (Mayor): $7,500 plus $0.85 per eligible elector
- Or council member: $5,000 plus $0.85 per eligible elector

1.11.14 What are the expense limits on parties and other events after voting day?

Please note that there is a limit placed on the amount of expenses that may be incurred for parties and other events which occur after voting day, which is set at 10% of the general spending limit for candidates.

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

## 1.11.15 Where can I put up election signs?

The Township of Killaloe, Hagarty and Richards does not have an Election Sign By-Law. Please see attached County of Renfrew Sign

By-Law for information on where signage can be placed alongside County roadways and/or contact the applicable road jurisdiction for requirements.

- Election Sign By-Law – County of Renfrew

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

## 2.0 Appendices

# Appendix “A” - Municipal Election Forms

Appendix A1 – Certificate of Maximum Campaign Expenses (Mayor)
Appendix A2 – Certificate of Maximum Campaign Expenses (Ward 1 Councillor)
Appendix A3 – Certificate of Maximum Campaign Expenses (Ward 2 Councillor)
Appendix A4 – Certificate of Maximum Campaign Expenses (Ward 3 Councillor)
Appendix A5 – Candidate’s Declaration – Proper Use of Voter’s List
Appendix A6 – Notice of Penalties
Appendix A7 – Candidate’s Freedom of Information Release

Appendix A-1




**CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES**
***Municipal Elections Act 1996*** **(s. 33.0.1, 88.9.1)**

To:

Name of Candidate: _____/Office: Mayor

Address: _____
Postal Code

From:

The Clerk or designated Election Official of the Township of Killaloe, Hagarty and Richards.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the Office of **Mayor** in the Municipal Election to be held on **October 26, 2026**, is $10,277.80.

I further certify that, **of this amount**, the maximum contribution a candidate and/or their spouse may provide to the candidates own campaign for the Office of Mayor in the Municipal Election to be held on October 26, 2026, is $8,153.60.

_____ _____
Date Municipal Clerk or Designate

On or before September 30, 2026, the Clerk shall calculate the maximum amounts permitted by subsections (6) and (9) for each office for which nominations were filed with him or her and give a certificate of the applicable maximum amounts to each candidate. s. 88.20 (13).

Personal information collected on this form is collected under the authority of the Municipal Elections Act, 2006 and will be used for the purposes of conducting the Municipal Election. Questions about this collection may be directed to the CAO/Clerk, Township of Killaloe, Hagarty and Richards at (613) 757-2300.

PRELIMINARY




**CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES**
**Municipal Elections Act, 1996 (s. 33.0.1, 88.9.1)**

To:

Name of Candidate: _____/Office: Ward 1 Councillor

Address: _____
Postal Code

From:

The Clerk or designated Election Official of the Township of Killaloe, Hagarty and Richards.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the Office of **Ward 1 Councillor** in the Municipal Election to be held on **October 26, 2026**, is $5,807.50.

I further certify that, **of this amount**, the maximum contribution a candidate and/or their spouse may provide to the candidates own campaign for the Office of Ward 1 Councillor in the Municipal Election to be held on October 26, 2026, is $5,190.00.

PRELIMINARY

_____ _____
Date Municipal Clerk or Designate

On or before September 30, 2026, the Clerk shall calculate the maximum amounts permitted by subsections (6) and (9) for each office for which nominations were filed with him or her and give a certificate of the applicable maximum amounts to each candidate. s. 88.20 (13).

Personal information collected on this form is collected under the authority of the *Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.* and will be used for the purposes of conducting the Municipal Election. Questions about this collection may be directed to the CAO/Clerk, Township of Killaloe, Hagarty and Richards at (613) 757-2300.

**CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES**
**Municipal Elections Act, 1996 (s. 33.0.1, 88.9.1)**

To:

Name of Candidate: _____/Office: Ward 2 Councillor

Address: _____
Postal Code

From:

The Clerk or designated Election Official of the Township of Killaloe, Hagarty and Richards.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the Office of **Ward 2 Councillor** in the Municipal Election to be held on **October 26, 2026**, is $6,003.00.

I further certify that, **of this amount**, the maximum contribution a candidate and/or their spouse may provide to the candidates own campaign for the Office of Ward 2 Councillor in the Municipal Election to be held on October 26, 2026, is $5,236.00.

PRELIMINARY

_____ _____
Date Municipal Clerk or Designate

On or before September 30, 2026, the Clerk shall calculate the maximum amounts permitted by subsections (6) and (9) for each office for which nominations were filed with him or her and give a certificate of the applicable maximum amounts to each candidate. s. 88.20 (13).

Personal information collected on this form is collected under the authority of the Municipal Elections Act, 2006 and will be used for the purposes of conducting the Municipal Election. Questions about this collection may be directed to the CAO/Clerk, Township of Killaloe, Hagarty and Richards at (613) 757-2300.

Appendix A-4




**CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES**
**Municipal Elections Act, 1996 (s. 33.0.1, 88.9.1)**

PRELIMINARY

To:

Name of Candidate: _____/Office: Ward 3 Councillor

Address: _____
Postal Code

From:

The Clerk or designated Election Official of the Township of Killaloe, Hagarty and Richards.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the Office of **Ward 3 Councillor** in the Municipal Election to be held on **October 26, 2026**, is $5,967.30.

I further certify that, **of this amount**, the maximum contribution a candidate and/or their spouse may provide to the candidates own campaign for the Office of Ward 3 Councillor in the Municipal Election to be held on October 26, 2026, is $5,227.60.

_____ _____
Date Municipal Clerk or Designate

On or before September 30, 2026, the Clerk shall calculate the maximum amounts permitted by subsections (6) and (9) for each office for which nominations were filed with him or her and give a certificate of the applicable maximum amounts to each candidate. s. 88.20 (13).

Personal information collected on this form is collected under the authority of the Municipal Elections Act, 2006 and will be used for the purposes of conducting the Municipal Election. Questions about this collection may be directed to the CAO/Clerk, Township of Killaloe, Hagarty and Richards at (613) 757-2300.

Appendix A-5

# CANDIDATE'S DECLARATION – PROPER USE OF VOTERS' LIST

Municipal Elections Act, 1996 (s. 23, 88.10)

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 containing the names of the electors who are entitled to vote for the office that I am a candidate on September 1, 2026.

Or

☐ An electronic copy of the Voters' List containing the names of the electors who are entitled to vote for the office that I am a candidate, on September 1, 2026.

Please note that a copy of all revisions made to the Voters' List will be provided **between September 20, 2026 and September 30, 2026**, in accordance with section 27(1) of the Municipal Elections Act, 1996.

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 and any revisions thereto for commercial purposes. I also hereby agree that disclosure of any personal information contained in the Voters' List and any revisions thereto is prohibited under the Municipal Freedom of Information & Protection of Privacy Act.

I, THE UNDERSIGNED, DO HEREBY AGREE TO RETURN THE VOTERS' LIST AND ANY REVISIONS TO THE MUNICIPAL OFFICE FOR DESTRUCTION **ON** OR **BEFORE** DECEMBER 1st 2026.

NAME: _____
(please print)

_____ _____
Signature Date

# NOTICE OF PENALTIES

*Municipal Elections Act, 1996 (s.33.1)*

To:

| |
|---|
| _____ / _____<br>(Name of Candidate) (Office)<br><br>_____<br>(Address) (Postal Code) |

**TAKE NOTICE THAT A CANDIDATE shall** be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*;

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.

**TAKE NOTICE THAT A CANDIDATE** is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996* 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. 2016, c. 15, s. 68 (1)

**PENALTIES**

In the case of a default described above;

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.

**REFUND**

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

_____ _____

Date Municipal Clerk or designate

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 refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.

Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

# 2026 Municipal Election
# Candidates Freedom of Information (F.O.I.) Release

| Candidate Information: | |
|---|---|
| Name | |
| Address | |
| Phone | Email |

Nominated for Office of:

☐ Mayor

☐ Councillor FOR

☐ Ward 1 ☐ Ward 2 ☐ Ward 3

☐ Trustee English Public

☐ Trustee English Separate

☐ Trustee French Public

☐ Trustee French Separate

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act, 1990,* as amended, I hereby authorize the Township of Killaloe, Hagarty and Richards Clerk to:

- Disclose the preceding information: my nomination paper and other election-related documentation submitted by me to the Township of Killaloe, Hagarty and Richards municipal Clerks within the jurisdiction of the school board or municipal council to which I am nominated;
- Post information respecting election sign by-law violation and other communications sent to me by the Township during the campaign period to the Township of Killaloe, Hagarty and Richards website;
- Use my information to subscribe me to the elections communications newsletter.

| Signature of Nominated Candidate | Date |
|---|---|
| | |

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996,* and will be used for authorizing candidate information to be placed on the Township of Killaloe Hagarty and Richards website and will be made available for public inspection in the Office to the Township of Killaloe, Hagarty and Richards Clerk until the next municipal election.

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

# Appendix “B” – Declaration of Qualifications (Nomination Form)

April 30, 2026

Appendix B

# DECLARATION OF QUALIFICATIONS – COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

*Municipal Elections Act, 1996, as amended*

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

- ☐ Mayor
- ☐ Councillor
  - ☐ Ward 1
  - ☐ Ward 2
  - ☐ Ward 3

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* 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 Killaloe, Hagarty and Richards or the owner or tenant of land in the Township of Killaloe, Hagarty and Richards 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 Township of Killaloe, Hagarty and Richards, or if I am an employee of the Township of Killaloe, Hagarty and Richards, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
   - I am not a person who is not an employee of the Township of Killaloe, Hagarty and Richards but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of the Township of Killaloe, Hagarty and Richards, or a person who is not an employee of the Township of Killaloe, Hagarty and Richards but who holds an administrative position of the Township of Killaloe, Hagarty and Richards.
   - 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 Township of Killaloe, Hagarty and Richards prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Township of Killaloe, Hagarty and Richards will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
- I am not a public servant within the meaning of the Public Service of Ontario Act, 2006, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such Act.
- I am not a Federal employee within the meaning of the Public Service Employment Act, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such Act.

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.
   - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
   - I am not a corporation.
   - I am not a person acting as executor or trustee or in any other representative capacity.
   - I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted
6. 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 that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).
7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the Municipal Elections Act, 1996. (Section 88.23)
8. I have attached the required supporting signatures from 25 qualified electors of this municipality to this form, as per 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 Killaloe, Hagarty and Richards

This _____day of _____, 2026 _____
(Signature of candidate)

_____
(Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Township of Killaloe, Hagarty and Richards until the next municipal election. Questions about this collection of personal information should be directed to the Township of Killaloe, Hagarty and Richards.

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

# Appendix “C” – Appointment of Scrutineer by Candidate

April 30, 2026

Appendix C

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

APPOINTMENT OF SCRUTINEER BY CANDIDATE

*Municipal Elections Act, 1996*

Check here ☐ if appointment applies to all Voting Places within the Municipality, or a particular Ward as indicated below.

Check here ☐ if appointment applies to all Voting Subdivisions in a specific Voting Place or specific Voting Subdivisions as listed below.

TAKE NOTICE that I,_____ a candidate for the office of
(Name of Candidate)

_____ hereby appoint_____
(office to which election is being sought)

Voting Subdivision No.(s)_____ Ward No.(s)_____

in the Municipality of **Killaloe, Hagarty and Richards** to represent me in such Voting Place(s) on Monday October 26th, 2026 and at the counting of votes under *The Municipal Elections Act, 1996.*

_____ _____
Date Signature of Candidate

## CONDUCT OF SCRUTINEERS

1) It is no longer mandatory that scrutineers be 16 years of age or older to work at an election, however, ANYONE who is creating a disturbance at a Voting Place will be removed by the Deputy Returning Officer.

2) Before being admitted to a Voting Place, a person Appointed as scrutineer shall produce and show his/her Appointment to the Deputy Returning Officer for the Voting Place and take the oral Oath of Secrecy from the Deputy Returning Officer before being permitted to remain in the Voting Place.

3) The candidate or his/her scrutineer has the right to place their own seal on the ballot box immediately before the opening of the voting place so that ballots can be deposited in the box but cannot be withdrawn without breaking the seal; **and** immediately after the close of each of the Advance Vote days and Election Day so that ballots cannot be deposited or withdrawn without breaking the seal. The seal MUST NOT contain any writing that could be considered “election campaigning”, therefore, the name of the candidate IS NOT permitted on the seal.

HOWEVER, if a candidate or scrutineer should include their seal on a ballot box, please note that Section 55(5) of the *Municipal Elections Act, 1996,* states:

*"Despite subsection 88(6.1), the Clerk may, if he or she considers it necessary in order to interpret the statement of results, examine any of the documents and materials in a ballot box in the presence of the relevant Deputy Returning Officer."*

In other words, if the Deputy Returning Officer Statement of Election Results is NOT complete or contains an error, the ballot box will be opened in the presence of the Clerk and the Deputy Returning Officer in order to resolve the discrepancy. It is NOT a requirement that candidates and/or scrutineers be notified or present when this takes place.

4) The Deputy Returning Officer is responsible for the conduct of the Voting Place and no candidate or scrutineer has the right to interfere with the Deputy Returning Officer in the discharge of his or her duties.

5) During the fifteen minutes before the opening of the Voting Place, the candidate or scrutineers who are entitled to be present in a Voting Place during voting hours, are entitled to **visually** inspect the ballots and all other papers, forms and documents, but not so as to delay the timely opening of the Voting Place. Scrutineers/candidates are permitted to listen to discussions between the Deputy Returning Officer /Voting Place Clerk and the Elector but they are NOT permitted to observe how an Elector votes. Scrutineers/candidates are NOT allowed to speak to Electors, touch the ballots or interfere with the voting process. They are simply there to observe.

6) Only one scrutineer per candidate is allowed at any given time at each Voting Subdivision. The candidate and his or her scrutineer ARE NOT permitted to be present at the Voting Subdivision at the same time. If a candidate or scrutineer wishes to have a discussion with another scrutineer or candidate, they must leave the Voting Subdivision and carry on their discussion outside of the Voting Place. Please note that there is a difference between a Voting Subdivision and a Voting Place. Some Voting Places may have more than one Voting Subdivision. Obviously, at these locations, a candidate is permitted to have the same number of scrutineers as Voting Subdivisions.

7) 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. Candidates, supporters and scrutineers are NOT permitted to wear campaign material, handout campaign material, or park a vehicle displaying campaign material in the parking lot of the Voting Place. Anyone breaking these rules will be asked to remove the campaign material immediately.

8) Scrutineers are requested to provide their own clipboard for note-taking. Seating at the table assigned to the Deputy Returning Officer and Voting Place Clerk is reserved for election officials.

9) Scrutineers/candidates may examine the Voters' List periodically to determine who has voted or to count how many Electors have voted. However, this periodic examination should not slow down the voting process.

10) Scrutineers/candidates wishing to observe the count MUST be at the Voting Place prior to 8:00 p.m. No one will be admitted to the Voting Place after 8:00 p.m.

11) After the close of the Voting Place and during the counting of the votes, scrutineers may examine all ballots but SHALL NOT handle them. Scrutineers may object to the counting of a ballot and any objection will be noted on the back of a ballot. The final decision as to whether a vote should be counted is the sole responsibility of the Deputy Returning Officer. Scrutineers/candidates shall not, in any way, impede the progress of the counting of the votes.

12) The total of votes cast for each candidate as counted by the Deputy Returning Officer and Voting Place Clerk is final. They are not required to do a second recount.

The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

# Appendix “D” – Provincial Forms

Appendix D1 – Form 1 (Nomination Form)
Appendix D2 – Form 4 (Financial Statement – Auditor’s Report Candidate)
Appendix D3 – Form 5 (Financial Statement – Subsequent Expenses)
Appendix D4 – Form 6 (Notice of Extension of Campaign Period)

April 30, 2026

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

# 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<br>$ | Parties and Other Expressions of Appreciation<br>$ | Contributions from Candidate and Spouse<br>$ |

☐ 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<br>• 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)<br>• 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.

Ontario

Ministry of Municipal Affairs and Housing

# Financial Statement – Subsequent Expenses – Form 5

*Municipal Elections Act, 1996* (Section 88.32)

## Instructions

This form must be completed by any candidate or registered third party who has:

- incurred costs related to a compliance audit, after the supplementary filing period has passed; and
- applied for the return of their surplus funds from the clerk in order to defray those costs.

Any surplus funds remaining when the costs have been defrayed shall be immediately paid to the clerk who was responsible for the conduct of the election.

A new form must be completed and filed with the clerk 90 days after the surplus was returned to the candidate or third party advertiser, and every 90 days thereafter, until:

- the costs are defrayed and any remaining surplus has been paid to the clerk, or
- there is no surplus remaining.

| | YYYY | MM | DD | | YYYY | MM | DD |
|---|---|---|---|---|---|---|---|
| **For the reporting period from** | | | | **to** | | | |

## Box A: Name of Candidate and Office

Candidate's name as shown on ballot

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

## Box B: Name of Registered Third Party

| Name of Registered Third Party | Municipality |
|---|---|

Official Representative (if trade union or corporation)

| Last Name or Single Name | Given Name(s) |
|---|---|

## Box C: Summary of Expenses

**Surplus at Start of Reporting Period** $ _____ **(A)**

Expenses related to compliance audit (provide full details)

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

**Total Expenses** = $ _____ **(B)**

**Surplus Remaining (A) – (B)** = $ _____

**Amount Paid to Clerk** (if applicable) $ _____

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## Box D: 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 or Registered Third Party (or Official Representative) Date (yyyy/mm/dd)

| Time Filed | Date Filed (yyyy/mm/dd) | Signature of Clerk or Designate |
|---|---|---|
| | | |

Ontario

Ministry of Municipal Affairs and Housing

# Notice of Extension of Campaign Period – Form 6

*Municipal Elections Act, 1996* (Sections 88.24, 88.28)

## Instructions

- To be completed and filed with the clerk by a candidate or registered third party requesting an extension of the campaign period due to a deficit.
- This notice must be filed on or before December 31 in the year of a regular election and 45 days after voting day in the case of a by-election.

## Box A: Name of Candidate and Office

Name of Candidate

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

Municipality

## Box B: Name of Registered Third Party

| Name of Registered Third Party | Municipality |
|---|---|

Official Representative (if trade union or corporation)

| Last Name or Single Name | Given Name(s) |
|---|---|

## Box C: Declaration

I, _____ , hereby give notice and declare to the clerk that I (or the registered third party that I represent) have a deficit and wish the campaign period to be extended in accordance with section 88.24.

_____ _____

Signature of Candidate or Registered Third Party (or Official Representative) Date (yyyy/mm/dd)

| Time Filed | Date Filed (yyyy/mm/dd) | Signature of Clerk or Designate |
|---|---|---|
| | | |

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The Township of Killaloe, Hagarty and Richards
1 John Street, Killaloe, ON, K0J 2A0
Phone: 613-757-2300 Email: info@khrtownship.ca

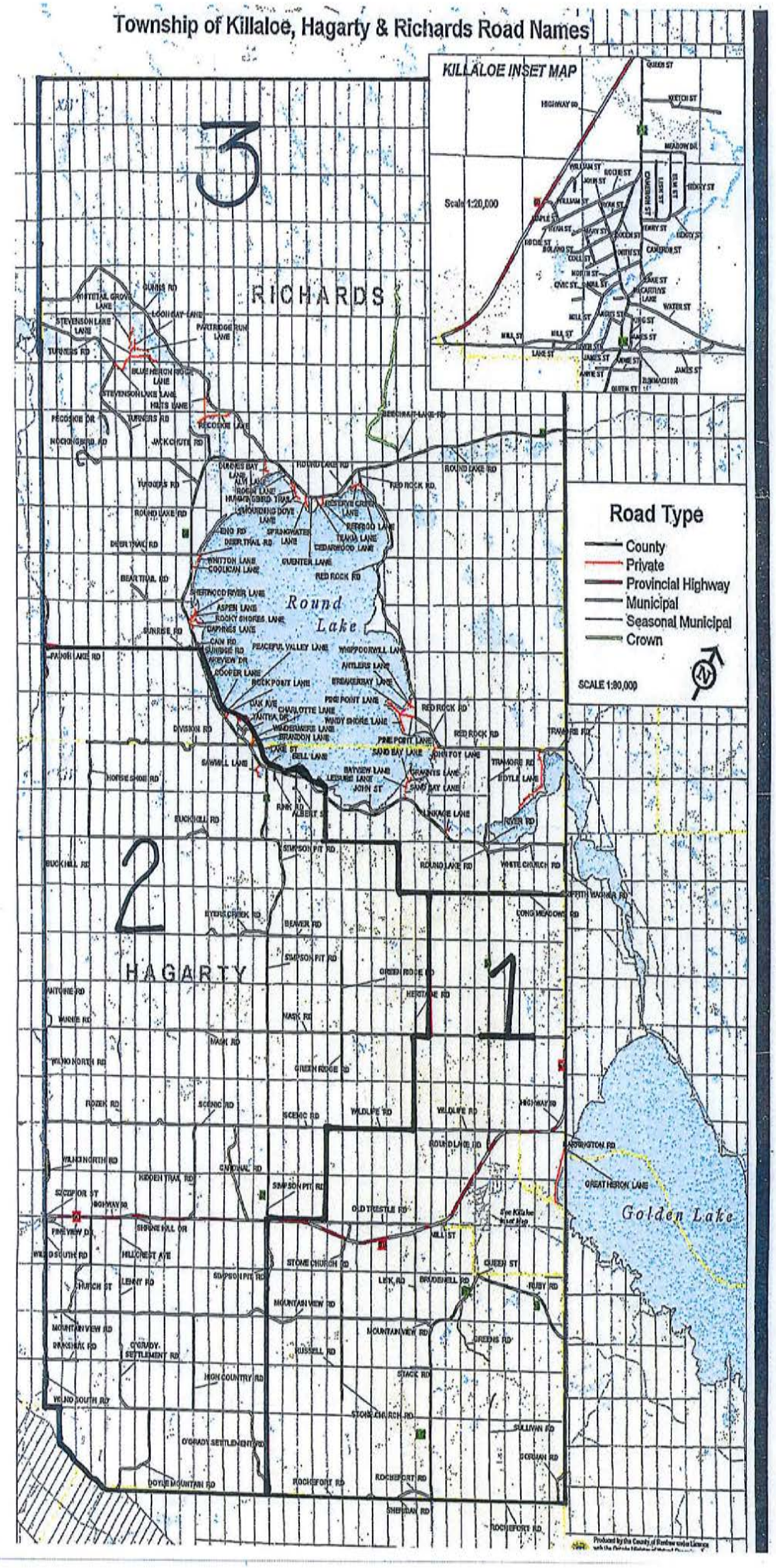
# Appendix “E” – Additional Information

Appendix E1 – Ward Map for Killaloe, Hagarty and Richards
Appendix E2 – By-Law 30-2025 (Vote by Mail)
Appendix E3 – Use of Corporate Resources for Election Purposes
Appendix E4 – Notice of Offence (Notice of Corrupt Practice)
Appendix E5 – Candidate’s Guide to Accessible Elections
Appendix E6 – County of Renfrew 2026 Municipal Election Information
Appendix E8 – MMAH 2026 Candidate’s Guide
Appendix E9 – MMAH 2026 Third Party Advertiser Guide

April 30, 2026

Appendix E-1

# Township of Killaloe, Hagarty & Richards Road Names



**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS**

**BY-LAW NO. 30 - 2026**

**Being a By-Law to authorize Vote by Mail for Municipal Elections;**

**WHEREAS** Section 42 of the *Municipal Elections Act R.S.O. 1996*, as amended, provides that a Municipal Council may pass a by-law authorizing an alternative voting method;

**AND WHEREAS** the Council for the Township of Killaloe, Hagarty and Richards deems it appropriate and in the public interest to conduct the 2018 Municipal Election, and all subsequent Municipal Elections, using a Vote by Mail method;

**NOW THEREFORE** the Council of the Corporation of the Township of Killaloe, Hagarty and Richards enacts as follows:

1. The alternative voting method of **Vote by Mail** is hereby authorized for the Municipal Election to be held in 2026.

2. In this by-law, words shall have the same meaning as defined or set out in the *Municipal Elections Act R.S.O. 1996*, as amended, and in addition, the following are defined:

   **Voting Place** means the municipal building and property located at 47 Mill Street in Killaloe, ON.

   **Advanced Ballot Return Station** means a voting place where electors, who prefer to deliver or have delivered their completed ballots, may deposit the ballots prior to Voting Day directly into the care of the Clerk, or authorized designate, rather than forwarding their ballots by mail.

   **Voting Day Ballot Return Station** means a voting place where electors who prefer to deliver or have delivered their completed ballots, may deposit their ballots on Voting Day directly into the care of the Clerk, or authorized designate, rather than forwarding their ballots by mail.

   **Complete Voting Package** means the set of documents mailed to each elector at the elector's address on the revised voter's list or such revised address as is authorized by the elector in writing to the Clerk on or before Nomination Day, including:

   - Outer Envelope
   - Return Envelope (Yellow – Business Reply)
   - Ballot Secrecy Envelope (Coded with Ward Number)
   - Ballot
   - Voter Declaration Form
   - Such other material as the clerk deems necessary

3. It is the responsibility of every elector to complete the ballots in accordance with the *Municipal Elections Act R.S.O. 1996*, and the procedures authorized by this By-Law and to return the completed ballots to the Clerk by mail, or by deposit at an Advance Ballot Return Station or a Voting Day Ballot Return Station, on or before 8:00 PM on Voting Day.

4. No proxy voting provisions are applicable at Municipal Elections conducted in accordance with this by-law.

5. The Clerk's procedures and rules for the Municipal Elections, authorized by Section 42 of the *Municipal Elections Act R.S.O, 1996*, as amended, are annexed hereto as Schedule "A", but in accordance with the *Municipal Elections Act R.S.O. 1996*, as amended, the Clerk may vary the procedures from time to time as appropriate.

6. Pursuant to Section 12.1 of the *Municipal Elections Act R.S.O., 1996*, as amended, the Township of Killaloe, Hagarty and Richards shall have regard to the needs of electors and candidates with disabilities, therefore, the Municipal Accessibility Policy is annexed hereto as Schedule "B".

7. Any person, corporation or trade union found guilty of corrupt practices or contravening the provisions of the *Municipal Elections Act R.S.O. 1996*, as amended may be prosecuted pursuant to the provisions of the said Act, Section 89 to 94.2 inclusive.

8. This By-Law replaces By-Law No. 10 - 2022 and shall take effect on the date of final passing.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED THIS 21st DAY OF APRIL 2026.

Mayor – Dave Mayville

CAO/Clerk – Tammy Gorgerat

**SCHEDULE "A"**
**To By-Law No. 30 - 2026**

**The Corporation of the Township of Killaloe, Hagarty and Richards**

**Clerk's Rules and Procedures, Municipal Elections**

1. **ELECTION PERSONNEL:**

The Clerk may appoint, in writing, Deputy Returning Officers and such other Election Officials as required to assist in the administration of the election process, including but not limited to, revising the voter's list, management and control of the Vote By Mail system, security of the election, counting of ballots, tabulating results, issuance of notices and printing of materials. Written appointment of election officials and delegations of duties shall include the authority to require a person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act R.S.O. 1996*, as amended.

2. **REVISION OF VOTER'S LIST PROCEDURE:**

a) The period for revisions to the voter's list is from September 1, 2026 to the close of voting on October 26, 2026. Persons, upon application in writing on the appropriate form, may have their own name added, removed or information added or amended on the voter's list.

b) The Clerk may, on his or her own initiative, remove a person's name from the voters' list until the close of voting-on-voting day if the clerk is satisfied that the person has died.

c) A person may make an application to the Clerk requesting that a deceased person's name be removed from the voters' list during the period that begins on September 1, 2026 and ends at the close of voting on October 26, 2026.

d) Revisions to the voters list will be made at the municipal office, 1 John Street, Killaloe, ON, on forms available from the Clerk, during regular office hours up to October 23, 2026. Revisions to the Voter's List on October 26, 2026 may be made at the Voter's Day Ballot Return Station from 10:00 AM to 8:00 PM. Applications for revision to the Voter's list may be filed in person or by mail by the applicant or by his/her authorized agent.

e) Electors added to the Voters List up to and including September 11, 2026 will receive their Vote By Mail Kit by mail from Data Fix.

f) Electors added to the Voters List after September 11, 2026 may pick up their Vote By Mail Kit at the Municipal Office located at 1 John Street, Killaloe, ON. Alternatively, and if, in the opinion of the Clerk, there is sufficient time for the elector to receive their Vote by Mail Kit via Canada Post, it can be mailed to the elector from the Municipal Office. It is the responsibility of the elector to ensure that their ballot is returned to the Municipality prior to the close of the poll on October 26, 2026 at 8:00 PM.

3. **VOTE BY MAIL PROCEDURE:**

a) The Municipality, in conjunction with Data Fix, will provide the Vote by Mail Kit to every person who qualifies to be an elector.

b) The Vote by Mail Kit shall consist of:

- Outer Envelope
- Yellow Return Envelope (With pre-paid postage)
- Ballot Secrecy Envelope (Coded with Ward Number)
- Ballot

- Voter Declaration Form/Instruction Sheet
- Such other material as the Clerk deems necessary

c) The Clerk, during the week of September 25, 2026, shall cause to be mailed to every elector who has qualified to be on the Voters' List by September 11, 2026 a Vote by Mail Kit, to the elector's address as shown on the Voters' List.

d) If a qualified elector **who is on the Voter's List,** does not receive his/her Vote by Mail Kit or if the Vote by Mail Kit is lost or destroyed, a new Vote by Mail Kit may be issued. The elector shall be required to complete an Application for Replacement Vote by Mail Kit form prior to the issuance of a new ballot kit.

e) If a qualified elector **whose name is not on the Voter's List** wishes to receive a Vote by Mail Kit, the kit may be issued at the Municipal Office during normal office hours, up to 4:30 PM on October 23, 2026. A Vote by Mail Kit may also be issued between the hours of 10:00 AM and 8:00 PM on Election Day at the Voting Day Ballot Return Station. In either of these instances, the applicant shall complete an Application to Amend Voters' List form, and in addition, must either provide proof of identity and residence as described in *Municipal Election Act, 1996*, c.32, Ontario Regulation 304/13, or completes the prescribed form, pursuant to Section 52 of the *Municipal Elections Act, 1996*, c.32.

f) If a qualified elector brings their Vote by Mail Kit to the Ballot Return Station and have not signed their Declaration Form, they shall be required to sign the Declaration Form that was provided in their Vote by Mail Kit, however, if they do not have the Declaration Form, one shall be provided to them by election staff. The elector is required to sign the Declaration Form prior to casting their ballot.

g) A Master Voters' List containing deletions, amendments and additions, along with a list of those persons who have voted to date, and those persons who have been issued with Vote by Mail Kits by the Municipality, will be maintained by the Clerk or his/her designate. This list may be inspected by candidates and scrutineers during regular Municipal Office hours and on October 26, 2026 up to 8:00 PM.

h) Voting packages shall be mailed to the elector's address as shown on the voter's list. Electors wishing to redirect voting packages must make the request in writing to the Clerk on a form available from the Municipal Office. Should a voting package be returned to the municipality as "undelivered", it shall be marked invalid and stored in a separate, sealed ballot box, under the care of the Clerk. A new ballot shall be issued to the elector once a proper mailing address has been established. **It is the responsibility of the elector to ensure that the Clerk is aware of their proper mailing address.**

4. **REJECTION OF BALLOTS:**

In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996*, as amended, the following conditions will also cause a ballot to be rejected if:

a) upon opening the Return Vote Envelope there is no Voter Declaration Form;

b) upon opening the Return Vote Envelope, the Voter Declaration Form is not signed by the elector to whom it was issued;

   i. Municipal staff will make every effort to contact the elector to give them the opportunity to sign the declaration form. If, due to time restrictions between the time the ballot and unsigned declaration is received at the municipal office and the date of the election, municipal staff do not think it feasible to return the ballot to the elector for his/her signature, the ballot shall be marked as rejected, and filed.

c) upon opening the Return Vote Envelope there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms;

d) there are identifiable marks on the sealed Ballot Secrecy Envelope;

e) upon opening the sealed Ballot Secrecy Envelope at the Ballot Counting Centre, the envelope contains more than one ballot; and

f) upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot that has not been marked, it will be counted as a Ballot Used but Unmarked by Elector.

g) Ballots received by the Clerk after 8:00 PM on Voting Day shall not be counted but shall be date-stamped, placed in a sealed ballot box and retained for the statutory document retention period.

5. **COUNTING OF VOTES:**

a) The Ballot Counting Centre shall be located at the Voting Station at 47 Mill Street, Killaloe, ON.

b) As soon after 8:00 PM as possible on Voting Day, the doors to the Ballot Counting Centre will be locked, ballot boxes will be sealed and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Ballot Counting Centre after 8:00 PM will not be permitted to return. Cell phones or other communications equipment shall not be permitted in the Ballot Counting Centre, other than for the use of Election Officials. Neither Candidates nor Scrutineers shall interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by the Election Official. No campaign material will be allowed in the Ballot Counting Centre, or in the Voting Place. The ballots and completion of the statements of results shall be undertaken by counting teams appointed by the Clerk.

c) The procedure for counting of votes and disposition of all election materials shall proceed as set out in the *Municipal Elections Act R.S.O. 1996*, as amended.

6. **TABULATION PROCEDURES:**

a) Tabulation of the Statements of Results will be conducted in the Ballot Counting Centre.

b) Tabulation of results for each elected position will be calculated and posted as the information is received from the Ballot Counting Centre. These results will be considered to be "unofficial results" until they are certified by the Clerk.

7. **ANNOUNCEMENTS OF RESULTS:**

a) Official Results of the vote will be posted by the Municipality of Killaloe, Hagarty and Richards as soon as possible after voting day.

8. **SECURITY OF THE BALLOT PRIOR TO VOTING:**

a) Ballots will be printed under the supervision of Data Fix and the number of ballots printed will be forwarded to the Clerk.

b) Data Fix will mail a ballot to each person identified on the Voter's List and the number of ballots used will be forwarded to the Clerk.

c) In addition to the ballots mailed, and to accommodate those persons who are added to the Voter's List, the Clerk will receive approximately 10% more ballots for each of the three wards.

d) The number of ballots distributed by the Clerk to persons qualifying to be voters will be recorded.

9. **SECURITY OF THE BALLOT DURING/AFTER THE VOTE:**

a) Upon receiving the prepaid **yellow return envelope** by mail or from a Ballot Return Station, the envelope will be opened and upon verification, the sealed Ballot Secrecy Envelope will be stored in sealed ballot boxes. The number of Ballot Secrecy Envelopes will be recorded daily.

b) At the end of each day the Clerk or designated Election Official, in the presence of another designated Election Official, shall affix a seal to each of the ballot boxes, initial the seal and place the sealed ballot boxes in a secure place. Each morning the Clerk or designated Election Official shall retrieve the ballot boxes, and in the presence of another designated Election Official, inspect the seals to ensure that they are intact, then break the seals to access the slots for use during the day.

c) On Voting Day, the sealed ballot boxes shall be delivered to the Voting Centre by the Clerk or his/her designate, for use during the voting process. If the boxes are full, they shall be retained in the care of the Clerk in a secure location until after the close of the poll on voting day, after which time they will be transported to the Ballot Counting Centre by the Clerk or his/her designate.

d) After the count, each bundle of ballots, along with the duplicate original Statement of Results, will be placed back in the ballot box, the box will be sealed and initialed by the Clerk or designated Election Official, and transferred to a secure place under the control of the Clerk.

10. **FORM OF BALLOT:**

The form of ballot will be a "Composite Ballot".

11. **BALLOT RETURN STATION:**

For the time period from the mailing by Data Fix of the voter packages to 4:30 PM on October 23, 2026, the Municipal Office located at 1 John Street, Killaloe ON, shall, during normal office hours, serve as the Ballot Return Station.

12. **VOTING DAY BALLOT RETURN STATION:**

The Voting Day Ballot Return Station shall be located at 47 Mill Street, Killaloe, ON from 10:00 AM to 8:00 PM on October 26, 2026.

13. **SCRUTINEERS:**

a) A certified candidate may appoint, in writing, scrutineers to be present during voting and the counting of votes including daily receipt of return ballot packages and updating the Voter's List accordingly. A scrutineer shall, on request, show proof of appointment to the Clerk or his/her designate, and the scrutineer or candidate who wishes to remain in the voting place, shall take an oral oath of secrecy, which shall be administered by the DRO. One scrutineer for each candidate is permitted for each ballot box in the Ballot Return Stations or Ballot Counting Centre, but the number of scrutineers is reduced by one while the candidate who appointed them is present at the designated places. There are no age restrictions to be a scrutineer, nor any provision that a scrutineer cannot be related to the candidate who makes the appointment.

b) All scrutineers must comply with the provisions of the *Municipal Elections Act, 1996*, as amended.

14. **EMERGENCIES:**

In the event of an emergency or any circumstance that, in the opinion of the Clerk, may undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements he/she deems necessary for the conduct of the election.

15. **AMENDMENTS TO THIS DOCUMENT:**

a) The Clerk has, at any time, the right to amend this document to facilitate the vote, count, tabulation of the votes, and security.

b) The Clerk's ruling on any interpretation of this document is final.

**SCHEDULE "B"**
**To By-Law No. 30 – 2026**

CORPORATION OF THE TOWNSHIP OF KILLALOE-HAGARTY-RICHARDS

*Naturally Spirited*

# TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
# 2026 MUNICIPAL ELECTION ACCESSIBILITY PLAN

## 1. Purpose

The Township of Killaloe, Hagarty and Richards is committed to conducting the 2026 Municipal Election in a manner that is accessible to all electors and candidates. The Township will promote accessibility through the development and implementation of election policies, procedures, and practices that respect dignity, independence, integration, and equal opportunity.

The purpose of this Plan is to identify the measures the Township will take to recognize, remove, and prevent barriers affecting electors and candidates with disabilities in the administration of the 2026 Municipal Election. This Plan is intended to be a living document and may be updated as additional best practices, operational needs, or accessibility improvements are identified.

## 2. Legislative Authority

This Plan is intended to support compliance with:

- *Municipal Elections Act, 1996*
- *Accessibility for Ontarians with Disabilities Act, 2005*
- *Integrated Accessibility Standards Regulation, O. Reg. 191/11*
- Ontario Human Rights Code

The *Municipal Elections Act, 1996* provides, that:

- the Clerk shall have regard to the needs of electors and candidates with disabilities;
- each voting place must be accessible to electors with disabilities;
- ballot changes may be made to allow electors with visual impairments to vote without assistance, where applicable; and
- within 90 days after voting day, the Clerk must prepare a public report on the identification, removal, and prevention of barriers affecting electors and candidates with disabilities.

## 3. Guiding Principles

The Township will administer the 2026 Municipal Election in accordance with the following principles:

- integrity of the election process;
- secrecy and confidentiality of the individual vote;
- fairness and consistency;
- accessibility for voters; and
- certainty that results reflect votes cast.

Accessibility-related decisions and services will also be guided by:

- dignity;
- independence;
- integration; and
- equal opportunity.

## 4. Scope

This Plan applies to all election-related services, information, facilities, procedures, and interactions associated with the 2026 Municipal Election, including election information and public notices, candidate-facing services, voting locations, mail-in voting, voting place assistance and supports, election official training, feedback and complaints, and post-election accessibility reporting.

## 5. Roles and Responsibilities

### 5.1 Clerk

The Clerk is responsible for the conduct of the election and for overseeing implementation of this Accessibility Plan. The Clerk is also responsible for preparing and making available the post-election accessibility report required under the *Municipal Elections Act, 1996.*

### 5.2 Election Officials

Election Officials are responsible for providing election services in an accessible manner, completing all required accessibility training, responding appropriately to accessibility needs at the voting place, and escalating issues to the Clerk or designate where necessary.

### 5.3 Township Staff and Service Providers

Township staff and any service providers involved in election administration shall provide services consistent with this Plan and the Township's broader accessibility obligations.

## 6. Barrier Identification and Review

The Township recognizes that barriers may be attitudinal, organizational or systemic, architectural, physical, information or communication related, and technological.

For the 2026 Municipal Election, the Township will seek to identify, remove, and prevent barriers through:

- review of election procedures and voter-facing processes;
- review of candidate-facing processes;
- review of election information and public notices;
- inspection of voting locations prior to final approval;
- provision of alternate formats and communication supports upon request;
- training of Election Officials; and
- collection and review of accessibility-related feedback before, during, and after the election.

## 7. Accessible Election Information and Communications

The Township will make reasonable efforts to ensure that election information is communicated in accessible ways.

Upon request, and in consultation with the person making the request, the Township will provide or arrange for accessible formats and communication supports where feasible and practicable, in a timely manner and at no greater cost than that charged to others. Where election information is produced by a third party, the Township will make every reasonable effort to obtain the information in an accessible format or otherwise assist the elector or candidate.

Accessible election information may include notices of nomination and voting, voter information materials, voting instructions, candidate information, accessibility notices, and service disruption notices.

All electronic and digital election-related web content and web-based documents posted by the Township will, where required by applicable accessibility legislation and except where exemptions apply, be provided in an accessible format and maintained in a manner consistent with applicable web accessibility standards. Where a document cannot be made fully accessible, the Township will provide an accessible alternative upon request.

## 8. Candidate Accessibility

The Township will make reasonable efforts to ensure that candidates with disabilities can access:

- election-related information in accessible formats upon request;
- candidate service interactions in an accessible manner;
- election-related facilities used for candidate services; and
- communication supports, where feasible and practicable.

Candidates are encouraged to contact the Clerk's Office by phone, email, in writing or in person in advance if accommodation is required for nomination filing or any other election-related process.

## 9. Voting Place Accessibility

A Voting Place Site Evaluation Form (see Appendix "A"), shall be completed before confirming a site as a voting place.

The site review will include assessment of:

- voting place location;
- interior layout;
- parking areas;
- entrances;
- fire and life safety;
- general layout and services;
- interior accessible routes;
- public washrooms; and
- signage and information systems.

Where barriers are identified, the Township will review whether they can be removed or mitigated through site-specific accommodations. If a location cannot reasonably be made accessible, the Township will consider alternate arrangements.

## 10. Voting Method Accessibility

### 10.1 Mail-In Voting

For mail-in voting, the Township will make reasonable efforts to ensure that instructions are clear and accessible, electors may contact the Clerk's Office for assistance with the process, related public information is available in accessible formats upon request, and the process respects privacy and independence.

### 10.2 In-Person Voting

For in-person voting, the Township will provide accessible voting places and support measures described in this Plan, including site review, staff assistance where permitted, and accommodation of support persons and assistive devices.

## 11. Assistance and Supports at the Voting Place

The Township will make reasonable efforts to ensure that electors with disabilities can vote independently and privately while also receiving assistance where required.

### 11.1 Support Persons

A support person may accompany an elector with a disability to assist with communication, mobility, personal care, medical needs, or access to services, subject to applicable election procedures and prescribed oath requirements where necessary.

### 11.2 Assistive Devices

Electors may use their own assistive devices where consistent with the safe and orderly conduct of the voting place.

### 11.3 Service Animals

Persons with disabilities accompanied by a service animal will be permitted access to Township election facilities open to the public unless otherwise excluded by law. Where an animal is excluded by law, the Township will make reasonable efforts to provide other measures to enable access to the service.

### 11.4 Election Official Assistance

Election Officials may assist an elector where assistance is requested or required in accordance with election procedures and legislative requirements.

### 11.5 Curbside or Alternative Assistance

If permitted by Township election procedures, curbside or alternative assistance may be provided where an elector cannot access the established voting area due to a disability.

## 12. Accessibility Training for Election Officials

All Election Officials will be required to complete accessibility-related training appropriate to their duties.

Election accessibility training for 2026 will include:

- the Township's obligations under the *Municipal Elections Act, 1996* relating to accessibility;
- respectful interaction and communication with persons with disabilities;
- how to provide assistance while preserving dignity, privacy, and secrecy of the vote;
- support persons, assistive devices, and service animals;
- voting place accessibility procedures;
- service disruption procedures;
- feedback and complaint handling; and
- escalation of accessibility concerns.

The Township will maintain a record of the training provided, including training dates and the number of individuals trained.

## 13. Feedback and Complaints

The Township welcomes feedback on the accessibility of election services. Feedback may be submitted in writing, by telephone, by email, by fax, or in person to:

Township of Killaloe, Hagarty and Richards
1 John St., Box 39
Killaloe, ON K0J 2A0
Phone: 613-757-2300
Fax: 613-757-3634
Email: info@khrtownship.ca

The Township will review accessibility-related feedback and use it, where appropriate, to improve election administration and inform the post-election accessibility report.

## 14. Accessible Service Disruptions

Temporary disruptions to accessible election services or facilities may occur for reasons within or beyond the Township's control.

Where possible, notice of a planned disruption will be given in advance. Where advance notice is not possible, the Township will provide notice as soon as practicable. Notice may be communicated through postings at the affected location, postings at other municipal facilities, the Township website, and municipal social media accounts.

## 15. Post-Election Accessibility Report

Within 90 days after voting day in the regular election, the Clerk will prepare a report about the identification, removal, and prevention of barriers that affected electors and candidates with disabilities and will make the report available to the public.

The post-election accessibility report should include:

- barriers identified before, during, and after voting;
- accessibility feedback received;
- measures taken to remove or mitigate barriers;
- service disruptions affecting accessibility;
- observations regarding voting place accessibility; and

recommendations for future municipal elections.

## Appendix "A"




# Voting Place Site Evaluation Form

**Name of Voting Place:** _____

**Address:** _____

**Phone Number:** _____

**Contact Name:** _____

### Checklist

| Voting Place Location | Yes | No |
|---|---|---|
| Is the voting location located on route that is served by accessible public transportation? | | |
| Are the name and address of the building clearly visible from the street and sidewalk? | | |
| If needed, is there a pedestrian crosswalk close by? Where there is a change in level, for example, where the sidewalk meets the street, is there a curb cut? | | |
| **Interior Layout of the Voting Place** | **Yes** | **No** |
| Is the voting room placed as close as possible to accessible entrances? | | |
| Will the layout of the room provide sufficient space to allow for a five – foot turning radius between the tables and voting screens? This is required for ease of movement for those electors who use mobility devices such as walkers, scooters and wheelchairs. | | |
| Does the layout provide room for extra seating for voters and scrutineers? Extra seating may be required for voters who require a chair while waiting in lines. | | |
| **Parking Areas** | **Yes** | **No** |
| Is accessible parking available for electors? At least one accessible parking space should be provided on the shortest, safest accessible route to the accessible building entrance. | | |

| | | |
|---|---|---|
| Is the accessible parking space clearly marked with the International symbol of Accessibility? | | |
| Is the parking space firm and level? | | |
| Are curb cuts or other transitional infrastructure in place near parking and along route to primary entrance? | | |
| Is the space large enough to meet the needs of an elector who uses a van equipped with a wheelchair lift? | | |
| Are the parking spaces and route of travel properly maintained? Snow and ice should be removed and uneven surfaces repaired as soon as possible. | | |
| **Entrances** | **Yes** | **No** |
| Is the entrance easy to see? | | |
| Is the entrance well lit? | | |
| Is the entrance accessible? If there are steps, there needs to be a ramp so people using mobility aids or who have mobility impairments can get in. Steps, even a small single step, can make a voting facility inaccessible to many people with disabilities and seniors. | | |
| Is the ramp well designed and safe? Does it have handrails on both sides? Does it have a suitable slope? | | |
| Is the door hardware accessible? Are there lever or pull handles? Be sure the door hardware passes the "Fist test". This means it can be operated by a person using a closed fist. | | |
| Is the doorway wide enough for a person using a wheelchair or scooter to pass through? | | |
| Accessible door:<br>• Opens automatically;<br>• Has power assisted door operators; or<br>• Can be easily opened with one hand. | | |
| **Fire and Life Safety** | **Yes** | **No** |
| A fire policy and/or fire safety plan is available to Election Officials and includes provisions for the evacuation of people with disabilities | | |
| Main exit routes and exit doors are easily accessed and used by people using mobility aids. | | |
| Exit instructions are printed in large text, and mounted in an accessible, highly visible location. | | |
| Fire alarms have both visual and audible signals. | | |
| Fire hose cabinets and fire extinguishers are in a highly contrasting colour. | | |

| | | |
|---|---|---|
| A first aid station/kit is available to Election Officials. | | |
| **General Layout and Services** | **Yes** | **No** |
| Queuing areas and serving aisles are wide enough for people using mobility aids including electric wheelchairs and scooters. | | |
| Counters/tables are accessible to and useable by patrons using wheelchairs or scooters. | | |
| Appropriate lighting is installed to ensure that people with vision disabilities may clearly identify colours, patterns and signage. | | |
| **Interiors** | **Yes** | **No** |
| Floor finishes have non-slip surfaces under wet and dry conditions. | | |
| Open – concept, accessible routes are marked by bright colour or textual changes at floor level, to provide directional cues for people with vision disabilities. | | |
| There are no protruding objects or tripping hazards in accessible routes, and if so, they are clearly marked with a bright colour, a cane-detectable floor finish, or a guard. | | |
| Where floors are carpeted, the carpet is of firm, dense construction and easy for a wheelchair user to roll over without difficulty. | | |
| Thresholds are beveled to accommodate different floor materials. | | |
| Walls in busy areas, corridors, ramps or staircases are finished in smooth, non-glossy, non-abrasive finishes. | | |
| Colour of doors or door frames in hallways contrast with surrounding wall colours. | | |
| **Public Washrooms** | **Yes** | **No** |
| An accessible stall is provided for each sex when integrated into regular washrooms or an accessible stand-alone unisex washroom is located nearby. | | |
| The following washroom features are accessible to people with a wide range of disabilities:<br>• Grab bars;<br>• Coat hooks;<br>• Flush controls;<br>• Wash basins;<br>• Toilet paper dispenser;<br>• Mounted automatic hand-dryers or paper towel holders; and<br>• Lever-handled faucets or automatic faucet. | | |
| **Facility Signage and Information Systems** | **Yes** | **No** |

| | | |
|---|---|---|
| Show the International Symbol of Accessibility. | | |
| Include appropriate pictograms, wherever possible (e.g. on washroom doors). | | |
| Include large high contrast text, clear, light-coloured lettering or symbols on a dark background, or dark characters on a light background. | | |
| Are mounted at a convenient height for both wheelchair users and people with vision disabilities. | | |

**Person who Completed Evaluation:**

**Areas of Concern:**

**Site Selected:** **Yes_____** **No_____**

**Special Accommodations for Site:**

CORPORATION OF THE TOWNSHIP OF
KILLALOE-HAGARTY-RICHARDS
Naturally Spirited

**POLICY: USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES**

**PURPOSE:**

The purpose of this policy is to clarify that all candidates, including Members of Council, are required to follow the provisions of the *Municipal Elections Act, 1996* and that:

- No candidate shall use facilities, equipment, supplies, services, staff or other resources of the municipality for any election campaign or campaign related activities.
- No candidate shall undertake campaign-related activities on municipal property during regular working hours.
- No candidate shall use the services of persons during hours in which those persons receive any compensation form the municipality.

**APPLICATION:**

This policy is applicable to all candidates for municipal Council.

**POLICY:**

1. That, in accordance with the provisions of the *Municipal Elections Act, 1996*:

    a. Corporate resources and funding may not be used for any election-related purposes. Resources include but are not limited to:

        - Telephones, Voicemail
        - Blackberries
        - Computer
        - Printer
        - E-mail
        - Scanner
        - Cell Phone
        - Fax Machine

- Copier
- Consumables related to the above equipment such as paper, toner, etc.
- Town logo

b. Staff may not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.

c. Candidates may not use municipally provided facilities for any election-related purposes, which includes displaying of any campaign related signs in the window or on the premises, as well as displaying any election-related materials in the office.

d. The following be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Election Day:

   i. all forms of advertising, including in municipal publications;
   ii. the ordering of stationary;

e. Members of Council may not:

   i. print or distribute any material paid by municipal funds that illustrate that a Member of Council or any other individual is registered in any election or where they will be running for office;
   ii. profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
   iii. 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; and that minutes of municipal Council and Committee meetings be exempt from this policy;
   iv. website or domain names that are funded by the municipality may not include any election-related campaign material, and
   v. Members of Council may not use the municipality's voice mail system to record election related messages.

f. The above recommendations also apply to an acclaimed Member or a Member not seeking re-election; and

2. That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

**LIMITATION:**

Nothing in this Policy shall preclude a Member of Council from performing their job as Councillor, not inhibit them from representing the interests of the constituents who elected them.

**IMPLEMENTATION:**

This policy shall become effective immediately upon approval by the Township of Killaloe, Hagarty and Richards' Council.

**RATIONAL AND LEGISLARICE AUTHOEIRY:**

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interest of both Members of Council and The Corporation of the Township of Killaloe, Hagarty and Richards. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The *Act* also prohibits a candidate or someone acting on the candidate's behalf from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the municipality to the Member, which is a violation of the *Municipal Elections Act, 1996*.

Form EL35

# NOTICE OF OFFENCE
# NOTICE OF CORRUPT PRACTICE [21]

*Municipal Elections Act, 1996 (s. 89)*

Section 89 of the *Municipal Elections Act, 1996* provides that 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).

Section 90 of the said *Act* provides that if, when a person is convicted of an offence under section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

CORPORATION OF THE TOWNSHIP OF KILLALOE-HAGARTY-RICHARDS

*Naturally Spirited*

TOWNSHIP OF

# Killaloe, Hagarty and Richards

# Candidate's Guide *to* Accessible Elections



**Inclusive.** **Communicate.** **Participate.**

*Stronger together.*

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# Introduction

This guide is intended to provide general information and best practice considerations to assist candidates in making their campaign activities more accessible to electors. It is offered as a resource **only** and does not replace or override any applicable legislation, regulations, or official requirements.

Candidates are responsible for ensuring compliance with all applicable laws and for obtaining their own independent advice, resources, and services as may be necessary to support their campaign activities.

The recommendations contained in this guide are not mandatory unless otherwise required by law, and candidates are encouraged to adapt their practices based on the needs of their electors and the nature of their campaign.

## Campaign Literature

### Print Media

Printed campaign materials are one of the most common methods of communicating with your Electors during your campaign. Consider the following when preparing your campaign literature:

- Font size should be between 12 and 18 points, except when producing brochures where available space is an issue.
- Use sans serif fonts (sans means “without” and serif are the small projecting features at the end of strokes; arms and legs). The extra serifs can make text difficult to read. Considering choosing a font without serifs like Arial or Verdana.
- Use upper and lower case, avoid italics and avoid underlining (underlining is perceived to mean a website or email link).
- If you are using a filled box, “bold” the font.
- Use good colour contrast – black and white is easiest to see and read.
- Avoid using watermarks and text as they are not visually identifiable.
- Consider providing separate large print copies.
- Consider the use of magnifying sheets to assist a person with low vision to read your materials.
- Consider having key pieces of your literature in alternative formats (e.g. Braille, large print, e-text versions)?
- Consider inserting a message at the bottom of all printed material with the statement “alternative formats available upon request” which allows an individual to request it in an alternative formant that is compatible with them.

- Ensure that your print materials provide details on whether your campaign office (if you have a campaign office) is accessible.
- If sending printed material electronically, ensure that it has been accessibly designed. If for instance you have created a document in word, then you would need to use headings and styles that enable an assistive device to read the material easily. Pictures and links need to be tagged appropriately so that the images are identified and described.
- Consider accessibility provisions for your website. Such as scalable print, large enough font size, sufficient contract between the colour of the background and text, provide alternative text describe images, links and tables on the site.
- If you elect to provide a TTY number in your campaign office/home, be sure to include TTY number in all advertising and promotional materials.
- Consider the services offered through VoicePrint, a division of The National Broadcast Reading Service, which broadcasts readings of fulltext articles from more than 600 Canadian newspapers and magazines. They also provide advertising opportunities through a fee-for-service program.

**Audio/Video Media**

Radio and Video campaign messages may also form part of a candidate's campaign portfolio. Consider the following when preparing your campaign literature:

- Recorded messages provide consistent information and access for individuals after-hours.
- Consider offering these messages in alternative formats, and advertise that these formats are available and how they can be assessed.
- Consider providing subtitles for video communications.
- Consider the use of captioning for live video presentation of electoral debates.

**One-on-One Communication**

Consider the use of sign language communication.

Sign Language Interpreters are knowledgeable in the language and culture of both hearing impaired and hearing people. They provide communication in both sign language and a spoken language and are bound by a professional Code of Ethics.

The websites below provides a directory of interpreters, as well as tips on finding an interpreter, negotiating terms for agreements, etc. Link to the Ontario Association of Sign Language Interpreters' (OASLI) website: http://www.oasli.on.ca. As well as a link to their online directory: Association of Visual Language Interpreters of Canada's on line directory:

https://www.casli.ca/directory

At candidate meetings, you may wish to consider providing a recording secretary and have a screen available to broadcast information for the hearing impaired.

## Campaign Office

### Choosing a Location

When selecting a campaign office, whether it be based out of your home or alternative location, it is important to ensure that the primary location where you meet with electors is accessible and welcoming to all. Additional attention should be given to selecting a space that accommodates individuals with diverse mobility, sensory, and communication needs. The following checklist outlines recommended accessibility considerations for any campaign office location:

### Accessible Campaign Office Checklist

- Is the office located on a route that is served by accessible public transportation?
- Is the name and address of the building clearly visible from the street and sidewalk?
- If needed, is there a pedestrian crosswalk close by? Crosswalks served by an audible and visual traffic-crossing signal are preferred.
- Is accessible parking available for electors? At least one accessible parking space should be provided on the shortest, safest accessible route to the building entrance.
- Is the accessible parking space clearly marked with the international symbol of accessibility?
- Is the parking space firm and level?
- Are curb cuts provided? All sidewalks should have curb cuts at locations near parking and along the route to the primary entrance.
- Is the space large enough to meet the needs of an elector who uses a van equipped with a wheelchair lift?
- Are the parking spaces and route of travel properly maintained? Snow and ice should be removed and uneven surfaces repaired as soon as possible.
- Is the route to the entrance accessible? Accessible routes should be unobstructed and have continuous, smooth, hard surfaces with no abrupt changes in level and should avoid the use of stairs. Plan to have routine checks made throughout the day. Is the route wide enough so someone using a wheelchair, scooter, or service animal can travel safely?
- Is the campaign office easily identified by signage? Is the sign easy to read and understand?
- Is the entrance accessible? Consider avoiding locations where stairs are the only access point. Consider location with a ramp so people using mobility aids or who have

mobility impairments can get in. Steps, even a small single step, can make the campaign office inaccessible to many people with disabilities and seniors.

- Is the ramp accessibility designed and safe? Does it have handrails on both sides? Does it have a suitable slope? If the ramp is temporary, is it securely attached to the steps so it cannot slip or wobble?
- Is the door hardware accessible? Are there lever or pull handles? Be sure the door hardware passes the "fist test". This means it can be operated by a person using a closed fist.
- Is the doorway wide enough for a person using a wheelchair or scooter to pass through?
- Is the door easy to open? If the doors are heavy, awkward to open or have handles that may be out of reach, can you prop them open in a safe manner? If you do prop them open, make sure you don't obstruct the entrance and nearby floor space.
- Is the entrance easy to see?
- Is the entrance well lit?

**Inside the Office**

- Is there level access from the entrance to the office area? Internal stairs are just as much of a problem as external ones. It may be necessary to install ramps.
- Are doormats level with the floor to prevent potential tripping hazards? If not, you may consider removing them, provided of course this does not create further hazards. Beveled edges on doormats are helpful.
- The office should be located on a ground floor unless an elevator is available?
- Is the flooring non-slip, even and level? Highly polished surfaces can be slippery for some users, while thick carpeting and loose rugs or mats can cause people to trip or get stuck. Glare from polished surfaces can be a problem for people with visual impairments.
- Is the office area well lit?
- Are there seats available for people to rest if needed?
- Are corridors inside the office facility spacious enough for a wheelchair or scooter to pass through comfortably? Obstructions such as stacked furniture or piles of boxes can cause problems for visually impaired people, as well as people with limited mobility.
- Is there enough space inside the office area for a wheelchair or scooter to move about easily?

**Make Provisions for Service Animals**

A person must not be denied access because they are accompanied by a guide dog or other service animal. Be sure that the facility use agreement does not prohibit service animals. Service animals must be allowed to remain with the person with a disability. Service animals are allowed to go anywhere the public is allowed.

### Telephone Access

Consider providing a TTY number.

### Accessible Washrooms

- Does your office have washrooms that are large enough to accommodate scooter and power wheelchair users and are equipped with at least one accessible stall? A unisex washroom is preferred.
- Are the accessible washrooms located on the same floor and in close proximity to the office?
- Do the doors to the washroom have a raised (tactile) male or female sign or Braille lettering?
- Are there “L” shaped grab bars or a rear bar?
- Are taps operable with a closed fist?
- Are hot water pipes under the sink recessed or covered to prevent burning one’s knees if in a wheelchair?

### Training

Are your staff/volunteers trained in the applicable Customer Service Standard and Integrated Accessibility Standards Regulations to ensure that you are providing appropriate services for persons with disabilities?

### Other

Are you providing refreshments to visitors? If so, provide bendable straws and lightweight cups and an option for sugar free beverages.

## Budgeting

Costs associated with ensuring your campaign is accessible to your electors must be reported as per the legislated requirements. Make sure you budget for possible accessibility requests such as Sign Language Interpreters, Braille copies, other alternative formats and website accessibility.

### Sign Language Interpreting

Sign language interpreting services can be acquired through an independent sign language interpreter, through a referral agency and/or through a private company. Costs for services will be based on individual rates respective to the independent sign language interpreter, the referral agency and/or the private company and will need to be contacted to obtain such costs. The Ontario Association of Sign Language Interpreters (OASLI) suggests that you contact and

secure an Interpreter a minimum of 2-3 weeks prior to the desired date in which their services are needed.

## Understanding Disability: Know Your Electors' Needs and Communicate Your Solutions

**Examples of Barriers to People with Disabilities** is a table with a list of barrier types and examples:

| Barrier Type | Example |
|---|---|
| **Physical** | A doorknob that cannot be operated by an elderly person with limited upper-body mobility and strength. |
| **Architectural** | A hallway or door that is too narrow for a wheelchair or scooter. |
| **Informational** | Typefaces which are too small to be read by a person with low-vision. |
| **Communicational** | A speaker at a meeting who talks loudly when addressing a deaf participant. |
| **Attitudinal** | A campaign event that discourages persons with developmental disabilities from participating. |
| **Technological** | Information on a web site, which cannot be accessed by a person who is blind or visually impaired and who has reading software on a computer. |
| **Policy/Practice** | A practice of announcing important messages over an intercom that people with hearing impairments cannot hear clearly. |

Disabilities can take many forms and can range from temporary to permanent. Often disabilities are non-visible. A disability may have been present from birth, caused by an accident, or developed over time. There are physical, mental and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, drug and alcohol dependencies, environmental sensitivities, and more.

**Types of Disabilities**

Listed below is a brief description of types of disabilities. Understanding people's needs and challenges may help you better communicate with them. Always remember if you are not sure what to do, ask the person, "Can I be of assistance?" This gives a person with disabilities an opportunity to let you know how you can assist them if they wish you too.

**Physical Disabilities:**

There are many types and degrees of physical disabilities, and while people who use mobility aids like wheelchairs, scooters, crutches or canes are most recognizable, it is important to consider that not all people with physical disabilities require a mobility device. People who have arthritis, heart or lung conditions or amputations may also have difficulty with stamina, moving, standing, sitting or the ability to reach or grasp. It may be difficult to identify a person with a physical disability. If you're not sure what to do, ask the person, "Can I be of assistance?"

**Vision Loss:**

There are varying degrees of vision loss and a distinction between blindness and low vision. In some cases, it may be difficult to tell if a person has vision loss or impairment. Vision disabilities can reduce one's ability to see clearly or can affect their range of visual field. Some people can distinguish between light and dark, or between contrasting colours, or read large print, but have difficulty with small print or low-light situations. Others may have a loss of peripheral or side vision, or a lack of central vision, which impacts a person's ability to distinguish details, like recognizing faces or reading. Vision disabilities can restrict a person's ability to read print and signs, locate landmarks or see hazards. They may use a white cane or service animal to help with orientation and movement in an environment. There are specific things you can do to communicate with a voter with vision loss – for e.g. identify yourself when you approach the person and speak directly to him or her, even if he/she is accompanied by a companion.

**Deaf, Deafened or Hard of Hearing:**

Hard of hearing people generally have a hearing loss ranging from mild to severe, although it is sometimes profound, which requires them to use their voice and residual hearing for communication. Hearing aids and cochlear implants are often used, augmented by assistive listening devices, other technology, and speech reading.

**Late deafened persons**, sometimes referred to as deafened or oral deaf, have lost all hearing at some point after learning to speak, usually as adults. Growing up either hearing or hard of hearing, late deafened people continue to use voice to communicate and rely strongly on visual forms of communication such as speech reading, text, and occasionally sign language.

Many Deaf or profoundly hard of hearing people identify with the society and language of Deaf Culture and use sign language as their basis of communication.

Deaf, deafened, and hard of hearing individuals may use hearings aids, pen and paper, personal amplification devices, hearing aid dog or other assistive-listening and communication methods. Attract the person's attention before speaking. Generally, the best way is by a gentle touch on the shoulder or with a gentle wave of your hand. Look at and speak directly to the person. Ensuring you address them, not the interpreter or support person.

**Deaf-Blindness:**

A person who is Deaf-Blind has some degree of both vision and hearing loss. This results in greater difficulties in accessing information and managing daily activities. Most people who are deaf-blind will be accompanied by an Intervenor, a professional who helps with communicating. An Intervenor is trained in many adaptive communication methods, depending upon the preferences of the person who is deaf-blind. The Intervenor may guide and interpret for their client. Identify yourself to the Intervenor when you approach a person who is Deaf-Blind, but then speak directly to the person as you normally would, not to the Intervenor.

**Speech Impairments:**

People with speech disabilities may have difficulty communicating. For many reasons, people may have difficulty speaking clearly – for example, as a result of a stroke or cerebral palsy – which may result in difficulties with verbal communication. Some people may use communication boards or other assistive devices to help communicate. A speech disability often has no impact on a person's ability to understand. Ask them to repeat the information if you don't understand. Ask questions that can be answered "yes" or "no" if possible.

**Cognitive Disabilities:**

Cognitive disabilities may affect understanding, communication, or behavior and can be attributed to brain injuries, developmental or learning disabilities. It is not always easy to identify someone who has a cognitive disability. Some conditions, such as Down's syndrome exhibit physical characteristics, but there are others that are not apparent. People with a cognitive disability may have difficulties recognizing, understanding and remembering information. Don't assume what a person can or cannot do. And always speak directly to the person, not to their companion or support person.

**Mental Illness:**

Mental illness is a disturbance in thoughts and emotions that may decrease a person's capacity to cope with the challenges of everyday life. Mental illness can take many forms, just as physical illness does. Mental illnesses include schizophrenia, mood disorders (such as depression and bipolar disorder), anxiety disorders, personality disorders, and eating disorders. Treat a person with a mental health disability with the same respect and consideration you have for everyone else. Be patient, confident and reassuring. Listen carefully and work with them to try to meet their needs. If someone appears to be in a crisis, ask him or her to tell you the best way to help.

During your campaign planning process, consider contacting your local organizations, such as the CNIB, Canadian Hearing Society, etc and discuss with them your campaign plans. This will assist you to better understand the needs of people in your electorate with disabilities. They are a valuable resource in providing input and feedback.

## Conclusion

Candidates are encouraged to ensure that accessibility is considered in all aspects of their campaign activities, including communications, events, and interactions with electors. Providing accessible options supports participation by all members of the community and helps ensure an inclusive electoral process.

Accessibility requirements should be viewed as an integral part of campaign planning and delivery. Where possible, candidates should proactively identify and remove barriers and be prepared to offer reasonable accommodations upon request.

Candidates are also encouraged to familiarize themselves with applicable accessibility legislation, including the Accessibility for Ontarians with Disabilities Act, 2005, and related standards, and to seek guidance from local accessibility organizations where appropriate.

By incorporating accessibility into campaign practices, candidates contribute to a more equitable and barrier free election environment for all electors

## Resources

**Standards and Acts**

Accessibility for Ontarians with Disabilities Act: https://www.ontario.ca/laws/statute/05a11
Integrated Accessibility Standards: https://www.ontario.ca/laws/regulation/110191
**AODA Resources (Accessible Documentation, Guide to the Act, Accessible Customer Service, etc):** https://www.aoda.ca/category/resources-on-issues-of-accessibility-and-the-ontarians-with-disabilities-act-aoda/

# COUNTY OF RENFREW COUNCIL

## 2026 MUNICIPAL ELECTION INFORMATION

The information provided is intended for prospective candidates with an overview of the role, responsibilities, and expectations of serving on County of Renfrew Council. It is provided for information purposes only and should be read in conjunction with applicable legislation and County by-laws.



### WHAT IS COUNTY OF RENFREW COUNCIL?

The County of Renfrew is an upper-tier municipality established under the Municipal Act, 2001. It became a fully constituted municipality in 1866. Today, the County of Renfrew Council collaborates closely with local municipalities to effectively deliver and manage a wide range of services and governance functions on a county-wide level.

### MEETINGS AND DECISION MAKING

Council operates under a Committee of the Whole structure, supported by **five** standing committees: Health, Community Services, Corporate Services, Development and Property, and Operations. Council and Committee meetings are typically held on the **second** and **fourth** Wednesday of each month, starting at 9:30 a.m.

### ROLE OF COUNTY COUNCIL

County Council is responsible for setting strategic direction, approving policies and by-laws, adopting the County budget, overseeing County services, and representing the collective interests of all municipalities within the County of Renfrew.

### COUNTY SERVICES

County Council oversees a wide range of services, including Long-term Care, Paramedic Service and Emergency Management, Public Works, Roads and Trails, Community Services (Child Care, Ontario Works and Community Housing), Planning and Real Estate, Economic Development and Tourism, Forestry, Provincial Offences Administration, and Corporate Services such as Finance, Human Resources, Information Technology, and Legislative Services.

**The Warden**

The Warden serves as Head of Council for the County, presides at meetings, represents the County at official functions, and participates in County and regional advocacy, including representation on the Eastern Ontario Wardens' Caucus (EOWC). The Warden is elected annually by the members of County Council. Nominations for the office of Warden must be filed with the Clerk no later than 12 p.m. on the second Friday of November.



RENFREW COUNTY COUNCIL

## LEGAL AND ETHICAL RESPONSIBILITIES

Members of County Council are subject to the same legal and ethical obligations as all municipal councillors. These include compliance with the Municipal Act, 2001, the Municipal Conflict of Interest Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the County of Renfrew Code of Conduct, and the County of Renfrew Procedural By-law.

## FREQUENTLY ASKED QUESTIONS

**How do I become a County Councillor?**
County Councillors are appointed by their respective local councils following the municipal election. Eligibility and appointment processes are determined at the local municipal level.

**Is County Council different from my local council?**
Yes. County Council focuses on services and issues that affect the County as a whole, while lower-tier councils address local municipal matters.

**Are County Council meetings open to the public?**
Yes. Meetings are generally open to the public, with limited exceptions for closed sessions as permitted by the Municipal Act, 2001.

**What voting system is used at County Council?**
County Council operates under a weighted and consensus voting system as set out in the County of Renfrew Procedural By-law.

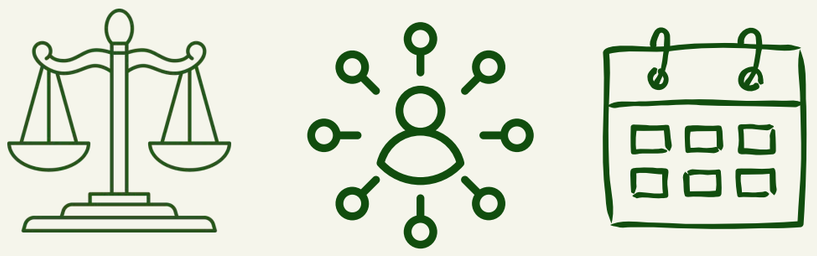
**What is expected of me as a County Councillor?**
Members are expected to attend meetings, prepare in advance, act ethically and respectfully, and represent the broader interests of the County as a whole while remaining accountable to their local municipality.

## TIME COMMITMENT

The time commitment for a County Councillor varies depending on committee assignments and responsibilities on external boards. On average, members can expect to dedicate approximately 25-30 hours per month to Council meetings, committee work, appointments, and occasional community events, in addition to the necessary preparation time for each meeting. Beyond these monthly duties, all members of County of Renfrew Council are expected to complete the full four-year term of office from 2026-2030. You can access the public meetings and agendas at the County of Renfrew website (https://bit.ly/CORMeetings)

## COMPOSITION OF COUNTY COUNCIL

County of Renfrew Council is comprised of the elected Mayors/ Deputy Mayor or Reeve of each of the 17 local municipalities. The Warden is the head of County Council and is elected each year from amongst the membership.



## FOR MORE INFORMATION

Office of the Clerk
County of Renfrew
9 International Drive
Pembroke, Ontario
K8A 6W5
613-735-7288
**www.countyofrenfrew.on.ca**

COUNTY COUNCIL OF RENFREW
COUNTY COUNCIL OF RENFREW

**COUNTY OF RENFREW**

**BY-LAW NUMBER 39-23**

**A BY-LAW TO AMEND CORPORATE POLICY PW-04 REGULATING ADVERTISING SIGNS AND DEVICES WITHIN THE COUNTY ROAD ALLOWANCE WITHIN THE JURISDICTION OF THE CORPORATION OF THE COUNTY OF RENFREW**

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WHEREAS authority is given to the County of Renfrew, hereinafter referred to as the Corporation, being a municipality authorized by Section 11(3) of the Municipal Act. S.O. 2001, c. 25, as amended, may pass by-laws regarding highways under the jurisdiction of the Corporation;

AND WHEREAS the Corporation desires to amend Corporate Policy PW-04 Regulating Advertising Signs and Devices within the County Road Allowance within the jurisdiction of the Corporation.

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. THAT Policy PW-04 Regulating Advertising Signs and Devices within the County Road Allowance, as outlined in Schedule "I" attached to and made part of this By-law, shall form part of the Public Works and Engineering Department Policies and Procedures of the Corporation of the County of Renfrew.

2. THAT this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

3. THAT By-law No. 56-01 is hereby rescinded.

4. THAT this By-law shall come into force and take effect immediately upon the passing thereof.

READ a first time this 29th day of March 2023.

READ a second time this 29th day of March 2023.

READ a third time and finally passed this 29th day of March 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

| CORPORATE POLICIES AND PROCEDURES | | | | |
|---|---|---|---|---|
| **SECTION:** Public Works and Engineering | | | | **POLICY #:** PW-04 |
| **POLICY:** Regulating Advertising Signs and Devices within the County Road Allowance | | | | |
| **DATE:** Nov. 2001 | **REVISION DATE:** March 2023 | **REVIEW DATE:** March 2028 | **COVERAGE:** All County Roads | **PAGE #:** 1 of 10 |

## POLICY STATEMENT

No person shall place, erect, display, use or alter a sign on a road allowance or visible from a road allowance for a distance of 400 metres except of a County Road allowance, except in accordance with this policy.

## BACKGROUND

No sign shall be erected or changed within or adjacent to the County of Renfrew (County) Road allowance by any person, or entity, without meeting the requirements of this Policy. The County's legal authority to regulate signage upon or adjacent to a County Road derives from Sections 34 and 38 of the Public Transportation and Highway Improvement Act (PTHIA), as amended.

Where a sign for a home occupation, commercial business, shopping centre or other sign is located on private property, a permit will not be required from the County of Renfrew. Signage located on private property shall be subject to the Policies and Procedures of the local Municipality in which the property is situated.

## PROCEDURES

### 1.0 SIGN PERMIT APPLICATIONS AND REQUIREMENTS

Sign classifications, and permit requirements, are defined in Appendix A of this Policy.

#### 1.1 Permit Required for New Sign

Where a sign is proposed within a County Road allowance, and is not defined as a 'Temporary Sign' under this Policy, the proponent must first obtain a sign permit through the County of Renfrew Public Works and Engineering Department and pay the applicable fee. All signage placed within a County Road allowance must be completed in accordance with the terms and conditions of the permit. The County of Renfrew retains the right to cancel a permit at any time.

Multiple Applications

No one advertiser/sign operator can hold more than two permits per every five consecutive sites, per County Road.

### 1.2 Permit Required for Sign Alteration

Where a major alteration (change in size or location) of a sign is proposed, the applicant shall submit a completed application form indicating the proposed changes. When necessary, as determined by the County, the applicant must submit a detailed sketch and letter.

When a sign that is to be altered or replaced is covered by a permit, the number of the current permit must be shown on the application form.

When an application to alter or replace a sign has been approved, any existing permit shall be cancelled, and a new permit issued. An application to alter or replace a sign may be approved or refused at the discretion of the County. If a sign is changed in a manner that changes the classification, etc. to a different classification or to a size, etc. that requires payment of a fee or of a higher fee, the difference between the previous amount paid and the fee for the new permit shall be payable before a permit is issued.

An application to change a sign already erected may be approved or refused at the discretion of the County. Any change must meet the current requirements of the County.

### 1.3 Permit Fees

The County may prescribe a fee to be paid for any permit issued under the provisions of the PTHIA.

Where the fee for a permit is based on the area of the sign, it shall be the actual physical area of all sign faces that are visible from the highway. Permit fees, including renewals, shall be in accordance with the annual schedule of fees.

#### 1.3.1 Dual Sided Signs

Where a sign conveys a message, identifies a business/property, or advertises a business, product, real estate, or service on more than one side, each side of the sign shall be counted as one sign for the purpose of this Policy. Cylindrical and spherical shaped signs shall be counted as two signs when visible from two or more directions.

Official signs on the right-of-way of a highway shall only be counted as one sign, regardless of whether the message is on one or both sides.

### 1.4 Permit Renewal and Expiry

When a permit issued for a sign installation is subject to annual renewal, the expiry date shall be the last day of the calendar year to which the permit pertains.

#### 1.4.1 Sign Permit Renewal Notice

A notice for sign permit renewal will be mailed or emailed from the County of Renfrew to the sign owner(s) using the contact information provided on the initial Permit Application.

### 1.5 Signage Installed without a Permit

Where a sign has been installed within a County Road allowance without first securing a permit, the County of Renfrew will review the location to determine its suitability for a sign in accordance with this Policy. If the sign location otherwise meets the requirements in the Policy, the sign owner will be instructed to apply for a permit and submit the required fee within 10 business days or remove the sign.

If the sign location does not meet the requirements of the Policy, the owner of the sign will be instructed to remove the sign within 10 business days.

Where a sign owner does not comply with the instructions provided within the given time frame, the County of Renfrew Public Works staff will remove the sign and store it at the nearest Patrol Yard for an additional 10 business days, after which the sign will be disposed of. The sign owner will be invoiced for the time and material required to remove the sign.

## 2.0 GENERAL RESTRICTIONS

The following restrictions regarding signs shall apply within the County Road allowance.

### 2.1 Approval

Each sign placed, erected, maintained, or altered within a County Road allowance shall be subject to the approval of the County.

### 2.2 Permit Before Sign Placement

Installation of a sign within a County Road allowance must not begin unless a permit has been issued by the County. Failure to adhere to the conditions of a sign permit may result in cancellation of the permit and removal of the associated signage.

### 2.3 Sign Placement Timeframe

When a sign permit has been issued, the sign(s) to which the permit applies must be placed or erected within six (6) months of the date of issue of the permit, otherwise the permit shall be void and cancelled. When a permit is cancelled in accordance with this procedure, the fee shall not be refunded.

### 2.4 Location of Signs

A sign placed within a County Road allowance, must not be:

- affixed to, or mounted upon a tree, public utility pole, guide rail, or utility standard,
- painted or pasted upon rock, surface, or other signboard or structure except if approved by the County,
- placed in, or allowed to overhang, a daylighting area, or
- placed in a position in which the sign, or any part thereof, overhangs the travelled portion of the highway.

The owner of each sign attached to, or forming part of, an awning, canopy, marquee or other structure that overhangs the right-of-way of a County Road shall be responsible for any damage that may be caused thereby or result thereupon the sign(s).

### 2.5 Sign Structure

Each sign (other than temporary signs or portable signs) shall be of permanent construction and shall be fixed in a permanent location. The foundation or base of a sign shall be part of the sign for the purposes of this Policy but shall not be included in the measurement when determining the area of a sign.

### 2.6 Satisfactory Condition of Signs

Each sign placed or retained in a County Road allowance must be kept in good condition. When the County considers the condition of a sign to be unsatisfactory, the owner shall be notified in writing and advised to improve or remove the sign within a specified time period.

### 2.7 Lighting

Lighting on or around signs shall be subject to the approval of the County. A sign may be luminous, or illuminated, provided the lighting:

- does not cause direct or indirect glare that may interfere with traffic safety, and
- is not to be used to illuminate a building, sign, structure, or premises etc. either directly or indirectly, in a manner that causes direct or indirect glare that may interfere with traffic safety.

### 2.8 Prohibited Items

The following shall be prohibited:

- A message or language which promotes violence, hatred, or contempt against any identifiable group. An "identifiable group" may be any members of the public distinguished by colour, race, ancestry, religion, ethnic origin, sexual orientation, or disability.
- Flashing lights or intermittent or activated lighting of any kind, including searchlights which are used solely as a means of attracting attention.
- The use of a sign or other device that purports to be, is an imitation of, or resembles an official traffic sign, signal, or other traffic regulating device.
- Use of certain words, phrases, symbols – relating to directions.
- A sign may carry directions for reaching an establishment providing such directions, in the opinion of the Delegated Authority, do not interfere with the normal flow of traffic or create a traffic hazard.
- Indications of distance, other than on an official sign, to a city, town, township, or village. However, a sign may indicate the distance to a place of business provided the distance shown is reasonably accurate.
- Interference with the view of business establishments or other signs. A permit must not be issued for a sign that would interfere with or block the view of either a commercial establishment or a sign already approved by the County, when the sign or commercial establishment is owned or operated by a person other than the applicant for the permit. The decision in these cases shall be made by the County.
- Removal, cutting, or trimming of trees and shrubs located within the right-of-way of a County Road for the sole purpose of improving the view of a sign or other advertising matter. However, brush may be cleared subject to the approval of the County in accordance with an approved Road Occupancy Permit application.

### 2.9 Enforcement

The placing of a sign which contravenes this Policy or contravenes the conditions of a permit for that sign, may result in the prosecution of the owner, and/or in the cancellation of the permit.

When, in the opinion of the County, the use of lights, lighting, advertising devices, the design, or location of a sign may create a traffic hazard, or endangers the public, the County shall notify the appropriate police authority.

## 3.0 TEMPORARY SIGNS

Temporary signs shall be subject to the approval of the County. The general restrictions regarding signs shall apply to each temporary sign. The location of temporary signs shall be restricted as specified in this Policy. Each request for temporary sign(s) must state the maximum number of signs the applicant proposes to place.

A Road Occupancy Permit, meeting the requirements of Policy PW-10 – Road Occupancy Permits, shall be required for certain types of temporary signs as specified herein. A fee shall not be required for a Road Occupancy Permit. Only one (1) Road Occupancy Permit shall be required to cover all temporary signs placed by one (1) person or organization to advertise one (1) event etc. Each Road Occupancy Permit shall stipulate the maximum number of temporary signs which may be placed under the conditions of that Permit.

Approval may be Withdrawn if Sign Placed in Contravention of Instructions

A Permit for temporary signs may be cancelled if the person or organization to whom the approval was issued (or their agent) places a sign(s) in a manner that is contrary to the conditions approved by the County.

### 3.1 Types of Temporary Signs

Temporary signs may include:

- Agricultural society signs, Plowmen's Association signs, plowing match, exhibition and fall fair signs, and the signs placed by recognized organizations of a similar nature to advertise a particular event. Certain approved signs may be placed by the County to direct persons to temporary events, e.g., a plowing match, etc.
- Signs of recognized service clubs and religious and charitable organizations and of other recognized public service organizations, where signs are placed to advertise a particular event.
- Private auction sale signs.
- Election signs, Canadian Forces Convoy Route markers, snowmobile crossing signs, real estate/development signs, and mobile signs.

### 3.2 Temporary Sign Restrictions

A temporary sign shall not:

- Exceed 3.0m$^2$ (32 sq. ft.) in size.
- Be affixed to another sign or to a guide rail or other highway facility or structure.
- Be placed where it may interfere with an official sign, traffic signal or safety device.
- Be in place for longer than a four-week period.
- Remain in place more than three days after the event has concluded;
- Exceed one sign facing in each direction of travel on any 2.0 km section of a County Road.
- Be further than 8.0 km from the site of the event being advertised.
- Be located on the left-hand side facing motorists.

### 3.3 Election Signs

Election signs up to 0.7m$^2$ (8 sq. ft.) in size may be placed within a County Road allowance provided they are placed a minimum of 4m (12 ft.) from edge of pavement. Signs over 0.7m$^2$ (8 sq. ft.) and up to 3.7m$^2$ (40 sq. ft.) must be placed at the outer limit of the County's right-of-way.

An election sign must not be affixed to a permanent sign, an official sign, or to the guide rail or other highway structure/facility. It must not be placed where it may interfere with visibility of an official sign, traffic signal, or other safety device.

Portable read-o-graph sign trailers are prohibited on the right-of-way of a County Road.

Permits or Letters of Approval for any election signs erected under this Policy are not required.

Candidate committees or workers shall be allowed three (3) working days after election day to remove candidate advertising (election signs) from the County Road allowance.

Signs not retrieved by this time will be picked up by County staff and stored in a safe place (patrol yard, etc.) for a period of two (2) weeks. After this time they will be disposed of.

## 4.0 BILLBOARD SIGNS

A billboard sign is a sign which contains a message that is not related to the property where the sign is located.

Billboard signs shall be permitted within County Road allowance only where the right-of-way is wide enough to permit it as determined by the County of Renfrew Department of Public Works and Engineering.

### 4.1 Billboard Requirements in Rural Areas

A billboard sign located within the County Road allowance of a rural area shall not:

- exceed 8 m (25 ft.) in height above the ground;
- exceed 11.9 $m^2$ (128 sq. ft.) in area;
- be placed in, or be allowed to overhang, a daylighting area;
- be placed within 300 m of another billboard sign per direction, provided there are no left hand billboard signs facing the motorist;
- be affixed to or mounted upon or be made to form part of a fence;
- be placed within 75 m of the limit of a road, street, or railway that intersects a highway at grade;
- be placed adjacent to a curve where the radius is less than 1165 m radius (1.0 degree 30 minutes);
- be located on County Road allowance where the billboard sign is visible to an adjacent residential dwelling unit;
- as a blank poster panel, advertise "for rent" or contain the name/number of the advertiser/sign operator in lieu of an advertisement on County road allowance for more than six months;
- contravene federal/provincial legislation; or
- advertise restricted products (e.g. tobacco).

### 4.2 Billboard Requirements in a Built-Up or Urban Area

A billboard sign located within the County Road allowance of a built-up or urban area shall not:

- exceed 8 m (25 ft.) in height above the ground;
- exceed 11.9 $m^2$ (128 sq. ft.) in area;
- be placed in, or be allowed to overhang, a daylighting area;
- be placed within 75 m of another billboard sign per direction, provided there are no left hand billboard signs facing the motorist;
- be placed within 50 m of the limit of a road, street, or railway that intersects a

highway at grade;

- contravene federal/provincial legislation; or
- advertise restricted products (e.g. tobacco).

### 4.3 Billboard Sign Location and Placement

#### 4.3.1 Placement Related to Direction of Travel of Vehicles

In situations where billboard signs have been placed to be viewed on the left hand side of the highway, no additional billboard signs will be permitted within the spacing requirements on the opposite side of the roadway.

#### 4.3.2 Angle in Relation to Highway

The angle of a billboard sign, as it relates to the centreline of a highway, shall be equal to or greater than 45 degrees, whether or not the sign is affixed to a building. That is, if the plane forming the face of the sign was extended in a straight line to intersect the centreline of the highway, the angle formed would be at a minimum of 45 degrees.

#### 4.3.3 Setback Distances

All billboard signs shall be placed as near to the property line as possible, but in no case closer to the edge of the shoulder of a roadway than 4.0 metres.

### 4.4 Altering Billboard Messaging

The message on a billboard for which a permit has been issued may be changed from time to time (poster panels). A new permit is only required when the size or setback has been changed.

## 5.0 LOCATION SIGNS

Location signs are signs located along the property frontage of a place where the goods and services advertised are available on the property.

Location signs should be placed on private property whenever the right-of-way widths and sightlines allow it. If the sign would be obscured due to brush and other obstructions, then a sign may be placed within a County Road allowance under a permit from the County meeting the requirements of this Policy.

## APPENDIX A – SIGN CLASSIFICATIONS

| Type of Sign | Permit Required | Fee Required |
|---|---|---|
| Roadway/Information | No | No |
| Temporary Signs | Yes | No |
| Location Signs | Yes | Yes |
| Billboard Signs | Yes | Yes |

## FEE SCHEDULE

Refer to "By-law to Establish and Require Payment of User Fees and Charges" for fee information.

# 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)

# 2026 third-party advertisers' guide

## Ontario municipal council and school board elections

Ontario

# 2026 third-party advertisers' guide

Find out how to register as a third-party advertiser in Ontario municipal council and school board elections and the rules you must follow under the *Municipal Elections Act, 1996*.

This guide provides information to those who want to register as third-party advertisers for the 2026 municipal council 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*

## General information

The *Municipal Elections Act, 1996* sets out a framework of rules for third-party advertising.

This guide provides information about who can register to be a third-party advertiser, what registration allows them to do, and the rules that third-party advertisers must follow.

## 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.

## The municipal clerk

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

The municipal clerk is the main contact for registered third-party advertisers and those who are interested in becoming registered.

Third-party advertisers must file any election forms, such as the registration form and campaign financial statements, with the municipal clerk.

The clerk is also responsible for providing information about spending limits and filing deadlines to third-party advertisers.

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

A municipality may have specific rules regarding issues such as where and when election signs may be displayed and whether third-party advertising activities may occur on municipal property.

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

## 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 proceed appropriately. 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 third-party advertising.

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# Third-party advertising

Third-party advertising refers to advertisements that support, promote or oppose a candidate, or support, promote or oppose 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.

Third-party advertising is separate from any candidate's campaign, and must be done independently from a candidate. Any advertisements or materials that are made and distributed by a candidate, or under a candidate's direction, are part of the candidate's campaign.

Third-party advertising is a way for those outside of the candidate's campaign to express support of or opposition to candidates (or a "yes" or "no" answer to a question on the ballot) and to try to persuade voters to vote a certain way.

A third-party advertisement is an advertisement in any broadcast, print, electronic or other medium that promotes, supports or opposes a candidate, or a "yes" or "no" answer to a question on the ballot. Advertisements can include traditional ads as well as materials such as brochures or signs.

## Third-party advertisement

Activities that do not involve incurring expenses, such as discussions or expressing an opinion about a candidate (or an answer to a question on the ballot) are not considered to be third-party advertising. Examples include:

- speaking to friends and neighbours
- posting on social media, such as X, Facebook or Instagram
- sending an email to a group or mailing list

Internal communications from an employer to their employees, a corporation to its shareholders, directors, members or employees or by a trade union to its members or employees are not considered to be third-party advertising.

Advertising about an issue, rather than a candidate or a "yes" or "no" answer to a question on the ballot is not considered third-party advertising. For example, signs saying "Support local businesses" or "Keep the waterfront green" would not be third-party advertising, even if a candidate has made those issues part of their campaign.

## Advertising period

The *Municipal Elections Act, 1996*, sets out a restricted period for third-party advertising. This restricted period runs from May 1 in the year of the election to the close of voting on voting day. For the 2026 election, the restricted period is May 1, 2026, to the close of voting on October 26, 2026.

Candidates can begin filing their nominations on May 1. If any individual or group wanted to spend money before May 1 on advertisements supporting someone who intended to become a candidate, or someone who they hoped would become a candidate, the third-party advertising rules would not apply. However, once the restricted period begins on May 1, any signs or other advertisements would have to be taken down or discontinued.

## Who can be a third-party advertiser

Only those who have registered can incur expenses on third-party advertising. The following are eligible to register as a third-party advertiser:

- any person who is a resident in Ontario
- a corporation carrying on business in Ontario
- a trade union that holds bargaining rights for employees in Ontario

If two or more corporations are owned or controlled by the same person or people, or if one corporation controls another, they are considered to be a single corporation. If the same person or people own or control multiple corporations, only one of those corporations may register to be a third-party advertiser in a municipality.

There is no restriction against family members or campaign staff of candidates registering to be third-party advertisers. However, third-party advertising must not be done under the direction of a candidate. If a person with close ties to a candidate wants to register, they should consider how these activities may look to the public and how they would be able to demonstrate that they were not working in co-ordination with the candidate.

## Who cannot be a third-party advertiser

A candidate who has filed a nomination for any municipal council or school board office cannot register to be a third-party advertiser in any municipality.

Groups, associations or businesses that are not corporations are not eligible to register and may not spend money on third-party advertising in municipal elections. For example, neighbourhood associations, clubs or professional associations that are not corporations cannot register and cannot make contributions to third-party advertisers. Members may register as individual third-party advertisers and may contribute individually.

Federal and provincial political parties cannot register to be third-party advertisers. Political parties are not permitted to be financially involved in municipal elections.

# Registration

An individual, corporation or trade union must register with the municipal clerk to be a third-party advertiser in a municipality. Third-party advertisers can register in any lower-tier or single-tier municipality (city, town, township, etc.). Third-party advertisers cannot register in an upper-tier municipality (a region or county).

Being registered in a municipality allows the third-party advertiser to advertise to the voters in that municipality. A third-party advertiser can support or oppose any candidate or candidates who will be voted on by the people in that municipality. This includes candidates running for local council, school trustee and candidates running for offices on an upper tier council.

Third-party advertisers do not need to decide before they register which candidate or candidates they want to support or oppose, and they do not have to tell the clerk what their intentions are.

A third-party advertiser can only advertise to voters in the municipality where they are registered. There is no limit on the number of municipalities where a third-party advertiser can register. If a third-party advertiser wants to advertise to voters in more than one municipality, they must register in each municipality where they want to advertise.

For example, if a third-party advertiser wanted to advertise for or against a candidate running for an office that is voted on by people in more than one municipality, such as a school trustee, they would need to register in each municipality.

## Deadline to register

An individual, corporation or trade union can register to be a third-party advertiser beginning on May 1, 2026, and can file a registration until the close of business on Friday, October 23, 2026.

## Where to register

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

If electronic filing is not allowed in your municipality, an individual or a representative of a corporation or trade union must file a Notice of Registration (Form 7) with the municipal

clerk in person or by an agent. It must have an original signature – the form may not be a copy and may not be scanned and submitted electronically. There is no registration fee.

The municipal clerk must be satisfied that the individual, corporation or trade union is eligible in order to certify the registration and may require that identification or additional documents be provided.

A person who is filing as the representative of a corporation or a trade union should make sure that they can provide proof that they are authorized to act on the corporation or trade union's behalf.

The clerk must certify your registration in order for you to begin your campaign as a registered third-party advertiser.

## Changing your mind

### Withdraw your registration

If you want to end your advertising campaign before voting day, you can withdraw your registration by notifying the clerk in writing. The deadline to withdraw your registration is:

- the Friday before voting day for a regular election
- the last day the clerk's office is open prior to voting day for a by-election

### Become a candidate

If you are a registered third-party advertiser and decide to become a candidate instead, your third-party advertising campaign automatically ends when the clerk receives your nomination to become a candidate.

You must keep your advertising campaign separate from your candidate campaign. This means:

- you cannot transfer any contributions or expenses from your advertising campaign to your candidate campaign
- you must file a financial statement for your advertising campaign
- you must file a separate financial statement for your candidate campaign.

For more information about running for office, please see the candidates' guide.

## Registering in more than one municipality

If a third-party advertiser registers in more than one municipality, each of those registrations is considered to be a separate advertising campaign. Once the third-party

advertiser registers, they must keep each advertising campaign separate, and ensure that they follow the rules in each municipality where they are registered:

- The identification required on signs, ads and other materials must indicate that the third-party advertiser is registered in that municipality.
- There must be a separate bank account for each campaign.
- Contributions may not be shared between the advertising campaigns – if a contributor has given money to the advertising campaign in municipality A, that money cannot be used to pay for expenses in municipality B.
- If the third-party advertiser wants to use the same signs or the same ad in more than one municipality, the separate advertising campaigns can produce a "joint" advertisement. The advertisement would indicate that the third-party advertiser is registered in both municipality A and municipality B, and each advertising campaign would pay for its share of the expense for the advertisement.
- The third-party advertiser must file a separate financial statement in each municipality where they were registered. The financial statement must reflect the financial activities relating to advertising in that municipality.

# Responsibilities of registered third-party advertisers

Third-party advertisers are required to follow many of the same financial and reporting rules as candidates.

Unlike candidates, third-party advertisers cannot appoint scrutineers to observe the voting, or to be present when votes are counted.

## Identification on advertising

A third-party advertiser must provide the following information on all of its ads, signs and other materials:

- the legal name of the registered third-party advertiser (if the third-party advertiser is a corporation or trade union, the name of the corporation or trade union must appear, not the name of the representative who filed the registration)
- the municipality where the third-party advertiser is registered
- a telephone number, mailing address or email address where the third-party advertiser can be contacted

A registered individual cannot act on behalf of a group or organization that is not eligible to register as a third-party advertiser. For example, if Chris Smith is the president of a

business improvement association (BIA), the signs and materials must identify Chris Smith as the person responsible for the advertising, not the BIA.

If ads are going to be broadcast or published (for example, on a radio station or in a newspaper), the ad must contain the information required above, and the third-party advertiser must also provide the broadcaster or publisher with the following:

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

Any additional content of signs is not regulated under the Act.

## Sign bylaws

A municipality may have rules in place about when signs can be put up, and how signs may be displayed on both private and public property.

If you plan to reuse signs from the last election, you should be aware of rules on the use of leftover advertising campaign inventory.

The third-party advertiser is responsible for removing their signs after voting day in accordance with municipal by-laws. The municipality may require a sign deposit or have penalties for failing to remove signs. Contact the municipal clerk for more information.

## Advertising on voting day

The *Municipal Elections Act, 1996*, does not prohibit campaigning or advertising 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 campaign material in 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. A third-party advertiser is not allowed to have brochures, buttons, signs or any other advertising material in the voting place.

## Wrapping up the advertising campaign

After voting day, the third-party advertiser must remove any signs or other advertisements that have been put up, in accordance with municipal by-laws.

Advertising campaigns must end on December 31. The advertising campaign must end on December 31, 2026, unless it has a deficit and the third-party advertiser informs the clerk in writing that they are going to extend their campaign. Once the campaign has ended, the third-party advertiser should close the designated bank account and prepare the 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, 2027, is Easter Monday, financial statements may be filed with the clerk **until 2 p.m. on Tuesday, March 30, 2027**.

# Finance rules

## Third-party advertising campaign

This guide refers to activities related to third-party advertising as the "advertising campaign".

## Record keeping

Every third-party advertiser is responsible for keeping records related to their advertising campaign. The *Municipal Elections Act, 1996*, does not require that third-party advertisers use any specific accounting system. A third-party advertiser may want to consult with an auditor or an accountant to make sure that they are using a bookkeeping and accounting system that will suit their needs.

The third-party advertiser should also look through the financial statement (Form 8) that they will be required to file to make sure that they are keeping records of all the information that must be included on the statement.

Every third-party advertiser is required to keep these records until November 15, 2030, when the next council or school board takes office.

A third-party advertiser must keep the following records:

- the receipts issued for every contribution including when the contribution was accepted and the date the receipt was issued (receipts must also be issued to the third-party advertiser for any contributions made to their own advertising campaign)
- the value of every contribution, whether it is money, goods or services, and the contributor's name and address
- all expenses, including the receipts for each expense

- any claim for payment of an expense that the third-party advertiser 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

## Advertising campaign period

A registered third-party advertiser can only accept contributions or incur campaign expenses during their advertising campaign period.

The advertising campaign begins on the day the clerk certifies the registration of an individual, corporation or trade union to be a third-party advertiser. Third-party advertisers can register beginning on May 1, 2026, until the close of business on Friday October 23, 2026.

As the advertising is meant to influence voters, there is little point in continuing to advertise after voting day. However, the advertising campaign period runs until December 31, 2026. This extra time can be used to accept contributions if the advertising campaign has not paid for all of its expenses.

If a third-party advertiser is certain that they will not have any more financial activity after voting day, they can end their advertising campaign at any time between voting day and December 31, 2026.

## Bank account

Every third-party advertiser must open a bank account exclusively for the advertising campaign.

An individual cannot use an existing personal bank account for advertising campaign finances, even if they are planning a very small advertising campaign. A corporation or trade union may not use an existing account.

All contributions – including contributions that the third-party advertiser makes to itself – must be deposited into the third-party advertising campaign bank account. All expenses must be paid for from the campaign account.

## Contributions and advertising campaign income

### Contributions

Contributions are any money, goods or services that are given to a third-party advertiser for use in the advertising campaign, including money and goods that the third-party advertiser contributes to their own campaign.

If a third-party advertiser sells tickets to a fundraising event, the cost of the ticket is considered a contribution.

If a third-party advertiser obtains a loan from a bank or other recognized lending institution and guarantees the loan, and the advertising campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor. If the third-party advertiser is an individual, either they or their spouse may guarantee a loan.

### Things that are not contributions

The value of volunteer labour (for example, if a team of volunteers helps to put up signs) 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 the third-party advertiser may accept such donations without keeping track of who gave them. The total amount of money received from these donations must be reported on the financial statement.

If the third-party advertiser obtains 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 contribute

A third-party advertiser can accept contributions from:

- any person who is a resident of Ontario
- corporations carrying on business in Ontario
- trade unions that hold bargaining rights for employees in Ontario

If the registered third-party advertiser is an individual, and their spouse is not normally resident in Ontario, the spouse can still make contributions to the third party's advertising campaign. They may not make contributions to any other registered third-party advertiser, or to any candidates.

Entities that are not corporations 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 contribute

The following are not allowed to make contributions to third-party advertising campaigns:

- 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 can contributions be received

A third-party advertiser can only accept contributions once they have registered as a third-party advertiser and cannot accept contributions after the advertising campaign period has finished.

Any contributions received outside the advertising campaign period must be returned to the contributor. If the contribution cannot be returned to the contributor, it must be turned over to the clerk.

## Contribution limits

There is no limit on how much a registered third-party advertiser (and, if the third-party advertiser is an individual, their spouse) can contribute to their own advertising campaign.

There is a $1,200 limit that applies to all other contributions. This amount includes the value of any goods or services donated to the third-party advertiser. If an individual, corporation or trade union 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.

The maximum total amount that a contributor can give to third-party advertisers registered in the same municipality is $5,000.

A contribution must come directly from the contributor – pooling contributions from others and giving them to a third-party advertiser is not allowed. If a contribution is made from a joint account, it must be clear which person is making the 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).

Third-party advertisers are required to inform every contributor of the contribution limits. Contributors should keep track of their donations to ensure they don't end up giving more than is permitted.

## Contribution receipts

Third-party advertisers must issue a receipt for every contribution they receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, the third-party advertiser must determine the value of the goods or services and issue a receipt for the full value.

If a third-party advertiser receives a contribution from a joint account, the contribution can only come from one person. The third-party advertiser must determine who is making the contribution and issue the receipt to that person.

Third-party advertisers are required to list the names and addresses of every contributor who gives more than $100 total to the advertising campaign in their financial statement. The financial statement is a public document.

A third-party advertiser 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.

Contribution receipts are not tax receipts. Contributions to third-party advertising campaigns cannot be credited against provincial or federal income taxes.

An easy way for third-party advertisers to inform contributors of the contribution limits is to include the contribution limits on the receipt that is given for each contribution.

## Review of contributions

The contributions that are reported on third-party advertisers' financial statements will be reviewed by the municipal clerk to see if any contributors have given too much.

If the contributions reported on the financial statements show that a contributor gave more than $1,200 to an individual third-party advertiser, or if they show that a contributor gave more than $5,000 to third-party advertisers registered in the same municipality, the clerk will report this to the compliance audit committee. The compliance audit committee will hold a meeting and determine whether the municipality will begin court proceedings against the contributor.

### Returning ineligible contributions

Third-party advertisers are required to return any contribution that was made or accepted in contravention of the *Municipal Elections Act, 1996*, as soon as they learn that it was an ineligible contribution. If the contribution cannot be returned, it must be turned over to the clerk.

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

- made outside the 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 business that is not a corporation, etc.)
- greater than the $1,200 individual 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

### Unused contributions

If the advertising campaign ends with a surplus, the third-party advertiser can withdraw the value of contributions that they made to their own campaign. If the third-party advertiser is an individual, they can also withdraw the value of contributions made by their spouse. If there is still a surplus once these contributions have been withdrawn, it must be turned over to the clerk.

A third-party advertiser cannot refund any other unused contributions.

## Fundraising

Fundraising functions are events or activities held for the primary purpose of raising money for a third party's advertising campaign.

If a third-party advertiser has created brochures or other advertising materials that include a sentence asking for contributions or providing information about how to contribute, this would not make the production of the brochure a fundraising expense since its primary purpose is to persuade voters to vote a certain way, not to raise money. Fundraisers can only be held during the advertising campaign period. Third-party advertisers must record the gross income, including ticket revenue and other revenue, and the expenses related to each event and activity on their campaign financial statement.

If tickets are sold to the event, the ticket price is considered to be a contribution to the advertising campaign, and a receipt must be issued to each person who purchases tickets. If the ticket price is higher than $25, tickets cannot be paid for in cash.

## Advertising campaign income

If funds are raised 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 advertising campaign income that is not a contribution.

## Advertising campaign expenses

### Expenses

Advertising campaign expenses are the costs that are incurred during the campaign used in relation to third-party advertisements. These include costs directly related to producing, distributing or publishing advertisements, as well as indirect costs such as hiring someone to keep track of contributions and issue receipts.

The value of goods and services that are contributed to the advertising campaign are also expenses. They should be treated as if the contributor gave the third-party advertiser money and the third-party advertiser went out and purchased the goods and services at fair market value — both the contribution and the expense must be recorded.

Expenses must be paid from the advertising campaign bank account. If a credit card is used to pay for purchases, the third-party advertiser should 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.

Third-party advertisers can only incur expenses during their advertising campaign period, except for expenses related to the preparation of an auditor's report. If a third-party advertiser is required to include an auditor's report with their financial statement, they may incur these expenses after the advertising campaign period has ended. These expenses must also be reported on the financial statement.

### Spending limits

The general spending limit for a third-party advertiser's advertising campaign is calculated based on the number of electors who are eligible to vote in the municipality where the third-party advertiser is registered. The formula to calculate the limit is $5,000 plus $0.05 per eligible elector, to a maximum of $25,000.

**Examples:**

A third-party advertiser registered in a municipality with 50,000 electors would have a spending limit of $7,500.

A third-party advertiser registered in a municipality with 500,000 electors would have a spending limit of $25,000. $5000 plus $0.05 per elector is $30,000, so the maximum $25,000 applies.

When a third-party advertiser registers in a municipality, the clerk will give them an estimate of their general spending limit. This estimate will be based on the number of electors in the last election.

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

If the initial spending limit estimate is different than the final spending limit received in September, the higher of the two becomes the official spending limit. The clerk will also provide the spending limit for expenses related to parties and other expressions of appreciation.

## Types of expenses

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

- expenses related to holding a fundraising event or activity
- expenses related to a compliance audit
- expenses incurred by a registered third-party advertiser who is an individual with a disability, and the expenses are directly related to the disability and would not have been incurred if not for the election
- audit and accounting fees

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

The spending limit covers expenses that are incurred between the beginning of the advertising campaign (the day the third-party advertiser is registered) and voting day. Expenses incurred between the day after voting day and the end of the advertising campaign period are not subject to the spending limit.

If a third-party advertiser incurs an expense before voting day, but does not pay the expense until after voting day, it would still be subject to the spending limit.

### Spending limit for parties and expressions of appreciation

There is a separate spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting. This spending limit is calculated as 10% of the amount of the general spending limit to a maximum of $2,500.

**Example:**

A third-party advertiser's general spending limit is $20,000. The spending limit for throwing a party on voting night and making expressions of appreciation such as giving gifts to the members of the advertising campaign team would be $2,000. These expenses do not count toward the $20,000 general spending limit.

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

## Leftover advertising campaign inventory

If a third-party advertiser registered as a third-party advertiser in the last election and wants to reuse leftover goods such as signs or office supplies, the third-party advertiser must establish the current market value of the goods — what it would cost to purchase them today. Record the current market value as an expense.

If the third-party advertiser has inventory left at the end of their advertising campaign it becomes their personal property. If the third-party advertiser wants to store materials such as signs for use in another election, any costs related to storage are personal costs, not advertising campaign expenses.

**Note to accountants:** The value of all goods must be recorded as an expense regardless of whether the advertising 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 the advertising campaign has a surplus after the third-party advertiser has refunded contributions made by the third-party advertiser (and, if the third-party advertiser is an individual or their spouse), the remaining surplus must be paid over to the clerk when the financial statement is filed. The surplus will be held in trust, and the third-party advertiser can use it if they incur expenses related to a compliance audit. If the surplus is not needed for these expenses, it becomes the property of the municipality.

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

## Advertising that is broadcast or published

When third-party advertising appears on broadcast, print, electronic or other media, the broadcaster or publisher of the advertising must keep certain records:

- a written copy of the registered third-party advertiser'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 registered third-party advertiser
- 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.

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 8).

## Advertising campaign financial statement

Every registered third-party advertiser must 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**.

Third-party advertisers must use Form 8 (Do not use Form 4, as that is the financial statement for candidates).

If a bookkeeper or accountant completes the financial statement, the third-party advertiser is still responsible for ensuring that it is complete, accurate and filed on time.

Financial statements do not require original signatures. Contact the clerk for information about whether a financial statement can be filed electronically.

If an individual, corporation or trade union registered in more than one municipality, they must file a separate financial statement with each municipal clerk.

If a third-party advertiser did not receive any contributions or incur any expenses, they are only required to fill out the first page of the financial statement and sign it.

If a third-party advertiser received contributions or incurred any expenses, they must complete the relevant parts of the financial statement.

If the advertising campaign contributions or campaign expenses are greater than $10,000, the financial statement must be audited and the auditor's report included when the financial statement is submitted to the clerk.

## Filing early

A third-party advertiser can file their financial statement after they have ended their advertising campaign. If a third-party advertiser files a statement early and then discovers an error, they can submit a corrected statement at any time before the filing deadline on March 30, 2027. The original statement is deemed to be withdrawn when the corrected statement is filed. A third-party advertiser cannot withdraw a financial statement without submitting a corrected one.

## Applying for an extension

If a third-party advertiser will be unable to file the financial statement by the deadline, they may apply for an extension to the Superior Court of Justice before March 30, 2027.

## Grace period for filing

If a third-party advertiser has not filed a financial statement by the deadline, they may file the financial statement within 30 days after the deadline if they pay the municipality a $500 late filing fee. This 30-day grace period ends at 2 p.m. on Monday, April 29, 2027.

## Penalty for filing late

If a third-party advertiser has not filed a financial statement by the end of the 30-day grace period and did not apply to the court for an extension prior to the March 30 deadline, the individual, corporation or trade union will not be eligible to register as a third-party advertiser in the municipality until after the 2030 election.

If a third-party advertiser did not file a financial statement by the end of the 30-day grace period, they may still file it for the purposes of having their finances on the record. The clerk will accept the financial statement and make it available to the public. The penalty will still apply.

## Extended advertising campaigns

If the advertising campaign has a deficit, the third-party advertiser can extend their campaign in order to do some additional fundraising.

A third-party advertiser can extend their campaign by notifying the clerk using the Notice of Extension of Campaign Period (Form 6) on or before December 31, 2026. The end date for the extended period will be the earliest of:

- the day the third-party advertiser notifies the clerk in writing that they will be ending their advertising campaign and not accepting any more contributions
- June 30, 2027

If a third-party advertiser extends their advertising campaign they must file two financial statements:

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

The supplementary financial statement must be filed with the clerk by 2 p.m. on Friday, September 24, 2027. There is also a 30-day grace period for this deadline in which the statement can be filed late provided the $500 fee is paid.

### Auditor's report

A third-party advertiser must have an auditor review the financial statement and provide a report if any of the following are true:

- the advertising campaign expenses exceed $10,000
- the contributions received exceed a total of $10,000
- both the expenses and contributions exceed $10,000 each

The auditor's report must be prepared by an auditor licensed under the *Public Accounting Act, 2004*. Before a third-party advertiser hires someone to prepare the report, they should ensure that the person is properly qualified.

A third-party advertiser can incur expenses relating to the auditor's report after December 31, 2026. These expenses do not count toward the spending limit. These expenses should be included on the financial statement that will be filed.

## 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

Under the *Municipal Elections Act, 1996*, a penalty applies automatically if:

- a third-party advertiser fails to file a financial statement by the end of the 30-day grace period or fails to apply to the court for an extension by the filing deadline
- the financial statement shows that the third-party advertiser has exceeded a spending limit
- a third-party advertiser fails to turn over their surplus to the clerk when they file their financial statement

The penalty is that the individual, corporation or trade union will not be eligible to register as a third-party advertiser in the municipality until after the 2030 election.

## Compliance audits

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

If an eligible elector believes that a third-party advertiser has not followed the election finance rules, the elector may apply for a compliance audit of the third party's advertising campaign finances. The application must be in writing, and must set out the reasons why they believe the third-party advertiser did not follow the rules.

An application for a compliance audit must be submitted to the clerk of the municipality where the third-party advertiser is registered within 90 days of the deadline to file the advertising campaign financial statement.

The compliance audit committee will consider the application and decide whether to grant or reject the application. The committee's decision may be appealed 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 the third party's advertising campaign finances. The auditor is entitled to have access to all of the financial records related to the advertising campaign. The auditor will produce a report, which the third-party advertiser is 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 a third-party advertiser contravened the Act and, if so, which penalties should apply.

A person who does not want to 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 before November 15, 2030.

### Penalties

If a person is convicted of committing an offence, they may be subject to the following penalties:

- a fine of up to $25,000
- up to six months in prison
- ineligibility to register to be a third-party advertiser until after the next regular election
- ineligibility to vote or run in the next regular election (in the case of conviction for bribery or other corrupt practices)

If a corporation or trade union is convicted of committing an offence, they may be subject to a fine of up to $50,000, and ineligibility to register to be a third-party advertiser until after the next regular election.

If any third-party advertiser is convicted of exceeding a spending limit, they may also be fined the amount by which they exceeded the limit.

## Completing the financial statement

### General information

**All third-party advertisers must file a financial statement.** This includes third-party advertisers who withdrew their registration.

Third-party advertisers must use Form 8.

All registered third-party advertisers must complete Box A: Name of Registrant and Box B: Declaration.

- If the third-party advertiser did not receive any contributions or incur any expenses, check the box indicating this, and complete the Declaration in Box B. No further information is required.
- If the third-party advertiser did receive contributions or incur expenses, fill in the information in Box C, Box D, Schedule 1, and Schedule 2 as appropriate. It may be easier to fill out the form by starting with the more detailed sections such as the

tables in Schedule 1 before filling in the Statement of Campaign Income and Expenses.

If the third-party advertiser received contributions or incurred expenses in excess of $10,000, an auditor's report must be included with the financial statement.

The completed financial statement must be submitted to the clerk by **2 p.m. on March 26, 2027**.

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

## Tips for completing Form 8

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

### Box A: Name of Registrant

Record the general spending limit and the 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.

### Box B: Declaration

Signing the form declares that the information recorded in the financial statement is true and accurate. If the financial statement was prepared by someone else, the registrant (or official representative) is still responsible for its accuracy.

### Box C: Statement of Campaign Income and Expenses

### Loan

If a loan is obtained for the advertising campaign, the name of the bank or recognized lending institution and the amount borrowed must be recorded.

A loan is permitted only if it is from a bank or other recognized lending institution in Ontario, and it must be paid directly into the campaign bank account. A loan cannot be received from family members or from any corporate accounts that the third-party advertiser may have access to.

The loan is not considered to be advertising campaign income, and paying it back is not a campaign expense. However, if the third-party advertiser (or their spouse, if the third-party advertiser is an individual) guarantees 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).

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

### Income

A registered third-party's advertising campaign income includes all contributions received from themselves as the registrant, their spouse (if the registrant is an individual), and other eligible contributors. This includes the value of contributions of goods and services. Income also includes any refunds of deposits, interest earned by the registrant's campaign bank account, and revenue from fundraising events or activities that is not deemed a contribution (for example, if the third-party advertiser sold refreshments at market value).

### Sign deposit

If the municipality requires a deposit for election signs, this should be recorded as an advertising campaign expense and paid for using campaign funds. If the registered third-party advertiser's deposit is refunded, record the amount under Income.

### Expenses

Advertising campaign expenses include the value of any goods or services that have been contributed to their 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, subtract the total amount of campaign expenses from the total amount of campaign income. If the expenses are greater than the income, the advertising campaign is in deficit.

**If the advertising campaign has been extended in order to fundraise, the registered third-party advertiser must still file a financial statement reflecting their campaign finances to December 31, 2026.**

## Campaign surplus

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

The third-party advertiser is entitled to reimburse contributions made by the registrant or, if the third-party advertiser is an individual, their spouse out of the surplus. For example, if the surplus was $500 and the registrant contributed $400 to their advertising campaign, the third-party advertiser may deduct that $400, leaving the campaign with a surplus of $100. If the surplus was $500 and the registrant contributed $600, the third-party advertiser may deduct $500 of their contribution, leaving the campaign with $0. The third-party advertiser may not deduct more than the value of the surplus.

If, after deducting contributions made by the registrant or their spouse (if the third-party advertiser is an individual), the advertising 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 the advertising campaign.

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

- Table 1: Contributions in goods or services
- Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
- Table 3: Monetary contributions from individuals other than registrant or spouse where contributions exceed $100 per contributor
- Table 4: Monetary contributions from corporations or trade unions where contributions exceed $100 per contributor
- Table 5: Contributions in goods or services from individuals other than registrant or spouse where contributions exceed $100 per contributor
- Table 6: Contributions in goods or services from corporations or trade unions where contributions exceed $100 per contributor

## Contributions from registrant and spouse

Record these amounts on the lines provided in Schedule 1.

**Note:** report the full amount of the contributions made by the registrant and their spouse (if the third-party advertiser is an individual) including any amounts that have been reimbursed from a surplus.

### Contributions totalling $100 or less

Contributors that give $100 or less in total do not have to be individually identified. The total amount contributed from these contributors will be recorded as a lump sum 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 registrant or (if individual) spouse

If the registrant or their spouse (if the third-party advertiser is an individual) contribute goods and services to their advertising campaign, this must be recorded as a contribution. Record any contributions in Table 1 of Schedule 1.

### Inventory of campaign goods and materials from previous municipal campaign used in this campaign

Any inventory from a previous advertising campaign that a registered third-party advertiser is using again is considered a contribution in goods that the third-party advertiser is making to their campaign. Calculate the current market value (for example, if the third-party advertiser has 100 signs left over from 2022 and uses them again, they 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 an advertising campaign expense.

### Contributions totaling more than $100

If a contributor makes one or more contributions totaling more than $100 (including the value of goods and services and the cost of tickets to fundraising events), record all of these contributions in the tables provided in Schedule 1 (Tables 3-6).

If an anonymous contribution is more than $100, include it in the total value of contributions exceeding $100 per contributor, and include it in the relevant table (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 advertising campaign contributes $75, each

of these contributions must be recorded in the appropriate tables because the total exceeds $100.

Eligible contributors may donate goods and services to the advertising 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 permitted to make contributions to third-party advertisers. This includes contributions of goods and services.

## 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 advertising campaign. 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 an advertising campaign brochure asking people to donate does not make the production of the brochure a fundraising expense.

If costs of fundraising events/activities are included as an expense in Box C, 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 above section on contributions in Schedule 1 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

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) may be kept. 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.

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 advertising 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.

## Where to find 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.

Financial Statement – Subsequent Expenses (Form 5)

Notice of Extension of Campaign Period (Form 6)

Notice of Registration – Third Party (Form 7)

Financial Statement – Auditor's Report – Third Party (Form 8)