



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**2026 MUNICIPAL ELECTION
CANDIDATE'S MANUAL
VILLAGE OF MERRICKVILLE-WOLFORD**



Thank you for your interest in serving the public as part of Municipal Council! Serving the public as an elected official requires a four-year commitment of considerable time and energy. We hope that the Candidate Package will assist with your journey through the election process.

The *Municipal Elections Act, 1996* sets out in detail the requirements to be met by candidates for office. These requirements have been summarized throughout the Candidate Package for your convenience. We urge you to read through the *Municipal Elections Act, 1996* for your own reference, which can be found online.

It is most important to note that the contents of this package are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified to vote and run for office.

As the election year progresses, additional information will be available regarding the specifics of the election process. We will be providing you with this information as it becomes available. You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities as a candidate. Please also refer to the Village's election website, www.mwvotes.ca, as regular updates will be made to the website throughout the election process.

A confirmation sheet will be supplied to you for signing when you submit your nomination papers to acknowledge that all information has been provided to you.

Best wishes during your election campaign and please do not hesitate to contact me if you have questions.

Julia McCaugherty-Jansman

Julia McCaugherty-Jansman, Clerk/Returning Officer

Phone: 613-269-4791 ext. 257

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2026 Municipal Election Candidate Package

Forms to be submitted to the Clerk's Office when filing nomination papers:

- Nomination Paper (Form 1)
- Nomination Filing Fee (\$200 Head of Council, \$100 Councillor)
- Proof of Identity and Qualifying Address
- Declaration of Qualifications (EL18)
- Consent to release Personal Information (VMW02)

More information regarding the 2026 Municipal Elections can be found on the Village's election website www.mwvotes.ca



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Also Included:

Campaign Finance Information for Candidates

MMAH 2026 Candidates' Guide

Telephone/Internet Election Policies and Procedures

Traditional (Paper Ballot) Voting Election Policies and Procedures

Use of Corporate Resources for Election Purposes Policy

By-law to Authorize Alternative Voting Methods

Introduction

This manual has been prepared for the purposes of supplying information, which will be of assistance to persons intending to stand for elected office for the Village of Merrickville-Wolford Council.

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

Important Dates

May 1, 2026 – August 21, 2026	Nominations may be filed
August 21, 2026	Nomination Day: Nominations accepted until 2:00 p.m.
August 21, 2026	Last day for Withdrawal of Nomination up until 2:00 p.m.
August 24, 2026	Certification of Nomination Papers by Clerk and list of Candidates posted
September 1, 2026	Revision period for Voters' list begins. Voter's list reproduced for candidates and other authorized persons (if requested)
September 30, 2026	Clerk to give a copy of the interim list of changes to the Voters' List to each person who received a copy of the Voters' List under s. 23.
September 30, 2026	Clerk to provide Final Certificate of Maximum Campaign Expenses and Contributions – Own Campaign to all Candidates
October 19-23 2026	Advanced Voting – Internet and Telephone Voting Only
October 21, 2026	Advanced Voting – In-person Paper Ballots only 10:00 a.m. – 6:00 p.m. Eastons Corners Centennial Hall
October 26, 2026	Voting Day

	10:00 a.m. to 8:00 p.m. Paper ballot voting - Merrickville Community Centre Internet and Telephone voting remain open until 8:00 p.m.
November 15, 2026	New term of office commences
December 31, 2026	Last day of Regular Campaign Period Deadline - persons provided with a copy of the Voters' List under s. 23(3) shall destroy it
March 30, 2026	Deadline for candidates and third-party advertisers to submit Financial Statements

Elected Offices

At this election, members will be elected for the period commencing November 15, 2026, and ending November 14, 2030, for the following offices:

Mayor – one (1) elected at large

Merrickville Ward Councillors – two (2) elected

Wolford Ward Councillors – two (2) elected

The total number of members on the Village of Merrickville-Wolford Council is five (5) members.

Who Can Be a Candidate?

A person is entitled to be a candidate for Mayor or Councillor if they:

- Are a resident of the Village of Merrickville-Wolford, or an owner or tenant of land, or the spouse of such owner or tenant;
- Are a Canadian citizen;
- Are at least 18 years old; and
- Are not legally prohibited from voting.

Who Cannot Be a Candidate?

- A person who is serving a sentence of imprisonment in a penal or correctional institute
- A corporation
- A person acting as an executor or trustee or in any other representative capacity
- A person who ceases to be a Canadian citizen
- A person who is not a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality
- An employee of the municipality or local board unless he or she takes an unpaid leave of absence beginning the day the employee is nominated and resigns if elected to the office
- A judge of any court, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada
- A person who is prohibited from voting in an election according to the Municipal Elections Act, 1996 or the Municipal Act, 2001
- A person who has violated financial requirements for filing financial information in a previous election

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

Note: It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are nominated.

Nomination Information

To run for the office of Mayor, Councillor, or School Board Trustee, candidates must file a prescribed nomination paper. Candidates cannot raise or spend any money on their campaign until this nomination paper is filed. Nomination papers must be filed by the candidate, in person, or by an agent acting on the candidate's behalf, at the Village of Merrickville-Wolford Municipal Office, during regular business hours. The nomination paper may not be faxed, mailed, or emailed. If an agent of the candidate is filing the nomination paper, the form must be fully completed prior to filing.

The candidate or agent filing the nomination paper will be required to provide proof of identity.

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

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

Items needed for filing:

- A completed copy of the nomination paper (Form 1)
- A declaration of qualification signed by the candidate (form EL18A)
- Consent to Release Personal Information form signed by the candidate
- Filing fee
- Proof of identity and qualifying address

NOTE: Nomination Papers are public documents and are available for inspection in the Clerk's Office.

Filing Fees

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

- The filing fee for a candidate running for Mayor is \$200.
- The filing fee for a candidate running for Councillor or School Board Trustee is \$100.

Nomination filing fees are refundable if the candidate's financial statement and auditor's report are filed on or before **March 30, 2027 at 2:00 p.m. (s. 88.30(1))**.

Withdrawal of Nomination

A candidate who wishes to withdraw his or her nomination must notify the Clerk in writing before 2:00 p.m. on August 21, 2026. The candidate must file their withdrawal or statement in person and may be required to provide identification.

The candidate will still be required to submit a financial statement (due no later than March 30, 2027 at 2:00 p.m.) covering all financial transactions up to the time of withdrawal.

Campaign and General Information

Duties of the Candidate

The candidate is responsible for the following duties:

- No contributions of money are accepted or expenses incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- All contributions of money are deposited into the campaign accounts;

- All funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- All payments for expenses are made from the campaign accounts;
- Contributions of goods or services are valued;
- Receipts are issued for every contribution and obtained for every expense;
- Records are kept of:
 - The receipts issued for every contribution
 - The value of every contribution
 - Whether a contribution is in the form of money, goods or services; and
 - The contributor's name and address.
- Records are kept of every expense including the receipts obtained for each expense;
- Records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- Records are kept of every expense including the receipts obtained for each expense;
- Records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- Records are kept of the gross income from a fundraising function and the gross amount of money received at a fundraising function by donations of \$25 or less by the sale of goods or services for \$25 or less;
- Records are kept of any loan and its terms under section 88.17;
- Records are retained for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- Financial filings are made in accordance with sections 88.25 and 88.32;
- Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;
- A contribution of money made or received in contravention of this Act or bylaw passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- A contribution not returned to the contributor is paid to the Clerk with whom the candidates' nomination was filed;
- An anonymous contribution is paid to the Clerk with whom the candidates nomination was filed; and
- Each contributor is informed that a contributor shall not make contributions exceeding:
 - i. Subject to subsection (2), a total of \$1,200 to any one candidate in an election; and

- ii. A total of \$5,000 to two or more candidates for offices on the same council or school board

When is the Campaign Period?

Starts	The campaign period runs from the time a candidate submits their Nomination Paper
Ends	<ul style="list-style-type: none"> a) December 31, 2026 b) If a candidate withdraws his/her nomination or the Clerk rejects the nomination, the campaign period ends on the day of withdrawal or the day of the rejection, as the case may be
Extension	If the candidate has a deficit at the time the campaign period would otherwise end (December 31, 2026), the period may continue provided the candidate notifies the Clerk on or before December 31, 2026 of their intention to extend the period.

End of Extension: The extension period ends the earliest of:

- i. June 30, 2027;
- ii. The day he/she is nominated in a subsequent election for an office on the same council or local board for which the deficit was incurred;
- iii. The day the candidate notifies the Clerk in writing that he/she will no longer accept further contributions; or
- iv. The day that further contributions = expenses incurred during the extension campaign period + the amount of deficit at the start of extension campaign period.

Accessibility

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials, and canvassing should all be reviewed in order to ensure that they are fully accessible.

Here is the link to the AMCTO’s Candidates Guide to Accessible Elections:

<https://www.amcto.com/sites/default/files/2025-07/AMCTO-Candidates-Guide-to-Accessible-Elections.pdf>

Election Contributions and Expenses

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in the municipal elections. As well, the *Act* requires the candidate to report the contributions received and expenses incurred during the campaign period.

- Campaign contributions can only be accepted during the campaign period; that is between the date that the candidate submitted their Nomination Paper and December 31, 2026 (s.88.8(2))
- A contributor shall not make contributions exceeding a total of \$1,200 to any one candidate (s.88.9(1))
- 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 (s.88.9(4))
- A cash contribution cannot exceed \$25 (s.88.8(8))

Candidate Contribution Limit to Own Campaign

A candidate for an office on a council and his or her spouse shall not make contributions to the candidate’s own election campaign that, combined, exceeds the amounts noted below:

A candidate running for Mayor can spend \$7,500 plus \$0.20 per elector. A candidate running for other council offices can spend \$5,000 plus \$0.20 per elector.

The Clerk shall issue a revised self-spending limit to each candidate no later than September 30, 2026. The following is an **estimate** based on the 2022 number of electors as provided by MPAC:

Office	Electors	Calculations	Estimated Self-Spending Limit
Mayor	2831	$\$7500 + (2831 \times 0.20)$	\$8066.20
Councillor	2831	$\$5000 + (2831 \times 0.20)$	\$5566.20

You must open a bank account exclusively for your campaign if you accept any contribution or money (including contributions from yourself or spouse) or incur any expenses. If you do not spend any money and do not receive any contributions of money, you do not have to open a campaign bank account.

For detailed information respecting contributions and allowable expenses, in addition to referring to the Act, please refer to the “Candidate’s Guide”, prepared by the Ministry of Municipal Affairs and Housing that is included in this package.

What are the campaign spending limits?

The *Municipal Elections Act* provides for the following spending limits:

- A candidate running for Mayor can spend \$7,500 plus \$0.85 per elector entitled to vote for the office.
- A candidate running for another office can spend \$5,000 plus \$0.85 per elector entitled to vote for the office.

The Clerk shall issue a statement of maximum campaign expenses to each candidate not later than September 30, 2026. The following is an estimate based on the 2022 numbers of electors as provided by MPAC:

Office	Electors	Calculations	Estimated Spending Limit
Mayor	2831	$\$7500 + 2831 \times 0.85$	\$9906.35
Councillor	2831	$\$5000 + (2831 \times 0.85)$	\$7406.35

What are the financial reporting requirements?

All nominated candidates, including those not elected, those who withdrew their nomination, or those whose nomination was rejected by the Clerk, must disclose and report their contributions and expenses as of **March 30, 2027**, in accordance with the following:

- All candidates are required to file a detailed financial statement;
- Candidates whose campaign contributions and total expenses are greater than \$10,000 must have their financial statement audited and submit the auditor's report to the Clerk along with their financial statement.

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

Penalties for Default of Filing Financial Reports

A candidate is in default of the filing requirements of the *Act*, if:

- a) They fail to file a document as required under s. 88.25 or 88.32 by the relevant date; or

- b) A document filed under s. 88.25 shows on its face a surplus, as described in s. 88.31, and the candidate fails to pay the amount required by s. 88.31(4) to the Clerk by the relevant date; or
- c) A document filed under s. 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under s 88.20 of the *Municipal Elections Act, 1996*; or
- d) A document filed under s. 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section to the Clerk by the relevant date.

Campaign Surpluses

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 (s.88.31(4)). 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 school board. If your campaign expenses are greater than your campaign income, your campaign will be in a deficit. Candidates may no longer carry forward a deficit to their next campaign.

Voting Information

Eligible electors will be casting ballots for the following offices:

- Mayor – one (1) elected at large
- Merrickville Ward Councillors – two (2) elected
- Wolford Ward Councillors – two (2) elected

Who can vote?

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

- A resident of the Village of Merrickville-Wolford, or an owner or tenant of land, or the spouse of such an owner or tenant;
- A Canadian citizen;
- At least 18 years old; and
- Not prohibited from voting by law.

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

Who cannot vote?

You cannot vote if you are:

- A person serving a sentence of imprisonment in a penal or correctional institution;
- A corporation;
- A person acting as executor or trustee or in any other representative capacity; and
- A person convicted of a corrupt practice for an election held within four (4) years of voting day.

The Voters' List

The Voters' List is a list of eligible electors in the Village of Merrickville-Wolford.

Elections Ontario maintains the Permanent Register of Electors for Ontario, also known as the Voters' List, which is used for both provincial and municipal elections.

If you are an Ontario resident over the age of 18, you can visit the Register to Vote website to confirm or update your information in a few easy steps until August 12, 2026.

Website – [RegisterToVoteOn.ca](https://www.registertovote.on.ca)

Phone – 1-866-242-3025

MPAC is legislatively required to collect school support designations. Homeowners and tenants have until **June 1, 2026** to update their school support designations to be accurately included on the Preliminary List of Electors ahead of the 2026 municipal and school board elections.

Update your school support through the [MPAC website](#).

In accordance with Section 23(4) of the Municipal Elections Act, 1996, every candidate will receive one free copy of the part of the voters' list that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated. To receive a copy of the voters' list, candidates must submit a completed Declaration of Proper Use of the Voters' List (Form VMW10).

How can Village of Merrickville-Wolford electors vote?

The 2026 Village of Merrickville-Wolford Municipal Election will be working with Intelivote Systems Inc. to provide eVoting services to eligible voters. This includes the convenience and independence of voting from anywhere via telephone or internet.

Voters will also have the choice of voting by paper ballot on Election Day and at an Advance Vote at the voting stations.

Advance Voting Period

Location	Internet and Telephone
Dates & Times	October 19 th at 10:00 a.m. until October 23 rd at 8:00 p.m.

Advance Voting Location (Paper Ballot only)

Location	Eastons Corners Centennial Hall Located at 43 Park St, Jasper, ON K0G 1G0 *Paper Ballots Only*
Dates & Times	Wednesday, October 21 st 10:00 a.m. until 6:00 p.m.

Election Day

Location	Merrickville Community Centre Located at 106 Read St., Merrickville, ON K0G 1N0 *Paper Ballots Only* Internet and Telephone Voting Remains Open
Dates & Times	Monday, October 26 th 10:00 a.m. until 8:00 p.m.

Voter Information Letters

Eligible and registered electors will receive, by mail, a Voter Information Letter (VIL). This letter will contain your individual, confidential Voting PIN.

Individual PINS will be mailed to eligible voters prior to the first voting day.

Voting instructions will be included in the Voter Information Letter mailed to each person on the Voters' List. Included in this information are instructions on how to access the voting system.

Offences, Penalties and Enforcement

(Taken from the Municipal Elections Act)

Offences

89 A person is guilty of an offence if he or she,

- a. votes without being entitled to do so;
- b. votes more times than this Act allows;
- c. votes in a voting place in which he or she is not entitled to vote;
- d. induces or procures a person to vote when that person is not entitled to do so;
- e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
- g. before or during an election, publishes a false statement of a candidate's withdrawal;
- h. furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- i. without authority, supplies a ballot to anyone;
- j. delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- k. takes a ballot away from the voting place;
- l. at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
- m. attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89; 2009, c. 33, Sched. 21, s. 8 (55).

Section Amendments with date in force (d/m/y)

Corrupt practices: certain offences committed knowingly

90 (1) 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. 1996, c. 32, Sched., s. 90 (1); 2009, c. 33, Sched. 21, s. 8 (56).

Corrupt practices: bribery

(2) An offence described in subsection (3) constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in this Act. 2009, c. 33, Sched. 21, s. 8 (57).

Same

(3) No person shall, directly or indirectly,

- a. offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or non-exercise of an elector's vote;
- b. advance, pay or cause to be paid money intending that it be used to commit an offence referred to in clause (a), or knowing that it will be used to repay money used in that way;
- c. give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- d. apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of an elector's vote;
- e. give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- f. offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy. 1996, c. 32, Sched., s. 90 (3); 2016, c. 15, s. 67.

Corrupt practices by election officials: miscounting votes

(4) A deputy returning officer or other election official who knowingly miscounts the votes or knowingly prepares a false statement of the votes is guilty of an offence that constitutes a corrupt practice. 1996, c. 32, Sched., s. 90 (4); 2009, c. 33, Sched. 21, s. 8 (58).

Same: false ballot

(5) A deputy returning officer who knowingly places in a ballot box a paper that purports to be, but is not, a ballot capable of being used as such at an election, is guilty of an offence

that constitutes a corrupt practice. 1996, c. 32, Sched., s. 90 (5); 2009, c. 33, Sched. 21, s. 8 (59).

Neglect of duty

(6) A clerk or other election official who wilfully fails to perform a duty imposed by this Act is guilty of an offence that constitutes a corrupt practice. 1996, c. 32, Sched., s. 90 (6); 2009, c. 33, Sched. 21, s. 8 (60).

Section Amendments with date in force (d/m/y)

Corrupt practice and ineligibility for office

91 (1) If a person is convicted of a corrupt practice under this Act, 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, then, in addition to any other penalty provided for in this Act,

- a. any office to which the person was elected is forfeited and becomes vacant; and
- b. the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates. 2009, c. 33, Sched. 21, s. 8 (61).

Exception

(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1) (b) does not apply. 2009, c. 33, Sched. 21, s. 8 (61).

Section Amendments with date in force (d/m/y)

Offences re campaign finances

Offences by candidate

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

- a. if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
- b. if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (1).

Exception, action in good faith

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

Additional penalty, candidates

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

Offences by registered third party

(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

- a. if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- b. if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (2).

Exception, action in good faith

(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply. 2016, c. 15, s. 68 (2).

Additional penalty, registered third parties

(6) If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (2).

Section Amendments with date in force (d/m/y)

Obstruction, etc.

93 No person shall obstruct a person making an investigation or examination under this Act or withhold, conceal or destroy anything relevant to the investigation or examination. 1996, c. 32, Sched., s. 93.

General offence

94 A person who contravenes any provision of this Act or a regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence. 2016, c. 15, s. 69.

Section Amendments with date in force (d/m/y)

General penalty, individual

94.1 (1) An individual who is convicted of an offence under this Act is liable to the following penalties in addition to any other penalty provided for in this Act:

1. For any offence, a fine of not more than \$25,000.
2. For any offence other than a corrupt practice, the penalties described in subsection 88.23 (2) and 88.27 (1).
3. For an offence under section 90, imprisonment for a term of not more than six months.
4. For any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months. 2009, c. 33, Sched. 21, s. 8 (68); 2016, c. 15, s. 70.

Same, corporation or trade union

(2) A corporation or trade union that is convicted of an offence under this Act is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in this Act. 2009, c. 33, Sched. 21, s. 8 (68).

Section Amendments with date in force (d/m/y)

Limitation period

94.2 (1) No prosecution for an offence under this Act in relation to a regular election shall be commenced after November 15 of the fourth year following the year in which the regular election was held. 2009, c. 33, Sched. 21, s. 8 (68); 2017, c. 10, Sched. 4, s. 8 (19).

Transition

(1.1) Despite subsection (1), no prosecution for an offence under this Act in relation to the 2014 regular election shall be commenced after December 1, 2018. 2017, c. 10, Sched. 4, s. 8 (20).

Same

(2) No prosecution for an offence under this Act in relation to a by-election shall be commenced after November 15 of the year of the next regular election after the by-election. 2009, c. 33, Sched. 21, s. 8 (68); 2017, c. 10, Sched. 4, s. 8 (21).

Transition

(2.1) Despite subsection (2), no prosecution for an offence under this Act in relation to a by-election held after the 2014 regular election and before the 2018 regular election shall be commenced after December 1, 2018. 2017, c. 10, Sched. 4, s. 8 (22).

Voting Day: Monday, October 26, 2026

Campaign Period ends on December 31, 2026 (unless an extension has been filed)

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

Campaign contributions are any money, goods or services that are given to you for use in your campaign including money and goods that you contribute yourself. You are only allowed to accept contributions or incur campaign expenses during your campaign period, after you file your nomination.

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

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

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

Contribution limits

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

Who can make contributions to municipal candidates?

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

Contribution receipts must be issued for every contribution you receive. The receipt should show who made the contribution, the date and the value and can only come from one person (e.g. in the case of a joint account). You are required to list the names and addresses of every contributor who gives more than \$100 in total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totaling more than \$100. *Note: Contribution receipts are not tax receipts. Contributions to municipal and school board campaigns cannot be credited against provincial or federal income taxes.*

Ineligible contributors

- corporation
- trade union
- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality, or a school board

Ineligible contributions

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

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

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

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

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

Expenses not subject to the spending limit:

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

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

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

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

Financial Statement: It is the responsibility of a candidate to file a complete and accurate financial statement by the **filing deadline** which is **2:00 p.m. Friday March 30, 2027**. If you filed a nomination form, you must file a financial statement.

Note: If your campaign has a deficit, you may request to extend your campaign in order to do some additional fundraising. Please contact the clerk for more information.

Penalties may apply if you are convicted of an offence:

- A fine of up to \$25,000
- Ineligibility to vote or run in the next regular election
- Up to six months imprisonment
- Forfeiture of your elected office if the judge finds that you committed the offence knowingly

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

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

- If you fail to apply to the court for an extension by the filing deadline or file a financial statement by the end of the 30-day grace period
- If your financial statement shows that you exceeded a spending limit
- If you fail to turn over your surplus to the clerk when you file your financial statement

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

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

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

Resources

Municipal Elections Guides and Resources



Municipal Elections Act, 1996



**Ministry of Municipal Affairs
Municipal Services Office Contact**



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

2026 candidates' guide

Ontario municipal council and
school board elections

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

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

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

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

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

New election rules for 2026

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

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

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

Contact us

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

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

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General information

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

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

Your municipality may have specific rules on issues such as:

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

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

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

The municipal clerk

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

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

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

Emergency declaration by the clerk

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

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

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

Eligibility to run for election

Running for municipal council

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

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

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

Municipal employees

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

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

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

Who is not eligible?

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

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

Running for school board trustee

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

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

School board employees

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

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

Municipal officials

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

Who is not eligible?

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

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

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

Note for MPs, MPPs and senators

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

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

Nominations

Filing your nomination

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

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

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

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

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

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

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

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

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

The nomination fee

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

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

Endorsement signatures

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

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

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

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

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

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

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

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

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

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

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

Deadline to file your nomination

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

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

Where to file

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

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

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

Changing your mind – withdrawal

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

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

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

Changing your mind – running for a different office

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

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

Example:

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

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

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

Example:

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

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

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

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

Example:

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

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

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

Acclamations

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

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

Additional nominations

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

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

The voters' list

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

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

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

Restrictions on handling the voters' list

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

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

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

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

Written acknowledgements

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

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

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

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

Campaigning

Signs

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

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

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

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

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

Getting information out

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

All candidates' debates

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

Joint campaigns / running on a slate

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

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

Third-party advertising

General information

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

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

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

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

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

On voting day

Campaigning on voting day

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

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

Remaining in a voting place

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

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

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

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

Scrutineers

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

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

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

Scrutineers may be required to take an oath of secrecy.

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

Counting votes

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

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

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

Results

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

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

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

After voting day

Recounts

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

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

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

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

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

Tied votes

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

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

Wrapping up your campaign

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

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

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

Term of office

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

Campaign finance

General information

Record keeping

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

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

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

You must keep the following campaign records:

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

Campaign period

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

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

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

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

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

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

Bank account

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

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

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

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

Contributions and campaign income

Contributions

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

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

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

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

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

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

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

Things that are not contributions

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

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

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

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

Who can make a contribution

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

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

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

Who cannot make a contribution

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

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

When you can receive contributions

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

Contribution limits – contributions from yourself and your spouse

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

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

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

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

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

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

This limit does not apply to school board trustee candidates.

Contribution limits – contributions from other people

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

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

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

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

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

Contribution receipts

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

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

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

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

Returning ineligible contributions

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

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

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

Unused contributions

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

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

Contribution rebates

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

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

Fundraising

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

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

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

Campaign income

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

Campaign expenses

Expenses

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

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

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

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

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

Goods and services

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

Spending limits

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

General spending limit

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

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

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

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

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

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

- expenses related to holding a fundraising event or activity

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

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

When the general spending limit applies

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

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

Spending limit for parties and expressions of appreciation

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

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

Leftover campaign inventory

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

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

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

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

Surplus and deficit

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

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

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

Campaign advertisements

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

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

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

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

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

Campaign financial statement

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

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

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

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

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

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

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

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

Filing early

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

Applying for an extension

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

Grace period for filing

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

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

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

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

Separate statement for each office

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

Extended campaigns

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

Your campaign may be extended until June 30, 2027.

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

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

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

Auditor's report

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

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

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

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

Compliance and enforcement

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

Automatic penalties

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

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

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

Compliance audits

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

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

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

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

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

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

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

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

Penalties

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

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

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

Completing the financial statement

General information

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

Candidates must use [Form 4](#).

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

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

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

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

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

Tips for completing Form 4

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

Box A: Name of candidate and office

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

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

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

Box B: Declaration

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

Box C: Statement of campaign income and expenses

Loan

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

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

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

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

Income

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

Example

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

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

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

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

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

Sign deposit

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

Expenses

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

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

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

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

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

Box D: Calculation of surplus or deficit

Campaign deficit

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

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

Campaign surplus

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

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

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

Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

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

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

Contributions from yourself and/or your spouse

If you are running for municipal council, you and your spouse are subject to limits on how much you can contribute to your campaign. This limit applies to contributions of money, goods and services, as well as the value of any inventory from a previous campaign that you have used in your current campaign.

Record these amounts on the lines provided in Schedule 1. Do not include them in the tables of contributions (Table 1 or Table 2). The other reason to identify the contributions from you and your spouse is because those contributions can be reimbursed by you and your spouse if the campaign ends with a surplus.

Note: you must report the full amount of the contributions made by you and your spouse, including any amounts that have been reimbursed from a surplus.

Contributions totalling \$100 or less

If the total amount contributed (including the value of goods and services) from a single contributor is \$100 or less, you do not need to provide details on the form. Simply indicate the total value of all such contributions on the line provided at the top of Schedule 1.

If an anonymous contribution is \$100 or less, include it in the total value of contributions not exceeding \$100 per contributor. Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Goods and services from candidate or spouse

If you or your spouse contribute goods and services to your campaign, this must be recorded as a contribution. Record any contributions in Table 1 of Schedule 1.

Inventory from previous campaign

Any inventory from a previous campaign that you are using again is a contribution in goods that you make to your campaign and counts towards your self-funding limit. You must calculate the current market value (for example, if you have 100 signs left over from 2022 and use them again, you must calculate how much it would cost to purchase those same signs in 2026) and record it in Table 2. This inventory must also be recorded as a campaign expense.

Contributions totalling more than \$100

If a contributor makes 1 or more contributions totalling more than \$100 (including the value of goods and services and the cost of tickets to fundraising events), you must record all of these contributions in the tables provided in Schedule 1 (Tables 3 and 4).

If an anonymous contribution is more than \$100, include it in the total value of contributions exceeding \$100 per contributor, and include it in Table 3 (listing “anonymous” as the name of the contributor). Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Note: it is the total amount contributed that matters — if an individual buys a ticket to a fundraising event for \$50, and then later in the campaign contributes \$75, each of these contributions must be recorded in Table 3 because the total exceeds \$100.

Goods and services from individuals other than candidate or spouse

Eligible contributors may donate goods and services to the campaign. These must be recorded as a contribution and as an expense (as if the contributor donated money, which the campaign then spent on the goods and services).

Corporations and trade unions are not permitted to make contributions to candidates. This includes contributions of goods and services.

Example:

Your friend spends \$150 on coffee and baked goods which they donate for a campaign event. You should record a contribution of \$150 in goods or services from your friend and record an expense of \$150.

If you are given a special discount on a good or service that you are purchasing for your campaign, you should record the expense as if you were not given the discount (since the value of the discount is considered to be a contribution of the good or service to your campaign).

Example:

Your order for campaign signs would normally cost \$500, but the vendor lets you have them for \$300 because he wants to help your campaign. You should record an expense of \$500 for the signs and record a contribution of \$200 in goods or services from the vendor.

Note: As businesses are not permitted to make contributions, the contribution would have to be a personal contribution from the vendor.

Contributions in goods or services from individuals other than the candidate or spouse must be recorded in Table 4 of Schedule 1.

Schedule 2: Fundraising events and activities

The cost of holding fundraising events or activities is not subject to the spending limit. However, in order to be considered a fundraising cost, the primary purpose for the expense must be related to fundraising rather than promoting the candidate. Incidental fundraising that happens to occur during a promotional event is not sufficient to make it a fundraising event. Similarly, a line at the bottom of a campaign brochure asking people to donate does not make the production of the brochure a fundraising expense.

If you have included costs of fundraising events/activities as an expense in Box C, you must provide details of these events and activities in Schedule 2.

Contributions received at a fundraising event may include:

- the price of the ticket
- if goods or services are offered for sale, any amount of money paid that exceeds their market value (for example, if a \$100 item is sold for \$175, the purchaser has made a \$75 contribution to the campaign)
- personal cheques collected from contributors at the event

If contributors have donated goods or services for the fundraising event, these must be recorded as contributions and as expenses.

These contributions must be recorded in Schedule 1, and where the total from a contributor exceeds \$100, be detailed in the appropriate tables. Refer to the section above [Schedule 1: Contributions](#) for more information.

The fundraising event may also generate revenue that is not considered to be a contribution:

- donations of \$25 or less
- if goods or services are offered for sale, the market value of those goods and services sold (for example, if a \$100 item is sold for \$175, \$100 is revenue)
- the amount paid for goods or services offered for sale for \$25 or less

Anonymous contributions

You may keep anonymous contributions that do not exceed \$25 each that are received at a fundraiser (such as those collected by passing the hat or having a tip jar). Report the total amount of money received from these donations in Schedule 2 for that fundraiser.

All other anonymous contributions must be turned over to the clerk.

You will then subtract the contribution as paid or payable to the clerk to arrive at the Total for Part II Contributions in Schedule 2.

Schedule 3: Broadcasters and publishers

If your campaign had any advertising that was broadcast or published, you must record the name of each broadcaster and publisher, along with their contact information.

Auditor's report

If your campaign expenses or the contributions you received total more than \$10,000, you must have an auditor review your financial statement and provide a report.

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

Forms referred to in this guide

You can get copies of forms from your municipal clerk, or you can download them from the [Government of Ontario's Central Form Repository](#).

[Nomination Paper \(Form 1\)](#)

[Endorsement of Nomination \(Form 2\)](#)

[Financial Statement – Auditor’s Report – Candidate \(Form 4\)](#)

[Financial Statement – Subsequent Expenses \(Form 5\)](#)

[Notice of Extension of Campaign Period \(Form 6\)](#)



Village of Merrickville-Wolford

TELEPHONE/INTERNET VOTING ELECTION POLICIES and PROCEDURES for the 2026 ONTARIO MUNICIPAL ELECTIONS

Approved by the
Clerk / Returning Officer of
the Village of Merrickville-Wolford
this 9th day of April, 2026

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

1. AUTHORITY

On September 22, 2025, the Council of the Corporation of the Village of Merrickville-Wolford adopted By-law Number 42-2025 authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method.

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

Procedures and forms

- (3) The clerk shall,
- (a) establish procedures and forms for the use of,
 - (i) any voting and vote-counting equipment authorized by by-law, and
 - (ii) any alternative voting method authorized by by-law; and
 - (b) provide a copy of the procedures and forms to each candidate when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

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

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

In addition, the Council of The Corporation of the Village of Merrickville-Wolford has adopted By-law Number 42-2025 on September 22, 2025, being a by-law to enter into an agreement with an eVoting Service Provider for Telephone/Internet Voting service for the 2026 Municipal & School Board Elections.

Subsection 11(2) of the Municipal Elections Act states that the clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,

- a) preparing for the election;
- b) preparing for and conducting a recount in the election;
- c) maintaining peace and order in connection with the election; and
- d) in a regular election, preparing and submitting the report described in subsection 12.1 (2). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).

With respect to the duties and authority of a municipal Clerk, the Municipal Elections Act further states as follows:

- 12(1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,
- (a) is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.
- 12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.
- 12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.
- 13(1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.
- 13(2) The clerk shall provide electors, candidates and persons, who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the purpose for the use of the alternative voting – being Telephone/Internet Voting – was to eliminate proxies, and By-law Number 42-2025 of The Village of Merrickville-Wolford is silent on these issues, voting proxies are not applicable.

The Municipal Elections Act, more specifically Section 53, also provides that the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the Clerk, if they are consistent with the principles of the Municipal Elections Act, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

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

April 9/26
Date Approved

Julia McCaugherty-Jansman

Julia McCaugherty-Jansman
Clerk / Returning Officer

2. DEFINITIONS

- a) Advance Voting - means voting conducted between 10:00 a.m. on Monday, October 19th and 8:00 p.m. on Monday, October 26th, 2026.
- b) Ballot - means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- c) Candidate - means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996.
- d) Certified Candidate - means a candidate whose nomination has been certified by the municipal clerk under Section 35 of the Municipal Elections Act, 1996.
- e) Clerk - means the Clerk of The Village of Merrickville-Wolford who is responsible for conducting this election under the authority of the Municipal Elections Act, 1996, as amended. *(This legislation provides that the clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the clerk of the municipality's opinion, necessary or desirable - Section 12 of the Municipal Elections Act)*
- f) Election Official - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Municipal Elections Act, 1996. An Election Official can only carry out the tasks and duties as assigned in writing by the clerk and must take the prescribed oath.
- g) Eligible Elector - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Municipal Elections Act, 1996.

- h) Password - means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.
- i) Personal Identification Number (PIN) - means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.
- j) Preliminary List of Electors - means a list of electors for The Village of Merrickville-Wolford compiled by Elections Ontario (EO) and provided to The Village of Merrickville-Wolford between July 31 and September 1 of an election year as agreed upon by OE and the Clerk.
- k) Satisfactory Identification - means the identification required under the Municipal Elections Act, 1996 (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an Election Official.
- l) Script - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- m) Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- n) Support person - means a person who has been requested by an elector to assist him or her in the voting process.
- o) Voter Help Centre - means a location provided by The Village of Merrickville-Wolford to assist electors with the Telephone/Internet Voting process or other general election inquiries, including revisions. The Voter Help Centre(s) is located at 317 Brock St. W, Merrickville, ON.
- p) Voters' List - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Municipal Elections Act 1996, c. 32, Sched., s. 22; 2006, c. 33, Sched. Z.3, s. 18 (3).

- q) Voting Day - means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting day in a regular election is the fourth Monday in October – October 26, 2026.

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

3. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the Municipal Elections Act, and applies to the Telephone/Internet Voting being conducted by The Village of Merrickville-Wolford between Monday, October 19th and Monday, October 26th.

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

3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Municipal Elections Act with the same being determined and established by the Clerk.

4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk of The Village of Merrickville-Wolford. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all Certified Candidates for office for The Village of Merrickville-Wolford and/or school boards.

4. SECRECY

1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Municipal Elections Act, 1996.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector asking for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official.
6. All electors voting at the Voter Help Centre(s) may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of “Corrupt Practices and Other Offences - Penalties and Enforcement” under Sections 89 and 90 of the Municipal Elections Act, 1996.

5. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

1. The Preliminary List of Electors shall be requested from Elections Ontario (EO) in an electronic format. The list shall be reviewed by the Clerk of The Village of Merrickville-Wolford and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, and the list shall be approved for use as the Voters' List.
 - a. The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All Certified Candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes.

The candidates shall receive login ID(s) and password(s) allowing them to view the voters' list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.
 - b. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre(s).
 - c. Additions, corrections and deletions may be made to the list in accordance with the Municipal Elections Act, 1996.
 - d. The Clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available these additions, corrections and deletions to those who are entitled to copies of the voters' list under the Act and the same shall be the final Voters' List. This list, as required under Section 27 of the Municipal Elections Act, shall be available by September 30, 2026 at the Municipal Office.
 - e. The Voters' List, as corrected by the Clerk pursuant to Section 22 of the Municipal Elections Act, 1996 shall be provided to the eVoting Service Provider in electronic format in order for the eVoting Service Provider to manage the Voter Information Letter.

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

2. The Voter Help Centre(s) shall be responsible for the following:
 - a. Eligible Electors who attend the Voter Help Centre(s) and are not on the Voters' List will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
 - i. Their names will be added to the voters' list and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
 - ii. they will be able to vote at the Voter Help Centre(s) if they so wish during the voting period.
 - b. Verifying and re-issuing a Voter Information Letter to qualified voters:
 - i. where a person on the Voters' List has lost their Voter Information Letter or did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.
 - c. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
 - i. where a person on the Voters' List has lost their Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

6. NOTICES

1. The Clerk of The Village of Merrickville-Wolford shall notify voters of the following election information using advertisements:
 - a. that municipal & school board elections are being held for The Village of Merrickville-Wolford and that the Municipality has adopted an alternative voting method (and the manner in which electors may use the alternative voting method), being Telephone/Internet Voting;
 - b. the date(s), time(s) and location(s) for the holding of the vote including advance voting, and the methods of voting for each;
 - c. the office(s) of the council and/or school boards;
 - d. the manner in which electors may or may not use voting proxies;
 - e. who is eligible to vote in the municipal & school board elections; and
 - f. the location(s) and dates, and hours of operation of the Voter Help Centre(s), how persons can check to see if their name is on the voters' list and the procedures by which their name can be added or information corrected on the Voters' List.
2. At the Clerk's discretion, notices will be published in the local newspapers and/or posted on the Municipality's website. All notices shall be made available in English only.

The following essential notices shall be issued:

- a. Notice of Election Information. See paragraph 6.1;
- b. Notice of Revision of Voters' List. See paragraph 6.1(f);
- c. Notice of Nomination; and
- d. Certified Election Results.

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

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

4. Each person on the Voters' List shall be mailed, by "Incentive Letter Mail" a sealed Voter Information Letter containing:
 - a. his or her Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
 - b. instructions on how to vote;
 - c. dates and hours of voting; and
 - d. the location(s) and telephone number(s) of the Voter Help Centre(s).
5. All Voter Information Letters shall be made available in English only.

7. VOTING

1. A Telephone/Internet Voting method shall be used for the 2026 Municipal & School Board Elections.
 - a. Telephone/Internet Voting:
 - i. Eligible Electors shall be required to telephone a designated number or access a designated internet address and cast their vote.
 - ii. Every Eligible Elector shall be limited to only one vote through the use of a PIN distributed by Incentive Letter Mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.
 - iii. The eVoting Service Provider, will allow the eligible voter to vote using a telephone or the internet.
 - iv. Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
 - v. The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.

- vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.
 - b. Voting will commence on Monday, October 19th, 2026 at 10:00 a.m.
2. Prior to the eVote activation, being on Monday, October 19th, 2026 at 10:00 a.m., the auditor or other authorized Election Official will generate the confirmation report that contains all candidate names running for an office (through the eVoting system by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates confirms zero (0) votes before the electronic election begins.
The eVote will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.
 3. Candidates or their Scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.
 4. The eVoting Service Provider will make available online a list to the Clerk and any other appropriate individuals of The Village of Merrickville-Wolford, of all voters' list individuals by order of wards, who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the candidates or their respective scrutineer through the Clerk's office or by electronic means by the eVoting Service Provider at the Clerk's discretion. This list shall be provided by the eVoting Service Provider in real time or as closely as possible to real time.
 5. If so allowed by the Clerk, the eVoting Service Provider will make available during the course of the election, IDs and passwords for candidates and their scrutineers, who when using this authorization can connect to a Candidate module to review voter's list information previously identified by them to recognize participants in the election. This capability does not provide the candidate or their designate information on *how* a voter has voted, only if they *have* voted in the

election. A voter who has voted at least one race during an election is considered a participant.

6. Candidates or their scrutineers may view this information any time after the start time of the election.
7. Where a voter is associated with multiple properties within The Village of Merrickville-Wolford, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or Election Official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the voters' list. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other Document(s) to the Municipal Administration Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.
8. Should a Voter Information Letter be returned to the Municipal Administration Office unopened, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Municipal Elections Act, 1996.
9. Should a Voter Information Letter be returned to the Municipal Administration Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed as in item 8 above.
10. The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
 - a. that were sent to voters on the voters' list;
 - b. that were undeliverable and returned from the Post Office;

- c. that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
- d. that were re-issued to an eligible elector;
- e. whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.
- f. Where an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the Clerk, bringing satisfactory identification and have an Election Official confirm that the PIN has been used by an impersonator.
- g. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the Election Official. The Election Official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.
- h. If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the Election Official the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.
- i. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.
- j. Where an Eligible Elector has received an incorrect Voter PIN in terms of ward and/or school support association, the voter can contact a Voter Help Centre(s) and have the proper information applied to the existing PIN. The voter may re-access the system and vote all races not yet completed.

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

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

8. VOTER QUALIFICATIONS

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 26, 2026, he or she:
 - i. is a Canadian citizen,
 - ii. is at least 18 years old,
 - iii. resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
 - iv. is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise, by law.

9. VOTING PROCESS

1. Eligible Electors may vote by:
 - a. accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone over-ride button is set to a “touch-tone” mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance,
 - b. or by accessing the internet address provided by using an internet connected device.

10. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the Candidate, as stated under Section 16 of the Municipal Elections Act, 1996. If appointed, Scrutineers will be entitled to the following:
 - a. upon request and after producing the properly signed “Appointment of Scrutineer” and prescribing to the oath(s) of secrecy, they will be provided access to a Candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots, and determine who has voted.
 - b. to be present at the time and place where results are received by the Clerk including signing the results report indicating the final results and votes cast.
2. Use of a cellular telephone or any other electronic device shall NOT BE PERMITTED within a Voter Help Centre by any Candidate or Scrutineer.

11. SYSTEM

1. The integrity of the voting process shall be the responsibility of the Clerk of The Village of Merrickville-Wolford and shall be preserved by:
 - a. ensuring that every Eligible Elector on the Voters’ List is mailed, using Incentive Letter Mail or hand-delivered as required, a sealed Voter Information Letter which contains the voter’s unique PIN;
 - b. ensuring that no one except the eVoting Service Provider, the Clerk of The Village of Merrickville-Wolford, or designate, maintains a list of Personal Identification Numbers that matches each voter’s name and address; and
 - c. providing an opportunity for Eligible Electors who do not appear on the Voters’ List to be added to the list, or to make amendments to the list, up to and including election day, October 26, 2026, at 8:00 p.m.

2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
 - a. checking the wording of the script;
 - b. checking the Voter Help Centre telephones and internet access;
 - c. checking Script and input timing;
 - d. attempting to use a PIN more than once;
 - e. balancing a predetermined number of votes with those cast;
 - f. matching PINs to names and addresses;
 - g. checking the system which is used for activating PINs; and
 - h. deliberately entering the wrong information.
3. All Certified Candidates are to provide to the Clerk the proper pronunciation of their name, in English and, in French if applicable, no later than August 19, 2026.

12. CORRUPT ELECTION PRACTICES PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although The Village of Merrickville-Wolford will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and is enforceable.
3. Section 89 of the Municipal Elections Act continues by stating:
A person is guilty of an offence if he or she
 - a. votes without being entitled to do so;
 - b. votes more times than this Act allows;
 - c. votes in a voting place in which he or she is not entitled to vote;

- d. induces or procures a person to vote when that person is not entitled to do so;
- e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
- g. before or during an election, publishes a false statement of a candidate's withdrawal;
- h. furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- i. without authority, supplies a ballot to anyone;
- j. delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- k. takes a ballot away from the voting place;
- l. at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
- m. attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”

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

- 4. No person(s) shall solicit a Voter Information Letter from an Eligible Elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
- 5. In addition, under the provisions of Section 90 of the Municipal Elections Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment of not more than six (6) months.
- 6. Although many provisions of the Municipal Elections Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

7. As such, the Municipal Clerk of The Village of Merrickville-Wolford in this alternative form of voting, has agreed to the following rules and regulations:
 - a. THAT all complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be investigated by the Clerk;
 - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
 - d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
 - e. THE Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

13. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since The Village of Merrickville-Wolford will be using an alternative voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk of The Village of Merrickville-Wolford in this alternative form of voting has agreed to the following rules and regulations:

- a. THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk;
- b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
- c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
- d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- e. THE Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

14. RESULTS

1. The Village of Merrickville-Wolford shall keep its public internet and telephone voting open until 8:00 p.m. on Monday, October 26th, 2026 and its Voter Help Centre(s) (not polling locations) access opened until the Clerk confirms that all eligible voters in the Voter Help Centre(s) at 4:30 p.m. on Friday, October 23rd have completed voting.
2. The Clerk of The Village of Merrickville-Wolford, at 8:00 p.m. on Monday, October 26, 2026, providing that all Eligible Electors within the Voter Location have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each Candidate. The final results of each Candidate by ward and school support shall be available as soon as practicable at the Municipal Office located at 317 Brock St. West, Merrickville, ON.
3. The Clerk shall report the "unofficial" results when received from the eVoting Service Provider as soon as practicable after 8:00 p.m. on October 26, 2026 at the Municipal Office located at 317 Brock Street West, Merrickville, ON.

4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the Municipal Elections Act, 1996 concerning “Recount”, the Clerk shall as soon as practicable after 8:00 p.m. on Monday, October 26, 2026 at the Municipal Office located at 317 Brock St. W, Merrickville and on the Municipality’s website:
 - i. declare the Candidate or Candidates, as the case may be, who received the highest number of votes to be elected.
 - ii. declare the result of any vote on a by-law or question.
5. The “Official Results” of each candidate by ward shall be available at the Municipal Office, as soon as possible after Voting Day. Also, the Clerk shall post the “Official” results on the Municipality’s website.

15. TIE VOTE – RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, the Clerk of The Village of Merrickville-Wolford shall request from the eVoting Service Provider a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the Municipal Elections Act, the recount shall be held within fifteen (15) days after the Clerk’s declaration of the results of the election.
3. All recounts shall be conducted in accordance with the Village of Merrickville-Wolford Municipal Elections Recount Policy.

16. AFTER VOTING DAY

1. At no time after Voting Day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.
2. All election materials shall be destroyed in accordance with the principles of Section 88 of the Municipal Election Act, 1996.

17. EMERGENCIES

Pursuant to the Municipal Elections Act, 1996, Section 53, an emergency shall be declared in the event of a flood, fire or power failure in the municipality; acute illness or accident of the Clerk/Returning Officer or Deputy Returning Officer which prevents her/him from conducting the election pursuant to the Municipal Elections Act.

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

In the event of an emergency, the eVoting Service Provider under direction from the Clerk/Returning Officer, shall stop the eVote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

In the event the Clerk/Returning Officer or Deputy Returning Officer is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

18. ACCESSIBILITY

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

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

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

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

The Village of Merrickville-Wolford has an Election Accessibility Plan. The Municipal Election for the Village of Merrickville-Wolford will be conducted with having regard to the policies as established.

19. AMENDMENTS TO PROCEDURES

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each Candidate.

20. ATTACHMENTS – FORMS

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



Village of Merrickville-Wolford

TRADITIONAL (PAPER BALLOT) VOTING ELECTION POLICIES AND PROCEDURES FOR THE 2026 ONTARIO MUNICIPAL ELECTIONS

Approved by the
Clerk / Returning Officer of
the Village of Merrickville-Wolford
this 9th day of April, 2026

1. Number and Location of Voting Places

The Clerk shall establish the number and location of Voting Places as they consider most convenient for electors, as long as the space is not being used as a dwelling.

Where there are voting places, the entire property may be designated as the voting place. This will make it easier to require removal of prohibited election materials – Section 48(3).

The Clerk shall ensure that each Voting Place is accessible, and each location is confirmed in writing using the “Certificate as to Location of Voting Place” form.

For the casting of traditional (paper ballot) votes, the voting location shall be:

Name of Location	Address	Date	Hours
Eastons Corners Centennial Hall	43 Park Street, Jasper, ON	Wednesday, October 21, 2026	10:00 a.m. – 6:00 p.m.
Merrickville Community Centre	106 Read Street, Merrickville, Ontario	Monday, October 26, 2026	10:00 a.m. – 8:00 p.m.

An Election Official(s) will be provided at the following location on the specified date and hours for paper ballot voting:

Name of Location	Date	Hours
Rosebridge Manor	Monday, October 26, 2026	TBD

2. Hours and Location of Voting

At a minimum, the Clerk shall post a “Notice of Election Information” in two conspicuous places within the municipality and, where there is a publication having general circulation in the municipality, publish a notice once in the publication, advising the date and time of voting, including the location of the Voting Place.

Voting Day:

The Voting Place is to be open from 10:00 a.m. to 8:00 p.m. Voting Day will be on Monday, October 26, 2026.

3. Supplies and Equipment

Each Voting Place shall be furnished with compartments in which Electors may mark their ballots without other persons being able to see how they are marked and it is the duty of the Clerk and Deputy Returning Officer (DRO) respectively to ensure that a sufficient number of compartments are provided at each voting location.

The Clerk shall, before Voting Day, cause to be delivered to every DRO in the municipality:

- A ballot box for their Voting Place
- A sufficient number of ballots to supply the expected number of electors at the Voting Place
- A sufficient number of the prescribed directions for the guidance of electors for the purposes of the Voting Place
- A computer with connectivity to allow access to the electronic Voters' List, where required
- All materials necessary for the electors to mark their ballots
- Privacy screens
- Appropriate legislation and Election Manual; and
- Such other materials as are prescribed.

A ballot box shall be made of durable material and constructed so that the ballots can be deposited therein and cannot be withdrawn without the box being unsealed or being unsealed and unlocked, as the case may be.

The Clerk shall deliver the ballots for a Voting Place to the DRO and both shall certify the number of ballots delivered using the "Certificate and Receipt for Ballots". The Clerk and the DRO shall keep a copy of the Form. Upon close of the Voting Place, the Clerk or DRO shall complete and return the Form, with the other election documents required to be returned to the Clerk.

Every DRO before opening the Voting Place shall post outside the Voting Place and in every compartment of the Voting Place information related to voting such as instructions on how to vote, who may vote, etc., and shall see that they remain posted until the close of voting.

4. Setting up the Voting Place

The DRO shall ensure the following at the Voting Place:

- It is accessible
- Voter privacy screens are placed in a location that ensures privacy to the voter

- There is no Campaign Advertising or Third-Party Advertising
- Pencils are placed in the voting booths
- “Statutory Provisions Regulating Voting Procedures” are posted
- “Voting Instructions (Manual Count Ballot)” and the “Notice of Offence Corrupt Practice” are posted in the Voting Place and in the voting booth

5. Setting up the Ballot Boxes

Immediately before opening the Voting Place, the DRO must show the ballot box to anyone present to demonstrate that it is empty and then seal it in such a way that it cannot be opened without breaking the seal. The Clerk will instruct the DRO as to how the ballot box should be sealed. It should then be placed on a table in full view and not opened until the time for counting the voters takes place.

6. Examining the Balots

Candidates or Scrutineers who are present and have registered, have the opportunity to inspect the ballots and all other materials relating to the Voting Place. This must be done during the fifteen-minute period prior to the opening of the Voting Place, provided this does not interfere with the opening of the Voting Place.

7. Opening of the Voting Place

The doors to the Voting Place shall be opened at exactly 10:00 a.m. at which time the DRO shall be ready to receive electors.

The DRO and other Election Officials shall arrive early enough to set up the Voting Place (at least one-half hour prior to opening). The DRO shall ensure that all Election Officials have been appointed and take the appropriate oath.

8. Who May Remain in the Voting Place

Only Election Officials appointed for the Voting Place, Certified Candidates (other than those acclaimed) and Scrutineers may remain in the Voting Place. One Scrutineer appointed for each Certified Candidate for each ballot box in use at the Voting Place may be present – only the Certified Candidate or their Scrutineer may be present, but not both.

In addition, the Scrutineers appointed by a municipality in relation to a by-law or question and the Scrutineers appointed by a local board or the Minister in relation to a question may also remain in the Voting Place.

Certified Candidates and/or Scrutineers shall arrive at the Voting Place 15 minutes before the Voting Place opens. Certified Candidates must present the

necessary identification, and Scrutineers must present their certificate of appointment to the Clerk or DRO.

It is the responsibility of the Clerk or DRO to ensure smooth operation of the Voting Place. If in the DRO's opinion, individuals present at the Voting Place are interfering with this process, then the DRO should report the problem to the Clerk and, if applicable, the OPP.

9. Prohibition

While an Elector is in a Voting Place, no person shall attempt, directly or indirectly, to influence how the Elector votes.

No person shall display a candidates' election campaign material or literature in a Voting Place which includes any place in the immediate vicinity of the Voting Place designated by the Clerk.

10. Secrecy

Every person who is present in a Voting Place or at the counting of the votes shall help to maintain the secrecy of the voting.

No person shall:

- Interfere or attempt to interfere with an Elector who is marking the ballot
- Obtain or attempt to obtain at a Voting Place, information about how an Elector intends to vote or has voted

No Elector shall:

- Take a photograph or video recording of his or her marked ballot; or
- Show his or her marked ballot to any person to reveal how he or she has voted, except in connection with obtaining assistance in voting

Cell phones shall be turned off upon entering the Voting Place and their use is prohibited in the Voting Place. An exemption to this provision is the use of cell phones by Election Officials for the purpose of conducting the election and ensuring smooth and necessary communications.

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

11. Voting Procedure

When an Elector arrives to vote, an Election Official will determine if the Elector has in their possession a voter notification letter with PIN. If the individual does

not have such document, they will be directed to an Election Official whose responsibility it will be to check the electronic Voters' List to determine if the individual is eligible to vote or if they do not appear, if they may be added to the Voters' List. The voter will be provided with a paper containing the appropriate PIN as determined the by the Election Official.

Once eligibility is determined, or if the Elector has to voter notification letter on their person, the DRO must verify that the person is entitled to vote by checking the electronic Voters' List to ensure that the PIN is active and has not yet been voted. The DRO must then remove the Elector's name from the electronic Voters' List in accordance with procedures provided by Intelivote Systems Inc.

If an Elector requests an explanation of the voting procedure, the DRO or the Election Official must briefly and accurately explain the procedure.

12. Provide Proof of Identity

All Eligible Electors will be required to provide proof of identity and residence as per O. Reg 304/13 or complete the "Oath of Qualification" in order to obtain a paper ballot at the Voting Place.

13. Marking of the Paper Ballot

The Elector shall:

- Proceed immediately to the voting booth
- Mark the ballot provided with a cross or other mark, within the space designated for the marking of the ballot beside the name of each candidate for whom the Elector wishes to vote (or in the case of a by-law or question, beside the answer for which he or she wishes to vote)
- Fold the ballot to conceal how the Elector voted
- Without delay, return the ballot to the Election Official
- The voter should stay long enough to make sure the Election Official deposits the ballot in the ballot box and must then leave the Voting Place.

The Election Official should immediately deposit the ballot in the ballot box, in the full view of the Elector and any persons who are in the Voting Place.

A person whose ballot has been placed in the ballot box by the Election Official is deemed to have voted and is not, under any circumstances, entitled to another ballot.

14. Forfeited Ballots

An Elector is no longer entitled to vote if, after receiving a ballot, they leave the Voting Place without returning the ballot. The DRO should then mark “forfeited” on the electronic Voters’ List in accordance with the procedures provided by Intelivote Systems Inc.

15. If Record Shows an Elector Has Already Voted

Provision is made to allow an Elector to vote if it appears that someone else has already voted in their name or that their name has been removed from the Voters’ List in error. The Elector must be willing to take the prescribed “Oath of Qualification” and to provide proof of identity and residence as prescribed in O. Reg 304/13.

16. Challenging Eligibility

If the DRO, Certified Candidate or Scrutineer objects to the person voting, the DRO shall have the fact of the objection and by whom it was made recorded. (For example – “objected to by (name of the candidate)” or “objected to by (the name of the scrutineer) on behalf of (name of candidate)”).

When an objection has been made, the DRO shall give the person a ballot if the person takes the “Oath of Qualification”. If the person refuses, a ballot must be refused and the word “refused” must be marked on the electronic Voters’ List in accordance with the procedures provided by Intelivote Systems Inc.

17. Electors Requiring Assistance – Accessibility Needs

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

Oral Oath to Vote with Assistance

A voter who requires such assistance to vote may as the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote with Assistance on the “Oral Oaths at Voting Place” form and then vote as directed by the voter. Any other person present must withdraw until the voter finishes instructing the Election Official. Upon completion, the Election Official shall place the ballot in the ballot box in the presence of the voter.

Oral Oath of Friend of Elector

In lieu of the Election Official voting for the voter, the voter may request that a friend accompany the voter into the voting booth and vote for the voter. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the “Oral Oaths at Voting Place” form. No person shall be allowed to act as a friend of more than one voter at a Voting Place.

18. Elector Declining to Vote

If an Elector returns a ballot to the Election Official and indicates that the Elector is declining to vote, the Elector is no longer entitled to vote and the DRO shall immediately write the word “declined” upon the ballot and place the ballot in the envelope provided for declined ballots. The declined ballot shall be recorded on the tally sheet provided and will count toward the total number of votes cast.

Where a composite ballot is in use and an Elector has declined the right to vote for a particular office, the Elector should be issued a ballot and should mark the ballot except for the office being declined. The marked ballot should be returned to the DRO and placed in the ballot box – no other steps are necessary.

If the Elector declines the entire ballot, the DRO should proceed with the procedure for declined ballots.

19. Cancelled Ballot(s)

An accidentally spoiled ballot may be returned to the DRO in exchange for a new one. The DRO must immediately write “cancelled” on the ballot and place it in the envelope provided for cancelled ballots.

The cancelled ballot shall be recorded on the tally sheet provided, so that the total number of ballots issued are recorded; however, they do not count toward the total number of votes cast.

20. Voters’ List

Access to Advance Voters” Advance voters will have been crossed off the electronic Voters’ List and their PINs will have been disabled. The Clerk shall, if requested by any Certified Candidate or their Scrutineer, provide a copy of the List of Persons Who Voted at an Advance Vote to the Candidate or Scrutineer during normal office hours. Each Candidate will be afforded an opportunity in real time the persons who have voted, through the Candidate’s module as offered by Intelivote Systems Inc.

21. Closing the Voting Place on Election Day

The Voting Place shall be closed at exactly 8:00 p.m. Anyone waiting in line at the close of the Voting Place is entitled to vote.

In the case of an election emergency, the Clerk may direct that the Voting Place remain open for a period of time beyond 8:00 p.m.

22. Counting of Votes

Immediately after the close of voting on Voting Day and after the last voter remaining in the Voting Place has cast their ballot and left the Voting Place, the Election Officials shall lock the doors of the Voting Place, open the ballot boxes for their poll and proceed to count and record for the following offices:

- Head of Council (Mayor)
- Councillor – Merrickville Ward
- Councillor – Woford Ward
- English Language Public School Trustee
- French Language Public School Trustee
- English Language Separate School Trustee
- French Language Separate School Trustee

During the counting of votes, ballots shall be sorted into marked envelopes as:

- Counted
- Cancelled/declined
- Rejected
- Unused ballots

23. Authority to Reject Ballots and Determine Objections

The DRO and Election Official shall reject from the count all ballots and votes on a ballot that do not comply with the following prescribed rules as per *O. Reg 01/97*:

- All votes on a ballot, if the ballot:
 - was not supplied by the Deputy Returning Officer or Clerk, or
 - contains writing or marks that may identify the Elector, or is torn, defaced or otherwise dealt with by the Elector in a way that may identify them;
- All votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
- All votes in a ballot on a by-law, if votes have been cast for both the affirmative and negative on the by-law;
- All votes in a ballot on a question, if votes have been cast for more than one answer on the question;
- Any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

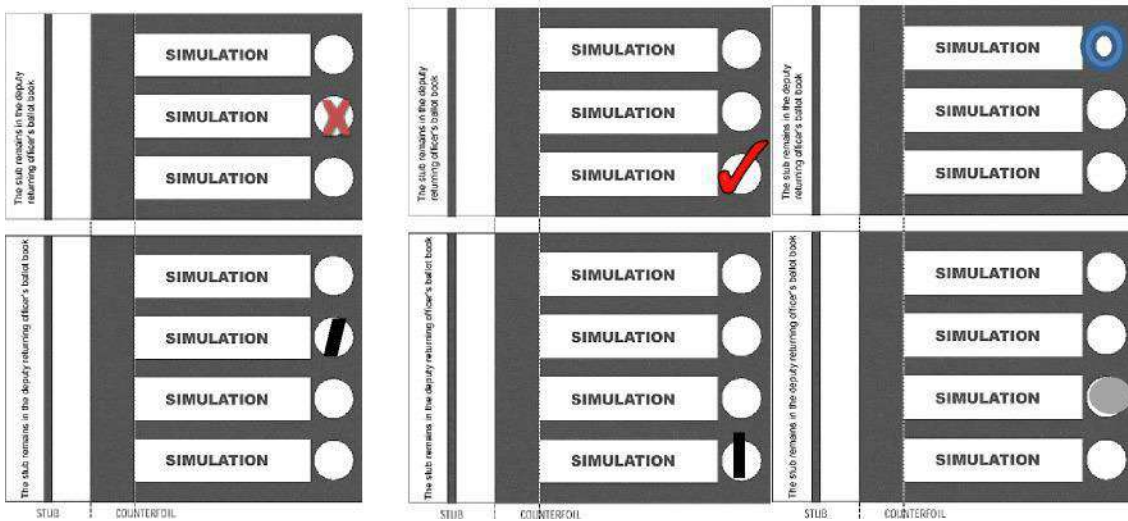
The DRO shall:

- Decide all objections;

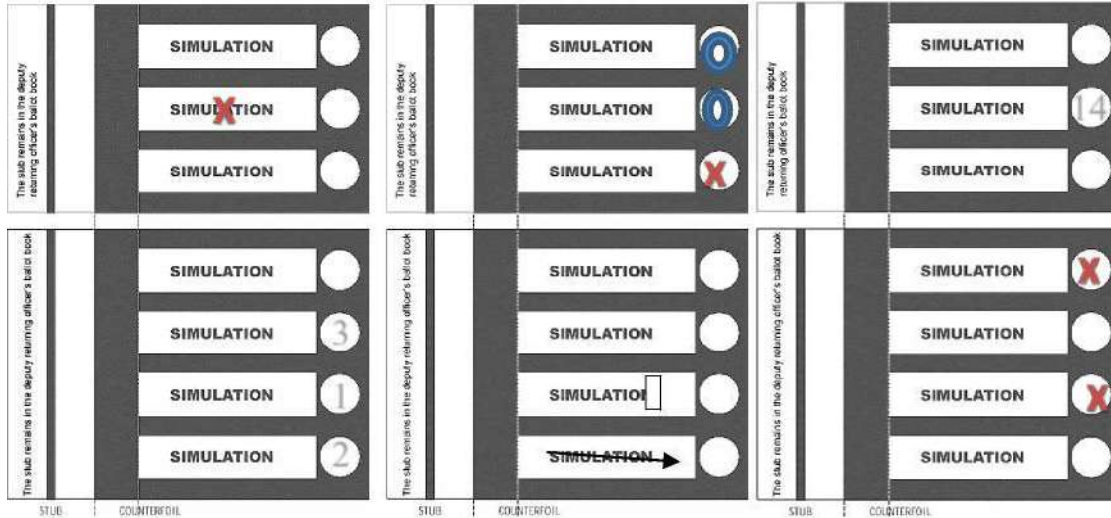
- Prepare a list in which the objections are summarized and individually numbered. The summary should include the statement “Objected to by (the candidate’s name or the candidate’s scrutineer or the scrutineer’s name in the case of a by-law or question)”;
- Write the number of each objection on the back of the relevant ballot and initial number;
- To count the ballots as required by legislation and make decisions related to the ballots as noted above. This does not preclude the appointment of more than one DRO for a Voting Place.

In addition to rejecting ballots for violations for the *Municipal Elections Act, 1996*, a ballot will not be counted if any vote in a ballot where the voter’s intent is not clear.

The sample marked ballot below should be accepted and counted.



The sample marked ballots below should be rejected.



24. Count Procedures

The DRO and any others present shall sign the count summary report indicating the results.

- The Clerk, Deputy Returning Officers, appointed Election Officials, Certified Candidates (an acclaimed Candidate or their Scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the building during the count.
- Before being admitted to the building for the count, upon request by the Clerk or DRO, Candidate's Scrutineers and Election Officials shall be required to show proof of identity as prescribed in *O. Reg 304/13*.
- Entrance to the building during the count will not be permitted after 8:00 p.m. on Voting Day and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers are to arrive between 7:45 p.m. and 8:00 p.m.
- Once admitted to the building where the count is taking place, no one shall be permitted to leave until the results are received and the Vote Count Summary Report has been signed by all in attendance.
- The Candidates or Scrutineers **shall not** communicate the results to anyone until the Clerk has released the unofficial results to the general public.
- **All cell phones and other devices shall be turned off** upon entering the building where the count is taking place and their use is prohibited except by Election Officials.

- No campaign materials will be allowed on the grounds or within the building where the count takes place.
- The Municipal Office located at 317 Brock St. West, Merrickville, will be the official results centre. Only authorized Village staff, the Clerk, Deputy Returning Officers, appointed Election Officials, Candidates and authorized Scrutineers will be allowed to remain at the Municipal Office.
- The election results will be made available for public and media to view on the municipal website or in person at the Municipal Office, at 317 Brock Street West, Merrickville.
- Anyone that is creating a disturbance at the official results centre or the Voting Place will be removed as directed by the Clerk.

25. Election Materials to be Delivered to the Clerk

After counting the ballots and ensuring that all ballots are accounted for as Counted, Cancelled/Declined, Rejected, or Unused, the DRO shall:

- Prepare a statement, in duplicate, showing the results of the election at the Voting Place;
- Place the ballots in the designated sealed envelopes and all other materials and documents related to the election except the original statement of results and application forms to amend the Voters' List in the ballot box;
- Seal the ballot box so that ballots cannot be deposited in or withdrawn from it without breaking the seal;
- Complete the Final Oath or Affirmation form;
- Deliver ballot box and statement of results to the Clerk'
- Not give a copy of the statement of results to anyone but the Clerk. Scrutineers or Candidates are entitled to receive a copy of the statement of results from the Clerk, on request.

26. Notice of Results

The Clerk will ensure that the unofficial results are posted on the Village website and made available at the public/media reception centre as soon as practical on Monday, October 26, 2026.

27. Declaration of Results

As soon as practical after Voting Day, the Clerk shall declare the official election results using the "Declaration of Election Results" form and post the results at the

Municipal Office and on the website. The Clerk shall provide each school board with the School Board Trustee Election Results.

28. Information to the Public

As soon as possible after Voting Day, the Clerk shall make the Official Election Results available for viewing by the public on the Municipal website.

29. Recount

All recounts shall be conducted in accordance with the Village of Merrickville-Wolford Municipal Elections Recount Policy.



Village of Merrickville-Wolford Policy

Approved by: Council	Policy Number: C01-2026
Approval Date: April 27, 2026	Title: Use of Corporate Resources for Election Purposes
Revision Date:	

Policy Statement

The Village of Merrickville- Wolford and its local boards are committed to ensuring accountable and transparent election practices relating to the use of Corporate Resources. The *Municipal Elections Act, 1996*, establishes the election campaign finance rules for Candidates running for municipal election. Public funds are not to be used for any election-related purposes, including the promotion of, or opposition to, the candidate of a person for elected office. The *Municipal Elections Act, 1996*, prohibits a municipality from making contributions in any form, which includes its assets, resources, and employees.

Scope

This policy applies to Members of Council, the Municipality, Staff, Candidates (including Acclaimed Candidates), and Registered Third Parties (all defined herein).

Purpose

The purpose of this policy is to clarify that all municipal election Candidates, Members of Council, Registered Third Parties, and Staff are required to follow the provisions of the Act about the use of Corporate Resources for election purposes.

This policy also ensures that the Municipality’s operations, events, and facilities are used for non-partisan purposes and are not used for election campaign related purposes/activities.

Definitions

For the purposes of this Policy, the following definitions shall apply:

“**Acclaimed**” means to have been elected by acclamation pursuant to section 37 of the Act.



Village of Merrickville-Wolford Policy

“Act” means the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended.

“Campaigning” means engaging in municipal election-related activity for supporting or opposing the election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distributing of materials, advertising, display signage, etc.

“Campaign-related materials” means materials that promote or oppose the election of a Candidate or a question on the ballot.

“Candidate” means a person who has filed a Nomination Form for an office pursuant to Section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, C.E.2, as amended.

“Clerk” means the individual appointed as the Village Clerk and includes their designate.

“Corporate Resources” means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, IT systems and resources, databases, social media, intellectual property, and supplies.

“Member” means a Member of the Council of the Village of Merrickville-Wolford and includes the Mayor.

“Municipality” means the Corporation of the Village of Merrickville-Wolford.

“Nomination Day” means the date by which a nomination must be filed pursuant to the Act.

“Registered Third Party” means an individual, corporation, or trade union that is registered with a local municipality under Section 88.6 of the Act, and **“Registered Third Parties”** means more than one Registered Third Party.

“Staff” means all persons employed with the Municipality, including but not limited to hourly employees, contract, temporary, and students.

“Voting Day” means, in the case of a regular Election, the fourth Monday in October in the year of an Election, or in the case of a by-election, the 45th day after Nomination Day, as noted in the Act.



Village of Merrickville-Wolford Policy

Policy

General Provisions

In accordance with the Act:

- a) Corporate Resources and funding may not be used for any election-related purposes;
- b) Staff may not canvas or actively work in support of a Candidate or Registered Third Party during working hours;
- c) Corporate Resources may not be used for any election-related purposes, which includes Campaigning or the displaying of any Campaign-Related Materials on Municipal premises unless all Candidates are afforded the same opportunity.

Specific Regulations

The following, if supplied by the Municipality, shall be discontinued for all Members throughout the period from May 1st of the election year until Voting Day, inclusive, or, in the case of a municipal by-election, for the period of 60 days prior to and inclusive of Voting Day:

- a) All forms of advertising, including advertising in Municipality publications;
- b) All printing, photocopying and distribution, including printing and general distribution and display of newsletters;
- c) The ordering of any stationery or office supplies or furnishings;
- d) Links to Member-related web sites or social media links;
- e) The porting of information relating the activities of Council or any Member on the Municipality's website, excluding the minutes of Council and committee meetings (only the photos and contact phone and/or email posted for each Member at the commencement of each term shall remain on the corporate website).

To avoid any confusion with any website or social media accounts used for Council work, Members who choose to create or use their own websites or social media accounts shall throughout the period from May 1st of the election year until Voting Day,

Village of Merrickville-Wolford Policy

inclusive, or, in the case of a municipal by-election, for the period of 60 days prior to and inclusive of Voting Day,:

- a) Include a clear statement, easily found and readable, on each website or social media account's home page indicating the account is being used either solely for Council work, for both Council work and election campaign purposes, or solely for election campaign purposes;
- b) Include a statement described in clause a) for as long as the website or account is accessible to the public.

Members, Candidates, and members of the public shall not:

- Create, print or distribute any materials paid for by Municipality funds that illustrate that a Member of Council or any other individual is registered in any municipal election or where they will be running for office;
- Profile (name of photograph), or refer to, in any material paid for by Municipal funds, any individual who is a Candidate in any municipal election;
- Create, print or distribute any Campaign-Related Materials using Municipal funds, including any materials that refer to, or contains the names, photographs, or identifies the registered Candidates for municipal elections;
- Use the Municipality's website, logo, domain names and/or other social media sites that are funded, owned or operated by the Municipality for campaigning/advertising or as a substitute to distributing newsletters or flyers from Nomination Day up to and including Voting Day;
- Use the Municipality's voicemail system to record municipal election-related messages;
- Use the Municipality's computer network (including the email system) for municipal election-related correspondence;
- Use Municipality-issued devices, such as cell phones, for municipal election-related purposes unless it is impractical to do so, in which case the Member shall report election-related usage to the Clerk and reimburse the Municipality for such use;
- Use any photographs produced for and owned by the Municipality or any photos taken utilizing the Municipality's equipment for any election-related purposes;

Village of Merrickville-Wolford Policy

- Use Corporate Resources or Staff in any campaign photos or images unless all Candidates are afforded the same opportunity (for clarity: photos/images of interior spaces and spaces not accessible to the public are not permitted);
- Use of any Municipal facility/property/venue for any election-related purpose unless the applicable rental fee, as established by the Municipality, is paid and the opportunity to rent such facility/property/venue is available to all Candidates and Registered Third Parties (Note: no facility/property/venue shall be rented or used for any municipal election-related purpose by Members, Candidates, Registered Third Parties, or the public during any day that voting is taking place at the facility/property/venue, including set-up, hosting, or take-down activities);
or
- Benefit from the use of the Municipal pricing established under the Municipality's purchasing policy.

Staff Involvement

Due to the potential for perceived conflict of interest, Staff should consider the impact of being involved in Campaigning, including displaying election signs on their property, participating in phone and/or email solicitations, signing nomination papers, distributing brochures or Campaign-Related Materials, and/or wearing Candidate buttons.

Staff shall:

- a) Behave in a manner that is impartial, fair and unbiased toward all Candidates and Registered Third Parties;
- b) Consult with their direct Supervisor prior to agreeing to perform any task requested by a Member, Candidate, or Registered Third Party that exceeds their normal duties or could be construed as contributing to an election campaign as Staff or otherwise on behalf of the Municipality;
- c) Not rent any Municipal facility/property/venue for any municipal election-related purpose to Members, Candidates, Registered Third Parties or the public during any day that voting is taking place anywhere on the property at which the facility/venue is located, including set-up, hosting, or take-down activities;
- d) Ensure separation between their personal activities and their official positions;

Village of Merrickville-Wolford Policy

- e) Not participate in Campaigning or canvas or actively work in support of a Candidate or Registered Third Party during working hours (Note: this does not apply to personal time, such as during an approved leave of absence without pay, lieu time, float day, or vacation leave);
- f) Request and obtain a leave of absence without pay should they wish to run for federal, provincial, or municipal office and abide by the applicable legislation governing such elections; and
- g) Be permitted to be involved in provincial and/or federal campaigns provided that such involvement does not affect the objectivity with which they must discharge their duties as a representative of the Municipality.

Policy Management and Enforcement

Any complaints arising regarding the alleged use of corporate resources in contravention of this policy must be made in writing and include the complainant's full name and address to the Clerk.

Staff are authorized and directed to take the necessary action to give effect to this policy.

Nothing in this policy shall preclude a Member from performing their duties as a Council Member, nor inhibit them from representing their constituents.

The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the policy during an election period. This Policy will be reviewed by the Clerk in advance of each regular Municipal Election and will be updated in accordance with legislative requirements.

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 42-2025

BEING A BY-LAW AUTHORIZE ALTERNATIVE VOTING METHODS – VOTING BY INTERNET AND TELEPHONE FOR THE 2026 MUNICIPAL ELECTION

WHEREAS the Municipal Elections Act, SO 1996, Chapter 32, Subsection 42(1)(b) states that the Council of a local municipality may pass by-laws to authorize electors to use an alternative voting method, that does not require electors to attend at a voting place in order to vote;

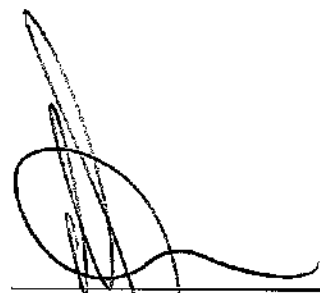
AND WHEREAS Council deems it appropriate and in the public interest to conduct the 2026 Municipal Election using alternative voting methods, specifically, vote by internet and vote by telephone methods to ensure greater accessibility of all voters to exercise their individual and democratic right;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. THAT the alternative voting methods of "Vote by Internet" and "Vote by Telephone" are hereby authorized for the Municipal Election to be held in 2026.
2. THAT the alternative voting methods of "Vote by Internet" and "Vote by Telephone" will be used for the advanced polling period.
3. THAT the Returning Officer/Clerk is authorized to enter into agreements with the selected vendor(s) necessary for the Election.
4. THAT this By-law shall come into force and take effect upon passing.

Read a first and second time this 22nd day of September, 2025.

Read a third and final time and passed this 22nd day of September, 2025.



Michael Cameron, Mayor



Julia McCaugherty Jansman, Clerk

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 27-2026

Being a By-law to Regulate Election Signs in the Village of Merrickville-Wolford

WHEREAS subsection 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Municipal Act, 2001”), provides that municipal powers shall be exercised by By-law; and

WHEREAS subsection 11 (3), paragraph 7 of the *Municipal Act, 2001* authorizes the Corporation of the Village of Merrickville-Wolofrd to pass By-laws respecting signs; and

WHEREAS section 23.2 of the *Municipal Act, 2001* permits a municipality to delegate certain legislative and quasi-judicial powers; and

WHEREAS subsection 63 (1) of the *Municipal Act, 2001* provides that a By-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing any object placed or standing on or near a highway; and

WHEREAS section 425 of the *Municipal Act, 2001* established that any person who contravenes any By-law of the Corporation of the Village of Merrickville-Wolford is guilty of an offence; and

WHEREAS section 429 of the *Municipal Act, 2001* provides that a municipality may establish a system of fines for offences under a By-law of the municipality passed under that Act; and

WHEREAS section 445 of the *Municipal Act, 2001* provides that a municipality may make an order requiring a person who has contravened a By-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention; and

WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient to pass a By-law to regulate the placement of election signs for federal, provincial and municipal elections and by-elections;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. Application of this Bylaw

1.1 This By-law applies to all Election Signs Placed within the Village of Merrickville-Wolford.

2. Short Title of this By-law

2.1 The short title of this By-law is the “Election Sign By-law”.

3. Administration of this By-law

3.1 The administration of this By-law is hereby delegated to the Village Clerk or their designate.

4. Interpretation of this By-law

4.1 General

In this By-law, the definitions and interpretations set out shall apply, unless unusual circumstances require otherwise as determined by the Municipality, and any words not specifically defined in this By-law shall carry their dictionary definition.

4.2 Singular and Plural Words and Genders

In this By-law, unless otherwise specifically indicated:

- Words used in the singular number include the plural and vice versa;
- Word variations, for example, Place, Placed, Placement and Placing shall have a similar meaning.

5. Definitions

5.1 With the exception of clause and sub-clause headings, defined terms in this By-law have the first letter capitalized. Words that are defined in sub-clause 5.2 below but appear within this By-law without the first letter capitalized shall have their ordinary and plain dictionary meaning.

5.2 In this By-law the following terms shall have the meaning indicated:

“Act” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

“Advance Voting Day” means one or more days, held not more than thirty (3) days before Voting Day, that are designated by the Village Clerk or relevant official as defined in the Canada Elections Act (Ontario) for electors to cast ballots prior to Voting Day.

“Billboard Election Sign” means an outdoor sign erected and maintained by a Person engaged in the sale or rental of the space on the Billboard Election Sign to a Candidate or Registered Third Party for the purposes of advertising, promoting, opposing or taking a position with respect to any Candidate or political party, or influencing electors to vote for or against an issue associated with a Candidate or political party, or influencing electors to vote for or against any Candidate or any question, law or by-law submitted to the electors.

“By-Election” means any Election other than a regular Election in the case of a municipal Election or a general Election in the case of a provincial or federal Election.

“Campaign Office” means a building or structure, or part of a building or structure, used by a Candidate or an agent of a Candidate or by a Registered Third Party or an agent of a Registered Third Party as part of an Election campaign and where a Candidate’s or Registered Third Party’s campaign staff is normally present and the public may enter to obtain information regarding the Candidate or Registered Third Party.

“Campaign Office Election Sign” means any sign Placed on a Campaign Office which only displays the name of a Candidate in a municipal Election, or

the name of a Candidate and/or the name and/or the logo of a political party in a federal and provincial Election, or the name of a Registered Third Party in a municipal Election, and the location of a Candidate's or Registered Third Party's Campaign Office, and contains no other message.

"Canada Elections Act" means the federal statute cited as the *Canada Elections Act*, S.C. 2000, c.9, as amended.

"Candidate" means a person who has been nominated to run in a municipal, provincial or federal Election, and shall be deemed to include a Registered Third Party seeking to influence electors to vote for or against any Candidate or any question or by-law submitted to the electors under section 8 of the *Municipal Elections Act*, 1996.

"Election" means a general federal or provincial Election or a regular municipal Election and any question or by-law submitted to the electors and includes an Election to a Local Board or commission.

"Election Act" means the provincial statute as cited as the *Election Act*, R.S.O. 1990, c.E.6, as amended.

"Election Sign" means any image, words, sign, picture, device, notice or visual medium, or any combination thereof, including, without limitation any poster, placard, bulletin and banner which:

- i. Advertises, promotes, opposes or takes a position with respect to any Candidate or political party in a federal, provincial or municipal Election or By-Election, including an Election of a Local Board or commission; or
- ii. Is intended to influence electors to vote for or against an issue associated with a Candidate or political party in a federal, provincial or municipal Election or By-law election; or
- iii. Is intended to influence electors to vote or against any Candidate or any question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario), or section 8 of the Municipal Elections Act, 1996.

For the purposes of clarification, an Election Sign does not include any Election campaign literature (e.g. pamphlets and brochures) but does include a Billboard Election Sign, Campaign Office Election Sign, Third Party Advertisement and Vehicle Election Sign.

"Electoral District" means the geographic area represented by a member of a municipal council or a school board.

"Local Board" means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof.

"Municipal Elections Act, 1996" means the provincial statute cited as the *Municipal Elections Act*, 1996, S.O. 1996, c.32, as amended.

"Municipality" means the Corporation of the Village of Merrickville-Wolford.

“Nomination Day” for a regular municipal Election means the deadline to file a nomination with the Village Clerk under the *Municipal Elections Act, 1996*, as amended. In the case of a municipal By-Election, the Village Clerk shall fix the date of Nomination Day in accordance with the provisions of sub-section 65 (4) 1 of the *Municipal Elections Act, 1996*.

“Person” means, but is not limited to, an individual, business, firm, corporation, unincorporated business, trade union, partnership, or association, and includes a Registered Third Party.

“Place” means to attach, install, erect, build, construct, reconstruct, move, display or affix. Placed, Placement and Placing shall have a similar meaning.

“Public Property” means property owned by or under the control of the Municipality, any of its agencies, Local Boards or commissions, including highways and Streets, and shall be deemed to include public utilities facilities, regardless of whether the Public Utility Poles are owned by or under the control of the Municipality and shall also be deemed to include benches, municipal garbage containers or other structures located on a Street regardless of whether the shelters, container or structures are owned by the Municipality. Property owned by the Municipality and leased to another Person shall not be deemed to be Public Property.

“Public Utility Pole” means a pole owned or controlled by an entity which provides a municipal or public utility service.

“Registered Third Party” or **“Third Party Advertiser”** means one of the following whose notice of registration has been certified by the Village Clerk pursuant to section 88.6 of the *Municipal Elections Act, 1996*:

- i. An individual who is normally a resident in Ontario; or
- ii. A corporation that carries on business in Ontario; or
- iii. A Trade Union that holds bargaining rights for employees in Ontario.

“Sidewalk” means that portion of a Street with a surface that is improved and designed or ordinarily used for the use of pedestrians and shall include a multi-use path.

“Sight Triangle” – means the triangular space formed by the Travelled Roadways of the Streets abutting a corner lot and a line drawn from a point in one Travelled Roadway to a point in the other Travelled Roadway, each such point being 5.0 m (16.5 ft) from the point of intersection of the Travelled Roadways (measured along the curb lines or edge of pavement). Where the two Travelled Roadways do not intersect at a point, the point of intersection of the Travelled Roadways shall be deemed to be the intersection of the projection of the curb lines or edge of pavement.

“Street” means the allowance for a public road and includes the travelled and untraveled portions of the Street, including the shoulders and Sidewalks.

“Third Party Advertisement” means a sign or advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a Candidate in a municipal Election or an Election of a Local Board or commission or intended to influence persons to vote for or against any Candidate or any question or by-law submitted to the electors under section 8 of the *Municipal Elections Act, 1996*, and which has been Placed without the authorization, direction or involvement of a Candidate.

“Trade Union” means a Trade Union as defined in the federal Labour Relations Act, 1995 or the Canada Labour Code (Canada) and includes a central, regional or district labour council in Ontario.

“Travelled Roadway” means that portion of a Street that is designed or ordinarily used for vehicular traffic and delineated by the curb line or the edge of pavement.

“Vehicle Election Sign” means any form of Election Sign displayed in or on a vehicle, including a vehicle wrap.

“Village Clerk” means the Clerk of the Village of Merrickville-Wolford or a person designated by them for the purpose of this By-law.

“Voting Day” means the day on which the final vote is to be taken in an Election or By-Election.

“Voting Place” means the location(s) where electors cast their ballots as approved by the federal, provincial, or municipal Election officials and includes the entire property and all the boundaries associated with it, including any abutting Streets, when such Voting Place is located within a public or private premises and shall also include the common elements when the Voting Place is located within a private premises.

“Writ of Election” means the date as defined in the *Canada Elections Act* and the *Elections Act* (Ontario).

6. Candidate or Registered Third Party Responsible for Election Signs

6.1 The Candidate or the Registered Third Party, as the case may be, to whom an Election Sign relates shall be responsible for the Placing, removal and maintenance of the Election Sign and shall ensure that all requirements of this By-law are met.

7. General Provisions

7.1 No Person shall Place or permit to be Placed an Election Sign within the limits of the Municipality, except in accordance with this By-law and all applicable legislation.

7.2 This By-law shall not apply to signs Placed by the Municipality or the provincial or federal governments to provide information concerning an Election or By-Election or any part of an Election or By-Election process.

7.3 No Person shall Place or permit to be Placed an Election Sign on Public Property, excluding municipal road allowances, provided that an Election Sign is placed 1.5 metres from the improved section of street allowance and Site Triangles are not impacted

7.4 No Person shall Place or permit to be Placed an Election Sign on any object or structure that is located within the limits of a Street allowance, including, but not limited to: a Public Utility Pole, a light standard, a traffic control sign or signal, a guardrail or other form of traffic safety structure or facility, a bus shelter, a community mailbox, a bridge, a trestle, a hydrant, a fence, or a tree.

- 7.5 For a municipal Election, no Person shall Place or permit to be Placed an Election Sign outside of the boundaries of the Electoral District(s) where the Candidate is running for office.
- 7.6 No Person shall Place or permit to be Placed an Election Sign on, in, or within 50.0 m (164 ft.) of a Voting Place or a place where the administration of Election processes are conducted on Advance Voting Day or Voting Day.
- 7.7 No Person shall Place or permit to be Placed an Election Sign on private property without permission or consent of the owner or occupant of the property.
- 7.8 No Person shall pull down or remove an Election Sign without the consent of the Candidate or Registered Third Party to whom the Election Sign relates or the owner or occupant of the property on which the Election Sign was Placed, except as otherwise provided for in this By-law.
- 7.9 No Person shall deface or willfully cause damage to an Election Sign.
- 7.10 No Candidate or Third Party Advertiser, as the case may be, to whom an Election relates shall permit an Election Sign to be left in a state of disrepair.
- 7.11 No Person shall Place or permit to be Placed an Election Sign on private property that:
- i. Is illuminated has flashing lights, or rotating parts;
 - ii. Measures more than 1.0 m (3.25 ft) by 2.0 m (6.5 ft) and has a height that is more than 2.15 m (7.0 ft) above the ground;
 - iii. Obstructs, impedes or interferes with any fire escape, fire exit door, window, skylight, flume, air intake or exhaust, or any means of access by a firefighter to any part of a building or fire hydrant;
 - iv. Impedes, hinders, or prevents parking by vehicles on private lands;
 - v. Impedes or obstructs the passage of pedestrians where they are reasonably expected to walk;
 - vi. Interferes with the safe operation of vehicular traffic or the safety of pedestrians, including the visibility of warning devices and traffic signals; and
 - vii. Impedes or obstructs Municipal maintenance operations.
- 7.12 Sub-clauses 7.11 i) and 7.11 ii) of this By-law shall not apply to Campaign Office Election Signs, Billboard Election Signs or specified Vehicle Election Signs (ie. vehicle wrap).
- 7.13 Except for a sign Placed pursuant to sub-clause 7.2 of this By-law, no Person shall Place or permit to be Placed on any Election Sign a logo, trademark, crest, or official mark, in whole or in part, owned or licensed by the Municipality.

8. No Sign Permit or Permit Fee

- 8.1 Notwithstanding any other By-law of the Municipality to the contrary, no fee shall be charged by the Municipality and no permit shall be required in order to Place an Election Sign in accordance with this By-law.

9. Timing for Placement and Removal of Election Signs

Placement of Election Signs

- 9.1 No Person shall Place or permit to be Placed any Election Sign for a federal or provincial Election or By-Election prior to the day the Writ of the Election is issued.
- 9.2 No Person shall Place or permit to be Placed any Election Sign for a municipal Election or By-Election until a Candidate has filed their nomination papers to the satisfaction of the Village Clerk and paid the required filing fee.
- 9.3 Campaign Office Election Signs may be Placed once a Candidate has filed their nomination papers to the satisfaction of the Village Clerk and paid the required filing fee or Registered Third Party has registered to the satisfaction of the Village Clerk.

Removal of Election Signs

- 9.4 All Election Signs shall be removed within five days (120) hours of the day on which the Election or By-Election is held.
- 9.5 Where an Election Sign has been Placed on private property, it is the responsibility of the owner or occupant of the property to ensure that the Election Sign(s) is removed within the required time frame.

10. Election Signs Not Permitted Abutting Cemeteries

- 10.1 No Person shall Place or permit to be Placed an Election Sign on a cemetery or on any property that is abutting a cemetery.

11. Special Provisions for Vehicle Election Signs

- 11.1 No Person shall Place or permit to be Placed a Vehicle Election Sign except in accordance with the provisions of this By-law.
- 11.2 No Vehicle Election Sign shall be Placed on Public Property (other than a Street).
- 11.3 Notwithstanding sub-clause 11.2 of this By-law, a Vehicle Election Sign may be Placed by a Candidate or Registered Third Party on or in a vehicle while such vehicle is in use on any Street in the Municipality in accordance with all applicable laws and by-laws.
- 11.4 On Advance Voting Day and Voting Day, no Person shall Place or permit to be Placed a Vehicle Election Sign on a Voting Place or a place where the administration of Election processes are conducted or within 50.0 m (164.0 ft) of a Voting Place or a place where the administration of Election processes are conducted.

12. Special Provisions for Campaign Office Election Signs

- 12.1 Campaign Office Election Signs may be Placed once a Candidate has filed their nomination papers with the Village Clerk and paid the required filing fee or a Registered Third Party has registered with the Village Clerk.
- 12.2 Campaign Office Election Signs Placed pursuant to sub-clause 12.1 of this By-law shall only display:
- i. The name of a Candidate in a municipal Election or By-Election; or
 - ii. The name of a Candidate and the name and/or logo of a political party in a federal or provincial Election or By-Election; or
 - iii. The name of a Registered Third Party in a municipal Election or By-Election; and

- iv. The location of a Candidate's or Registered Third Party's Campaign Office; and shall contain no other message.
- 12.3 A Candidate or Registered Third Party shall designate only one building or part thereof in the Municipality as the Campaign Office where the Election Signs are to be Placed and must advise the Village Clerk, in writing, of the address of the Campaign Office prior to Placing any Campaign Office Election Signs pursuant to sub-clause 12.1 of this By-law.
- 12.4 Other Election Signs may be Placed on the Campaign Office property in accordance with sub-clauses 9.1 and 9.2 and Clause 14 of this By-law and all other applicable regulations respecting Election Signs.

13. Special Provisions for Third Party Advertisements

- 13.1 A Third-Party Advertiser must be registered to the satisfaction of the Village Clerk prior to Placing any Election Signs.
- 13.2 Third Party Advertisements shall contain valid and up-to-date contact information, including the name of the Registered Third Party, the municipality where the Registered Third Party is registered, and a telephone number, mailing address or e-mail address at which the Registered Third Party may be contacted, in order to identify at least one individual responsible for the Placing of the Third Party Advertisements including any Election Sign(s).

14. Election Signs on Private Property

- 14.1 The Placement of Election Signs on Private Property shall be subject to Section 7 and Section 9 of this By-law.
- 14.2 No more than two (2) Election Signs per Candidate or Registered Third Party shall be Placed on each Street frontage of a residential property.
- 14.3 No more than two (2) Election Signs per Candidate or Registered Third Party shall be Placed on each Street frontage of a non-residential property.
- 14.4 In accordance with section 88.2 of the *Municipal Elections Act, 1996*, as amended, owners or tenants in an apartment building, condominium building, non-profit housing, co-operative or a gated community may Place Election Signs on the premises that they own or lease subject to any reasonable restrictions on the size or type of Election Sign that may be established by the landlord, property manager, co-operative or condominium corporation.
- 14.5 Election Signs Placed on private property shall not interfere with the safe operation of motor vehicular traffic, cyclists and the safety of pedestrians, and shall not obstruct visibility or sightlines.
- 14.6 No Person shall Place or permit to be Placed an Election Sign on private property that overhangs a public Sidewalk or that is near a public Sidewalk in any manner that may interfere with or obstruct the normal flow of pedestrian traffic.

15. Removal of Unlawful Election Signs

- 15.1 Where an Election Sign has been Placed in contravention of any provision of this By-law, a Provincial Offences Officer, Municipal Law Enforcement Officer, or any other individual designated by the Village Clerk may cause the Election Sign to be removed immediately without notice or compensation and/or take any further action as provided within this By-law.

- 15.2 Election Signs that pose any risk to the health and safety of pedestrians, cyclists or motorists shall be removed without notice or compensation.
- 15.3 On Advance Voting Day and Voting Day, unlawful Election Signs may be removed without notice or compensation by a Municipal By-law Enforcement Officer or any other individual designated with the Village Clerk.
- 15.4 Any Election Sign that has been removed by the Municipality and stored for more than thirty (30) days may be destroyed or otherwise disposed of by the Municipality without notice and without compensation.
- 15.5 A Provincial Offences Officer, Municipal By-law Enforcement Officer and any other individual designated by the Village Clerk may remove and impound any vehicle that is parked or left contrary to Section 11.4 of this By-law. These actions shall be at the expense of the owner of the vehicle.

16. Offence and Penalty Provisions

- 16.1 Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a court fine of not more than Two Thousand Dollars (\$2000) exclusive of costs.
- 16.2 If this By-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the Person convicted.
- 16.3 No Person shall prevent, hinder or interfere or attempt to prevent, hinder or interfere with a Provincial Offences Officer, a Municipal By-law Enforcement Officer, or any other individual designated by the Village Clerk in the exercise of a power or the performance of a duty under this By-law.

17. Liability for Damages

- 17.1 The provisions of this By-law shall not be construed as relieving or limiting the responsibility or liability of any Person Placing or owning any Election Sign for personal injury or property damage resulting from the Placing of such Election Sign or resulting from the negligence or willful acts of such Person, or his or her agents or employees, in the construction, Placing, maintenance, repair or removal of such Election Sign.

18. Conflict

- 18.1 If a provision of this By-law is in conflict with a provision of any applicable act, regulation, or other by-law, the provision that establishes the higher or more restrictive standard shall apply.

19. Severability Clause

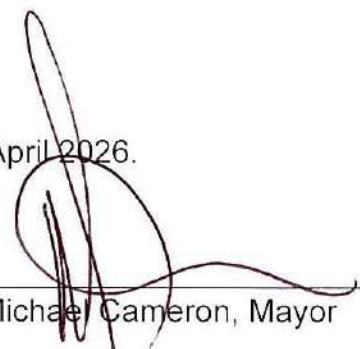
- 19.1 If a Court of competent jurisdiction declares that any provision, or any part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every other provision of this By-law shall continue in full force and effect unless the court makes an order to the contrary.

20. Effective Date


20.1 This By-law shall come into force and take effect on the date of its passing.

Read a first and second time this 27th day of April 2026.

Read a third and final time and passed this 27th day of April 2026.



Michael Cameron, Mayor



Julia McCaugherty-Jansman, Clerk



Form EL18(A)

VILLAGE OF MERRICKVILLE-WOLFORD DECLARATION OF QUALIFICATIONS MUNICIPAL CANDIDATES

Municipal Elections Act, 1996

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

Mayor

Councillor

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* 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 (18) years of age, a Canadian citizen, a resident of the Village of Merrickville-Wolford or the owner or tenant of land in the Village of Merrickville-Wolford or the spouse of such owner or tenant.

3. I am not ineligible, disqualified or prohibited 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 Village of Merrickville-Wolford, or if I am an employee of the Village of Merrickville-Wolford I am on an unpaid leave of absence as provided for by Section 30 of the *Municipal Elections Act, 1996*.
- I am not an employee of the Village of Merrickville-Wolford, including 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 Village of Merrickville-Wolford or a person who is not an employee of the Village of Merrickville-Wolford but who holds an administrative position of the Village of Merrickville-Wolford.
- 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 Village of Merrickville-Wolford prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that



the Clerk of the Village of Merrickville-Wolford 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 section 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, except as a voting proxy in accordance with section 44.
- 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)

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 Village of Merrickville-Wolford in the United Counties of Leeds and Grenville

This _____ day of _____, 2026

(Signature of Candidate)

(Signature of Clerk or designate)



Form VMW02

VILLAGE OF MERRICKVILLE-WOLFORD

CONSENT TO RELEASE PERSONAL INFORMATION

(Municipal Freedom of Information and Protection of Privacy Act)

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

Questions regarding this collection should be forwarded to the Village Clerk at 613-269-4791 ext. 257.

Name of Candidate: _____

Candidate for the office of:

- Mayor
- Councillor

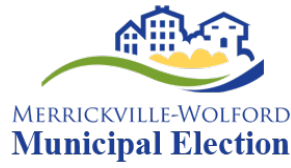
I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that the Village Clerk will disclose all or part of it to the general public.

Signature of Candidate

Signature of Village Clerk or Designate

Dated at _____

This _____ day of _____, 2026



Form VMW31

VILLAGE OF MERRICKVILLE-WOLFORD NOTICE OF PENALTIES

Municipal Elections Act, 1996 (s. 33.1)

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

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

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 he or she fails to file documents with the Municipal Clerk 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 Municipal 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 subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

PENALTIES [88.23 (2)]

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 the *Municipal Elections Act* applies.

DEFAULT – NOTICE BY CLERK

(3) In the case of a default described in subsection (1), the clerk shall, a) notify the candidate in writing that the default has occurred; b) if the candidate was elected, notify the council or board to which he or she was elected in writing that the default has occurred; and c) make available to the public the name of the candidate and a description of the nature of the default.

COMPLIANCE – CLERK’S REPORT - FILING

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

REFUND (34)

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.

Declaration by Candidate

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

Declared before me at the Village of Merrickville-Wolford

This _____ day of _____, 2026

Municipal Clerk or designate

Signature of Candidate
(signed in front of Clerk or designate)



Form VMW10

VILLAGE OF MERRICKVILLE-WOLFORD

DECLARATION OF PROPER USE OF THE VOTERS' LIST
Municipal Elections Act, 1996 [s. 23 (3), (4) and (5)]

I, _____, being a:
(Name)

Candidate for the office of _____

OR

a person entitled to a copy of the Voters' List pursuant to section 23 (3) of the *Municipal Elections Act*, namely:

- The secretary of a local board any of whose members are required to be elected at an election conducted by the clerk, or that has submitted a question to the electors
- The clerk of the municipality responsible for conducting the elections in a combined area for school board purposes
- The clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the clerk, or that has submitted a by-law or question to the electors;
- The Minister, if he or she has submitted a question to the electors

hereby request the Clerk to provide me with the following information when it becomes available:

- a copy of the Voters' List;
- a copy of the Revisions made to the Voters' List after the preparation of the Interim List of Changes between September 1 to 30, 2026.

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

Signature

Date



Form VMW11

VILLAGE OF MERRICKVILLE-WOLFORD POLICY FOR USE OF THE VOTERS' LIST

The Voters' List has been compiled for election purposes only. All electors should ensure that their names and relevant information are correct on the Voters' List.

Eligible persons who request a copy of the Voters' List must sign a declaration Form VMW10 as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Where the Voters' List can be provided electronically to an eligible person, who has signed a declaration Form VMW10 provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

Eligible persons who obtain additional copies of the Voters' List or any part thereof shall pay to the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies. [Section 88 (8)]

Copies for local boards – municipalities - Minister

On written request, the Clerk shall provide a copy of the Voters' List to, [Section 23 (3)]

- the secretary of a local board any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;
- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- the Minister, if he or she has submitted a question to the electors.

Copies – for candidates

On the written request of a certified candidate for an office, the Clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office.

The Candidate or their campaign worker cannot confirm or deny if a person is on the Voters' List. The person must contact or visit the municipal office where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 1 up to and including the close of voting on October 26th at 8:00 p.m.

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



Form EL19

VILLAGE OF MERRICKVILLE-WOLFORD
WITHDRAWAL OF NOMINATION
Municipal Elections Act, 1996 (s. 36)

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of _____.
(Name of Elected Office)

Date

Signature of Candidate

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

Municipal Clerk or designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 p.m. on Nomination Day (August 21, 2026) if the nomination was filed under section 33 (4) and by 2:00 p.m. on August 26, 2026, if the nomination was filed under section 33(5).



Form VMW23

VILLAGE OF MERRICKVILLE-WOLFORD

ESTIMATED PRELIMINARY MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996

In accordance with the *Municipal Elections Act, 1996* the following are the preliminary calculations of the estimated maximum campaign expenses based on the number of electors on the Voters' List as of September 15, 2022 for the 2026 Election:

Office	Number of Electors as of September 2022	Calculations	Total Preliminary Maximum Campaign Expenses
Mayor	2831	$\$7500 + 2831 \times 0.85$	\$9906.35
Councillor	2831	$\$5000 + (2831 \times 0.85)$	\$7406.35

Please be advised that final spending limits will be supplied on or before September 30, 2026.



ESTIMATED PRELIMINARY MAXIMUM CAMPAIGN – SELF-CONTRIBUTION

In accordance with the *Municipal Elections Act, 1996* the following are the preliminary calculations of the estimated maximum campaign contributions that a candidate and their spouse may contribute to the candidate’s own election campaign. The calculations are based on the number of electors on the Voters’ List as of September 15, 2022 for the 2026 Election:

Office	Number of Electors as of September 2022	Calculations	Total Preliminary Maximum Campaign Contributions
Mayor	2831	$\$7500 + 2831 \times 0.20$	\$8066.20
Councillor	2831	$\$5000 + (2831 \times 0.20)$	\$5566.20

**Please be advised that final spending limits will be supplied on or before
September 30, 2026.**

Municipal Elections Act, 1996

ONTARIO REGULATION 304/13

VOTER IDENTIFICATION

Current

Consolidation period: April 11, 2022 - e-Laws currency date (February 25, 2026)

Last amendment: [315/22](#).

This is the English version of a bilingual regulation.

Legislative History

Proof of identity and residence

1. The following is prescribed as the proof of identity and residence that a person may present for the purposes of paragraph 1 of subsection 52 (1) of the Act:

1. An original, or a certified or notarial copy, of a document that is listed in Schedule 1 and shows the person's name and qualifying address. O. Reg. 304/13, s. 1; O. Reg. 151/18, s. 1.

Form for application and statutory declaration

2. The following is prescribed as the form that a person may complete for the purposes of paragraph 1 of subsection 52 (1) of the Act:

1. Form 9, entitled "Declaration of Identity" (application and statutory declaration under paragraph 1 of subsection 52 (1) of the Act), dated April, 2022 and available on the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs. O. Reg. 304/13, s. 2; O. Reg. 151/18, s. 1, 2; O. Reg. 58/22, s. 1.

SCHEDULE 1

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.

6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home.

27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.