



Township of Hornepayne
2026 Municipal Election
Nomination Package for Candidates

Approved by
Clerk/Returning Officer



Introduction

Holding Office as an elected official in municipal government can be rewarding as well as very challenging. It requires a serious time commitment over a period of four (4) years.

The ***Municipal Elections Act*** ("MEA" or "Act") sets out, in detail, the requirements to be met by candidates for office. This document is provided for your convenience and is only a summarized version of the nomination requirements. It is in no way to be construed as legal advice and/or a replacement for the legislation itself.

Before filing your nomination papers, we strongly urge you to obtain your own updated copy of the ***Municipal Elections Act*** to ensure compliance with the Act. The MEA which can be downloaded from the Ministry's website at [Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. \(ontario.ca\)](https://www.ontario.ca/government/municipal-elections-act) or purchased from the Ontario Government Bookstore. Additionally, a copy is located at the Municipal Office that you can review on site.

Once your nomination paper is filed with the Clerk you will be given a Candidates Package that will provide information and forms that you will need during the Campaign period and thereafter.

Any questions should be directed to:

Jennifer Hill, Clerk
Township of Hornepayne
68 Front Street, P.O. Box 370
Hornepayne, ON P0M 1Z0
Tel: 807-868-2020 ext. 202
Email: clerk@hornepayne.ca



General Information

Nomination Period:	May 1, 2026 to August 21, 2026
Nomination Day:	August 21, 2026 (9:00 a.m. – 2:00 p.m.)
Advance Voting:	TBD
Voting Day:	October 26, 2026 (10:00 a.m. – 8:00 p.m.)

Offices for which persons may be nominated for Hornepayne 2026 Municipal Elections

Mayor	One (1) to be elected at large by the electors of the Township of
Councillor	Four (4) to be elected at large by the electors of the Township of

Who can be a candidate? (s. 17 of the Municipal Elections Act, 1996)

Municipal Council

- A person who is qualified to be a voter in the Township of Hornepayne for the 2026 Municipal Election is also eligible to be a candidate for office. That means, on the day that you submit your Nomination Form, you must be qualified to hold that office. Candidates for the offices of Mayor or Councillor must meet the same criteria as eligible voters or electors.

You must be:

- A resident of the Township of Hornepayne, or an owner or tenant of land in the Township of Hornepayne, or the spouse or same sex partner of such an owner or tenant;
- A Canadian citizen;
- At least 18 years old; and,
- Not prohibited from voting by law.



School Board Trustee

School Board Trustee	One (1) to be elected – English Public
School Board Trustee	One (1) to be elected – English Separate
School Board Trustee	One (1) to be elected – French Public
School Board Trustee	One (1) to be elected – French Separate

A candidate for a school board must, upon nomination, be a qualified municipal elector and fulfill all of the following requirements:

- Be a resident within the jurisdiction of the board;
- Be a supporter of the board;
- Be a Canadian citizen; and,
- Be at least 18 years old.

In order to be considered for declaration as a legally qualified municipal candidate, you must file a Nomination Paper with the Clerk of the Township of Hornepayne.

What are the roles and responsibilities of these offices?

The **Mayor (or Head of Council)** is responsible for providing leadership to the Council and acts as the Township's public spokesperson. They are also responsible for promoting the municipality locally, nationally and internationally. For a more detailed role of the Head of Council refer to *sections 225 & 226.1 of the Municipal Act, 2001* [SO 2001, c 25 | Municipal Act, 2001 | CanLII](#).

Council is made up of one (1) Mayor and four (4) Councillors.

The role of Council is defined by Section 224 of the Municipal Act.

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;



- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
 - (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99.

What is the time commitment if I am elected?

The time commitment varies from individual to individual and can depend upon the elected individual's employment circumstances. A Mayor/Councillor can expect to devote time for a minimum of two meetings per month along with various duties as appointed by Council. This would include ensuring you are prepared for the meeting(s), (reading reports, materials etc.) and becoming knowledgeable about municipal procedure/by-laws and policy governance. To do this effectively will require a fair time commitment.

School Board Trustee information on responsibilities can be provided by the applicable School Board Administration.

How do I file my Nomination Paper?

On any day starting Friday, May 1, 2026 and preceding Nomination Day, a Nomination Paper – Form 1 (attached) may be filed at the Office of the Clerk during regular business hours between 9:00 a.m. and 3:00 p.m., Monday to Friday. Appointments are required.

On Nomination Day (Friday, August 21, 2026), a nomination paper may be filed between 9:00 a.m. and 2:00 p.m. Persons who propose to be candidates in the Municipal Election must submit their nomination paper to the Office of the Clerk prior to accepting or soliciting funds for their campaign.



Either the candidate or their agent must file the nomination paper in person. Faxed/email nominations **WILL NOT** be accepted as an original signature is required on all election documents filed with the Clerk.

All registered candidates are required to pay a filing of fee of either \$200.00 for Mayor or \$100.00 for Councillor/School Board Trustee. The fee shall be paid by cash, debit card, credit card (Visa/Mastercard) certified cheque or money order payable to the Township of Hornepayne. This fee must be paid at the time of filing. Proof of valid identification and residence will be required (i.e., Driver's licence, health card, passport, etc.).

The election campaign period for candidates begins the day the nomination paper is filed and ends on December 31, 2026. A candidate cannot accept campaign contributions before they have filed a nomination paper.

Endorsement of Nomination (s. 33 (1.1) & 33 (1.4) of the Municipal Election Act, 1996)

Subject to subsection 33 (1.4), the nomination of a person for an office on a Council must be endorsed by at least 25 persons. Subsection 33 (1.1) above does not apply to a nomination in a municipality in which the number of electors who were eligible to vote in the previous regular election in the municipality is less than the prescribed number.

O. Reg 101/97 states the prescribed number is 4,000 electors. The 25 endorsement signatures are not required as the Township of Hornepayne has less than 4,000 electors.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

Once the nomination form is filed with the Clerk, the candidate will be asked to sign the consent to release personal information authorizing the Clerk to release personal information to the public and media.



Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office, on the front door and on the website an "Unofficial List of Candidates" which will be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial". The Clerk must obtain authorization from the candidate to post their personal information, such as their addresses. The list will remain "unofficial" until the nominations have been certified by the Clerk.

Nomination Day – Friday, August 21, 2026 (s. 31 of the Municipal Elections Act, 1996)

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as during the nomination period.

Certification of Nomination Papers (s. 35 (1) of the Municipal Elections, Act 1996)

On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (s. 35 (3) of the Municipal Elections Act, 1996)

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the nomination. A telephone call shall be made to the candidate informing them of the rejection, and a "Notice of Rejection of Nominations" shall be sent, by Registered Mail, as soon as possible, to the person who sought to be nominated as well as to all candidates for the office.



Withdrawal of Nominations (s. 36 of the Municipal Elections Act, 1996)

Candidates nominated on or before Nomination Day may withdraw their Nomination by filing a written withdrawal on the “Withdrawal of Nomination” form with the Clerk, in person, before 2:00 pm on Nomination Day, Friday, August 21, 2026. Any withdrawals sent by email, mail or fax are not permitted and will not be accepted.

The withdrawal shall be noted on the “Unofficial List of Candidates.”

Acclamations (s. 37 of the Municipal Elections Act, 1996)

If, at 4:00 p.m. on Monday, August 24, 2026 (the Monday following Nomination Day), the number of certified candidates for an office is the same or less than the number to be elected, the Clerk shall immediately declare the candidate or candidates elected by acclamation.

Scrutineers (ss. 16 & 47 of the Municipal Elections Act, 1996)

Appointment - by candidate – qualification

Candidates may appoint scrutineers to act on their behalf in observing the election process

The appointment shall be made using the Appointment of Scrutineer by Candidate Form. The forms to appoint scrutineers, must be signed by the candidate in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide the signed form to their scrutineer.

Number - per candidate - in Help Centre - one only

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

The scrutineer/candidate must take an “Oral Oath of Secrecy” Centre Form WE25 at the Help or receipt of location for receipt of voting results.



Municipal Employee Communication with Candidates

The following provides direction to Candidates on the handling of questions directed to Municipal Staff as well as meetings with Municipal Staff. Every effort will be made to provide information to all Candidates to ensure fairness and transparency.

Municipal Administration and Election-Related Questions

Questions pertaining to all matters related to Municipal administration and/or the Election process, including the voting method, shall be directed to the Returning Officer:

Jennifer Hill, Clerk
68 Front Street, Hornepayne, ON P0M 1Z0
Ph: 807-868-2020 Ext. 202
Email: clerk@hornepayne.ca

Answers to all questions posed by Candidates will be shared with all registered Candidates, without identifying the questioner, on the Municipal website, generally within one week.

Access to Staff

Candidates are invited to set up meeting requests through the CAO's Office. An appointment should be arranged in advance.

To ensure fairness, access to Senior Staff shall be the same for all Candidates, including existing Members of Council.

Answers to questions asked of Staff in person will be recorded, shared with all Candidates and posted on the Municipal website for transparency.

Access to the Voters' List

The Voters' List is **not** a public document and shall **not** be posted:

- In any public place;
- On any internet website; or
- In any other print or electronic medium of mass communication.



The Voters' List shall be used for Election purposes only. The use and sale of the Voters' List for any purpose is strictly prohibited.

The Voters' List for the Township of Hornepayne is initially prepared by the Municipal Property Assessment Corporation (MPAC) in the form of a Preliminary List of Electors. The Voters' List contains the names, addresses, and school support of each person who meets the qualifications of a Voter. All Electors should ensure that their names and relevant information are correct on the Voters' List. Both the Preliminary List of Electors (PLE) and the Voters' List may be inspected by the public at the Clerk's Office during normal office hours.

Upon the written request of a Candidate for an Office, the Clerk shall provide them with the part of the Voters' List that contains the names of the Electors who are entitled to vote for that Office. Eligible persons who request a copy of the Voters' List must sign a Declaration of Proper Use of Voters' List 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, 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 a fee of \$25.00 to the Clerk.

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 or by deleting it completely from Candidate's computer hardware. If records are shared by the Candidates with others (campaign workers) an Oath, similar to the one taken by the Candidate, shall be administered and all shared records shall also be protected and destroyed.



Revision of the Voters' List

The Voters' List will be available by Tuesday, September 1, 2026. Applications for amendments to the list will be accepted by the Clerk from Tuesday, September 1, 2026 to the close of voting on Voting Day – October 26, 2026 at 8:00 p.m.

Individuals will be able to confirm their information on the Voters' List by accessing [Voter Look up](#) or by attending the Clerk's Office during regular business hours. Appointments are required.

Campaign and Campaign Material

Campaigning, including signage and other materials, is permitted no earlier than the filing of Nomination Papers by the Candidate.

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

Campaign Period

The campaign period begins the day the Candidate files a Nomination Paper and ends on December 30, 2026. Upon filing of Nomination Papers, the Candidate will be provided with a Certificate of Estimated Maximum Campaign Expenses based on the Voters' List from the 2022 Municipal Election. Each Candidate will be provided a final certificate on or before October 1, 2026 which is calculated using the greatest number of Electors on the Voters' List as of the 2022 Municipal Election or October 1, 2026.

Maximum Contributions to Candidates (s. 88.9 of the *Municipal Elections Act, 1996*)

A contributor shall not make contributions exceeding a total of \$1,200 to any one Candidate in an Election, including all Offices nominated for.

A contributor shall not make contributions exceeding a total of \$5,000 to two or more Candidates for Office on the same Council.



Maximum Campaign Limits to Own Campaign (s. 33.0.2, s. 88.9.1 of the Municipal Elections Act, 1996)

There are limits on the amount that a registered Candidate may spend on a campaign. A Candidate for Office and their spouse shall not make contributions to the Candidate's own Election campaign that, combined, exceed an amount equal to the lesser of the amount calculated by the following formula:

Head of Council (Mayor)	\$7,500 plus 20 cents for each Elector entitled to vote for Office;
Candidate for another Office	\$5,000 plus 20 cents for each Elector entitled to vote for Office; or, \$25,000

Certificate of Estimated Maximum Campaign Expenses (s. 33.01, s. 88.20 of the Municipal Elections Act, 1996)

The spending limit for a Candidate's campaign are calculated as follows:

Head of Council (Mayor)	\$7,500 plus 85 cents for each Elector entitled to vote for Office;
Candidate for another Office	\$5,000 plus 85 cents for each Elector entitled to vote for Office.

Certificate of Maximum Campaign Expenses (s. 33.01, s. 88.20 of the Municipal Elections Act, 1996)

The Clerk shall, after determining from the Voters' List the number of Electors eligible to vote in the 2026 Election for each Office, calculate the Maximum Amount of Campaign Expenses that may be incurred by a Candidate, prepare the Certificate of Maximum Campaign Expenses and provide each Candidate with a copy no later than October 1, 2026.

The higher of the two calculations (preliminary and secondary) shall be the final spending limit for the Office. The Clerk's calculation in final.



Campaigning and Campaign Material – Municipally Owned/Leased Facilities

The use of the Municipal logo or other insignia for campaign purposes is not permitted.

Election campaigning or the distribution/posting of Election campaign material at Municipally-owned or leased facilities is not permitted, with the exception of road allowances.

The use of corporate resources is not permitted by Candidates for campaign purposes (i.e., Staff, electronic devices, supplies, equipment, Candidate photos taken in/on Municipal property, etc.).

The use of services of persons during hours in which those persons receive any compensation from the Municipality is prohibited.

Election Signs

The Township of Hornepayne allows campaign signs on Municipal road allowances as long as sight lines are not affected and the signs are removed immediately after the Election.

Election signs shall not be placed on private property without the owner's consent.

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

Signs can be displayed no sooner than a Candidate's date of registration.

The Municipality reserves the right to remove, after every attempt has been made to contact the Candidate, any Election sign which it deems to be a hazard or that breaches the terms listed herein.

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the Candidates should be referred to the Ontario Provincial Police by the complainant. The Municipality or any of its Municipal servants, employees or agents will not be responsible.



All campaign signs must be removed by the Candidate or the Candidate's representative by 11:59 p.m. on Wednesday, October 28, 2026.

Prohibition of Canvassing in Voting Places

The Clerk, as the Returning Officer, is the lessee of the premises used as Voting Locations. As the lessee, the Returning Officer does not permit campaigning of any nature in or on the premises used as a Voting Location or Voting Help Centre during the Voting Period. The premises are deemed to include the entire building and the property on which it is located.

Section 48 of the Act provides as follows:

"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 Candidate's Election campaign material or literature in a Voting Place. For the purpose of this section, 'Voting Place' includes any place in the immediate vicinity of a Voting Place designated by the Clerk."

Election Officials are instructed to immediately remove from any Voting Place, material or literature of any nature which may be deposited in and around a Voting Place.

Candidates or their agents and Scrutineers must not engage Electors in conversation at Voting Places and they may not wear a campaign button or distribute material of any kind in and around a Voting Place.

Access to Apartment Buildings and Condominiums by Candidates (or their Authorized Representatives)

Campaign provisions have been clarified through recent amendments to the Act to allow Candidates to campaign in apartment buildings, condominiums, non-profit housing co-ops or gated communities from 9:00 a.m. until 9:00 p.m. Landlords and condominium corporations may not prohibit tenants or owners from displaying campaign signs in their windows.



Duties and Powers of the Clerk (s. 11 & 12 of the Municipal Elections Act, 1996)

The Clerk is responsible for conducting the election, including 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 accessibility report within 90 days after Voting Day.

The Clerk 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.

Procedures and Forms (s. 42 (4) 2 of the Municipal Elections Act, 1996)

The Municipal Elections Act 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.

Terms of Office (s. 6 of the Municipal Elections Act, 1996)

The term of all offices in the election is four years – beginning November 15, 2026 and ending November 14, 2030.

More Information

Candidates are advised to refer to the Province of Ontario's 2026 Candidates' Guide to Municipal and School Board Elections for details on Campaign Contributions, Fund Raising and Campaign Expenses. The Provincial guide is available online from the Ministry of Municipal Affairs at [2026 candidates' guide — Ontario municipal council and school board elections | ontario.ca](https://www.ontario.ca/government/2026-candidates-guide-ontario-municipal-council-and-school-board-elections).



Attachments

1. Nomination Paper – Form 1
2. Declaration of Qualifications
3. Consent to Release Personal Information – Form EL52
4. Candidate’s Declaration – Proper Use of Voters’ List – Form EL14
5. Certificate of Estimated Campaign Expenses (Interim Estimate) – Form HP23 (A/B)
6. Certificate of Estimated Amount of Contributions for Own Campaign – Form EL37 (B)
7. Appointment of Scrutineer by Candidate - Form EL12 (A)
8. Notice of Candidate’s Filing Requirements – Form EL42
9. Withdrawal of Nomination – Form EL19
10. Notice of Extension of Campaign Period – Form 6
11. Financial Statement – Auditor’s Report Candidate – Form 4
12. Notice of Penalties to Candidates - Form HP31
13. GOV.004 Use of Corporate Resources for Municipal Elections Policy
14. 2026 Candidate’s Guide – Ministry of Municipal Affairs and Housing

-END-

Instructions

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

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

Nominated for the Office of		Ward Name or Number (if any)	
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)			
Last Name or Single Name		Given Name(s)	
Nominee's full qualifying address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
Email Address		Telephone Number	Telephone Number 2

Declaration of Qualification

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

Signature of Nominee

Date (yyyy/mm/dd)

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

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

Signature

Date Certified (yyyy/mm/dd)

Declaration of Qualifications for the Township of Hornepayne 2026 Municipal Election

I, _____ a
nominated candidate for the office of _____ do Solemnly
Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, and all other relevant Acts, to be elected to and to hold the office of _____.
2. Without limiting the generality of paragraph 1, on Nomination Day, August 21, 2026, I will be a Canadian citizen, at least eighteen years of age, and a resident of the Township of Hornepayne or the owner or tenant of land in the Township of Hornepayne or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
 - I am not an employee of the Township of Hornepayne, or if I am an employee of the Township of Hornepayne, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
 - I am not a person who is not an employee of the Township of Hornepayne but who is the clerk, treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001*, or an investigator of the Township of Hornepayne.
 - I am not a judge of any court.
 - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Hornepayne prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Township of Hornepayne 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 Act*, 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.
5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.
6. Without limiting the generality of paragraph 5,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*.
7. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996*, or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal election.
8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

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

Declared before me at the Township of Hornepayne

This _____ day of _____, 2026

X	X
_____	_____
Clerk or Designate	Candidate

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56 and the *Municipal Elections Act, 1996*, and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Township of Hornepayne, until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, Township of Hornepayne, 68 Front Street, P.O. Box 370, Hornepayne, ON, P0M 1Z0.

Consent to Release Personal Information – Candidate

Municipal Elections Act, 1996 (MEA)

In accordance with the MEA s.88

(5) Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the clerk or any other election official under this Act are public records and, until their destruction, may be inspected by any person at the clerk’s office at a time when the office is open.

I hereby authorize election staff to include on the Township of Hornepayne's Election website and make available to any person the following information with respect to my candidacy for elected office.

Please indicate “yes” or “no” in the appropriate box or boxes.

	Indicate Yes/No in The Column, Information You Would Like Published	Web
Name		YES
Position		YES
One (1) Primary Contact Email / Phone Number / Address		YES / NO
Website/Social Media Links		YES / NO

NOTE: Candidates are responsible for the accuracy of the information provided and are encouraged to contact the Clerk’s Office if there are any changes.

Signature of Candidate

Date

CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST

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

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

a paper copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 30, 2026.

OR

an electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 30, 2026.

AND

a copy of the Lists showing the name of each person who has voted at each Advance Vote.

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

Signature:

Date

Name: _____
(please print)

ESTIMATED AMOUNT OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATE

Municipal Elections Act, 1996 (s.88.20(13))

TO:

_____	_____ Councillor
(Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of the Township of Hornepayne

I hereby certify that the estimated maximum campaign expenses that a candidate is permitted to incur for the office of Councillor in the Municipal Election to be held October 26, 2026, is **\$5,657.90**.¹

Date

Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the 2022 Voters' List.

On or before October 1, 2026, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the 2022 Voters' List or the 2026 Voters' List as of September 20, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6)(15).

CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS - OWN CAMPAIGN

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

_____ / _____ (Name of Candidate)	(Office)
_____	(Postal Code)
(Address)	

FROM:

The Clerk, or designated election official, of the Township of Hornepayne.
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I hereby certify that the maximum contribution amount a candidate¹ may provide to their own campaign for the office of Mayor in the Municipal Election to be held October 26, 2026, is **7,654.80**.²

Date	Municipal Clerk or designate
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In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on September 15 of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before October 1, 2026, the Clerk shall give the candidate a final calculation of the maximum permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on September 15 of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000.

Certificate to be given to candidate in accordance with Section 13.

¹ The contribution limit applies to the total amount of contributions made by yourself and/or your spouse to your campaign. This includes any contributions of goods and the replacement value of any inventory from a previous campaign that you are using in your current campaign.

² Formula for calculation provided in Section 88.9.1(1).

CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS - OWN CAMPAIGN

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

_____ / _____ (Name of Candidate) (Office)
_____ (Address) _____ (Postal Code)

FROM:

The Clerk, or designated election official, of the Township of Hornepayne.
--

I hereby certify that the maximum contribution amount a candidate¹ may provide to their own campaign for the office of Councillor in the Municipal Election to be held October 26, 2026, is **5,154.80**.²

Date Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on September 15 of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before October 1, 2026, the Clerk shall give the candidate a final calculation of the maximum permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on September 15 of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000.

Certificate to be given to candidate in accordance with Section 13.

¹ The contribution limit applies to the total amount of contributions made by yourself and/or your spouse to your campaign. This includes any contributions of goods and the replacement value of any inventory from a previous campaign that you are using in your current campaign.

² Formula for calculation provided in Section 88.9.1(1).

APPOINTMENT OF SCRUTINEER BY CANDIDATE¹

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

Candidate

Name of Candidate (please print)

Candidate for the Office of (check one)

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Mayor | <input type="checkbox"/> Public District School Board |
| <input type="checkbox"/> Councillor | <input type="checkbox"/> Catholic District School Board |
| | <input type="checkbox"/> French Public District School Board |
| | <input type="checkbox"/> French Catholic District School Board |

Scrutineer Appointment

Name of Scrutineer Appointed (please print)

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

Date

Signature of Candidate

this day of , 2026

Instructions to Scrutineer

- Scrutineers arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy.
- Only one scrutineer per candidate may be at each ballot issuing station in the voting place and as the ballots are counted.

Rights and Prohibitions

Scrutineers and candidates can:

- Enter the voting place 15 minutes before it opens and inspect the ballot boxes and the ballots and all other papers, forms and documents relating to the vote (but not so as to delay the timely opening of the voting place).
- Place his or her own seal on the ballot box, immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal.
- Object to a ballot or to the counting of votes in a ballot.
- Sign the statement of the results of the election prepared by the deputy returning officer.

- Place his or her own seal on the ballot box immediately after the close of voting on each day of an advance vote, so that ballots cannot be deposited or withdrawn without breaking the seal.
- Examine the Voters' List periodically to determine who has voted or to count how many Electors have voted but may not interfere with the conduct of the voting process.

Scrutineers and candidates cannot:

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

Note:

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

NOTICE TO CANDIDATE OF FINANCIAL STATEMENT FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.25)

TO:

_____ / _____
(Name of Candidate) (Office)

(Address) (Postal Code)

FROM:

The Clerk or designated election official of the Township of Hornepayne.
--

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 30, 2027, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the *Municipal Elections Act, 1996*.

- 88.25 (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
- (a) in the case of a regular election, as of December 31 in the year of the election;
 - (b) in the case of a by-election, as of the 45th day after Voting Day.
- (2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
- (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (4) If the candidate's election campaign period continues during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

- (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
- (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
- (7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if the candidate meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1)

Notice to be given in accordance with MEA, s.13.

NOTICE OF PENALTIES

- 88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,
- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
 - (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
 - (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
 - (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date.
- 88.23(2) Subject to subsection (7), in the case of a default described in subsection (1),
- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant, and
 - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.
- 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.

WITHDRAWAL OF NOMINATION¹²

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 _____ (time)
THIS _____ DAY OF _____, 2026.
Municipal Clerk or designate _____

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

2 The candidate is required to appear in person, with identification in order to withdraw their nomination.

Instructions

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

Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Declaration

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

Signature of Candidate or Registered Third Party (or Official Representative)

Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

Instructions

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

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

For the campaign period from (day clerk received nomination)

YYYY	MM	DD
------	----	----

to

YYYY	MM	DD
------	----	----

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

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

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

Municipality

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

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

Box B: Declaration

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

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate
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Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

Revenue from fundraising events not deemed a contribution
(from Part III of Schedule 2)

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Campaign Income (Do not include loan)

= \$ **C1**

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

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign
(list details in Table 2 of Schedule 1)

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

Salaries, benefits, honoraria, professional fees incurred until voting day

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Expenses subject to general spending limit

= \$ **C2**

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

1. + \$

2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit	_____	+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	_____	+ \$	_____
Office expenses incurred after voting day	_____	+ \$	_____
Phone and/or internet expenses incurred after voting day	_____	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	_____	+ \$	_____
Bank charges incurred after voting day	_____	+ \$	_____
Interest charged on loan after voting day	_____	+ \$	_____
Expenses related to recount	_____	+ \$	_____
Expenses related to controverted election	_____	+ \$	_____
Expenses related to compliance audit	_____	+ \$	_____
Expenses related to candidate's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses not subject to spending limits		= \$	C4

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

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	_____	+ \$	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	_____	- \$	
Surplus (or deficit) for the campaign		= \$	D2

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

Schedule 1 – Contributions

Part I – Summary of Contributions

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

Part II – Contributions from candidate or spouse

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

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

Part I – Ticket revenue

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

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

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

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

Part II – Other revenue deemed a contribution

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

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

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

Part III – Other revenue not deemed a contribution

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

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

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

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

Schedule 3 – Broadcasters and Publishers

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

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

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

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

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

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

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)
Contact Information		
Last Name or Single Name		Given Name(s)
Licence Number		
Address		
Suite/Unit Number	Street Number	Street Name
Municipality		Province
Postal Code		
Telephone Number	Email Address	

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

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

Report is attached

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

NOTICE TO CANDIDATE OF PENALTIES

Municipal Elections Act, 1996 (s.88.25)

TO:

_____ (Name of Candidate)	/	_____ (Office)
_____ (Address)		_____ (Postal Code)

FROM:

The Clerk or designated election official of Township of Hornepayne

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; or
- 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; or
- c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date, 2016,c. 15. s 60.

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

PENALTIES

In the case of a default described above:

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant 88.23(2)(a); 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 88.23(2)(b).

Date

Municipal Clerk or designate

The Clerk shall before voting day, provide a notice of penalties under subsections 88.23(2) and 92 related to election campaign finances to all candidates or their agent.



TOWNSHIP OF

Hornepayne

POLICY TITLE:	Use of Corporate Resources for Municipal Elections
POLICY NO.:	GOV.004
DEPARTMENT:	Office of the Clerk
EFFECTIVE DATE:	April 30, 2026
ENACTED BY:	By-Law No. 2203-26

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1. Policy Statement

The Corporation of The Township of Hornepayne recognizes that it is responsible to ensure fair treatment of all candidates running for office and to clarify the use of corporate resources in the election.

This policy is intended to:

- a) Ensure compliance with the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended, with respect to the role of the Township contribution to a municipal and trustee election campaign.
- b) Ensure Candidates and Registered Third Parties are treated fairly and consistently within the municipality.
- c) Ensure the integrity of the election process is always maintained.
- d) Establish the appropriate use of resources during an election period, in order to:
 - i. Protect the interests of members of Council, Candidates, Registered Third Parties, staff, and the Corporation; and,
 - ii. Ensure accountable and transparent election practices.

2. Policy Purpose

The purpose of this policy is to provide a consistent approach and direction regarding the use of corporate resources during the election campaign period in accordance with Municipal Elections Act, 1996 and clarify that all candidates and third parties, including members of Council, are required to follow the provisions of the Act and the following:

- a) No member of Council, Candidate or Registered Third Party shall use equipment, supplies, services, staff, or other corporate resources of the Municipality (including council budgets) for any election campaign or campaign related activities.
- b) No member of Council, Candidate or Registered Third Party shall undertake campaign-related activities on municipal property.
- c) No member of Council, Candidate or Registered Third Party shall use the services of persons during hours in which those persons receive any compensation from the Municipality for campaign-related activities.

3. Definitions

1. **"Act"** means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.
2. **"Campaign Period"** for candidates, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed).

3. **"Campaign Purposes or Campaign Materials"** means any activity in an election that seeks to promote or oppose the candidacy of an individual seeking office, or a "yes" or "no" answer to a question on the ballot, and includes any materials produced for that purpose.
4. **"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.
5. **"Clerk"** means the Clerk of the Township of Hornepayne or their designate.
6. **"Corporate Resources"** means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Township including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Township IT system and resources, databases, websites, social media, intellectual property, and supplies.
7. **"Election Day"** for a regular election is the fourth Monday in October in the year of the election, as prescribed by the Municipal Elections Act, 1996.
8. **"Members of Council"** means the Council of the Corporation of the Township of Hornepayne.
9. **"Member"** means a Member of the Council of the Corporation of the Township of Hornepayne.
10. **"Nomination Day"** for a regular election is the third Friday in August in the year of the election, as prescribed by the Municipal Elections Act, 1996.
11. **"Policy"** means this Use of Corporate Resources for Municipal Elections Policy.
12. **"Registered Third Party"** means an individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in the municipal election.
13. **"Staff"** means all full-time, part-time and contract persons hired by the Township.
14. **"Township"** means the Corporation of the Township of Hornepayne.
15. **"Voting Day"** means, in a regular election, is the fourth Monday in October in the year of the election or, in the case of a by-election, the 45th day after Nomination Day, as noted in subsection 65(4) of the Municipal Elections Act, 1996.

4. Policy

4.1. General Provisions

- a. Corporate resources shall not be used for any campaign purposes.
- b. Township funds shall not be used to acquire any resources for campaign purposes.
- c. Benefitting from the use of any corporate pricing established under the Township's Procurement Policy for campaign purposes is not permitted.
- d. The Township's logos, crest, slogan, or branding shall not be used, printed or distributed on any campaign materials, or included on any campaign website, except in the case of a link to the Township's website to obtain information about the municipal election.
- e. Photographs produced for or owned by the Township shall not be used for campaign purposes, including Council photos or headshots produced for Township business. Photographs taken with Township equipment or sent through Township accounts shall not be utilized.
- f. The services of any member of Township staff shall not be used for any election campaign purposes during the hours in which that individual receives any compensation from the Township.
- g. Distribution lists or contact lists developed or provided utilizing corporate resources shall not be used for campaign purposes.
- h. Members of Council attending events or meetings as representatives of Township Council are not permitted to campaign while conducting Township business.
- i. In any material created, printed or distributed by the Township, members of Council, Candidates, Third Party Advertisers or Township staff are not permitted to:
 - indicate that an individual is a Candidate registered in any election;
 - identify that they themselves or any other individual will be running for office; or
 - profile or make reference to Candidates in any election.

4.2. Technology

- a. Corporate resources such as computers, cell/smart phones, telephones, tablets, printers, scanners, copiers, e-mail, voicemail, file storage, or any other equipment or technology owned by the Township shall not be used for campaign purposes.
- b. Websites and domain names that are operated or funded by the Township shall not include any campaign materials or links to any sites

which include campaign material. The Candidate's List posted on the Township's election webpage may include one link per Candidate to a website which features campaign material.

- c. Social media accounts such as Facebook and X used for campaign purposes shall not be used for Township purposes, be created or supported by Township resources and must not use any Township logos or trademarks. Existing accounts used by members of Council for their work as elected officials, shall not be designated as campaign sites. To avoid confusion, members of Council who choose to use social media accounts for campaign purposes must include for the duration of the campaign, a clear statement on each campaign account's homepage indicating that the account is being used for campaign purposes.

4.3. Use of Municipal Facilities and Property

- a. Candidates and Third Party Advertisers are permitted to use any Township facility that provides for public rentals for campaign purposes, providing that all proper processes are followed and applicable fees are paid. Campaign material is permitted to be displayed in the rented portion of the facility for the duration of the facility rental period. All campaign material must be removed once the rental period is over.
- b. Candidates and Third Party Advertisers shall not otherwise campaign and/or distribute/display campaign literature or materials on Township owned or leased property.
- c. Candidates and Third Party Advertisers shall not campaign and/or distribute/display campaign materials during any function/event hosted by the Township, whether on municipal property or not.

4.4. Township Staff

- a. Township staff shall not participate in campaign activities during their normal working hours or anytime they are receiving remuneration from the Township. This includes providing administrative support to Candidates such as photocopying or providing technical assistance.
- b. Notices, posters, or similar material promoting, supporting, or opposing a particular Candidate are not to be produced, displayed or distributed by staff on Township work sites or property.
- c. Township staff may engage in election campaign activities on their own personal time, as long as those activities are separate from their official positions and duties. Township staff must ensure that their political activities do not create a perceived or actual conflict of interest in their day-to-day work.

- d. While engaging in election campaign activities, Township staff shall not wear any clothing, such as a uniform or badge, which identifies them as a Township of Hornepayne employee.
- e. While engaging in election campaign activities, Township staff shall not use any vehicles, equipment, technology, supplies or other resources that are owned, leased or issued by the Township of Hornepayne.

4.5. Limitations

- a. Nothing in this policy shall preclude a member of Council from performing their duties as an elected official for the Township, nor inhibit them from representing the interests of the constituents who elected them.

4.6. Responsibility

- a. The Clerk or designate is responsible for communicating this policy to members of Council, Candidates, Third Party Advertisers and Township staff.
- b. Members of Council, Candidates, Third Party Advertisers and Township staff are accountable to comply with this policy.

4.7. Administration

- a. 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 overall intent of the policy.
- b. This policy will be reviewed by the Clerk following each Municipal Election and will be updated in accordance with legislative requirements.

5. Policy Adoption and Review

Date of Adoption by Council	By-Law or Resolution No.	Date of Most Recent Review by Council	Changes Made Yes/No
April 30, 2026	By-Law No. 2203-26	April 30, 2026	No (New)

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 \(Form 6\)](#)