



**2026 MUNICIPAL  
ELECTION  
CANDIDATE  
INFORMATION**

## Document Summary

- **CANDIDATE INTRODUCTORY LETTER**
- **NOTICE OF ELECTION**
- **INFORMATION FOR CANDIDATES – 2026 KEY DATES**
- **NOTICE OF NOMINATION FOR OFFICE**
- **2026 CANDIDATES' GUIDE ONTARIO MUNICIPAL COUNCIL**
- **COUNTY COUNCIL INFO SHEET**
- **NOTICE OF NOMINATION FOR RENFREW COUNTY CATHOLIC SCHOOL BOARD**
- **2026 SCHOOL BOARD VOTER'S GUIDE**
- **TRUSTEE DISTRIBUTION**
  
- **CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING**
- **BY-LAW 2026-40 Use of Corporate Resources for Elections Policy**
- **BY-LAW 2026-41 Designation of Authority to the CAO/Clerk during the Restricted acts (Lame Duck) Period**
- **BY-LAW 2026-42 Municipal Election Sign Policy**
- **2026 ELECTION ACCESSIBILITY PLAN**
- **ATTACHMENTS PROVIDED FOR SUBMISSION OF NOMINATION:**
  - NOMINATION PAPER – FORM 1
  - ENDORSEMENT OF NOMINATION – FORM 2
  - FINANCIAL STATEMENT – FORM 4
  - CONSENT TO RELEASE PERSONAL INFORMATION - FORM MV02



## **CANDIDATE - INTRODUCTORY LETTER**

Dear Potential Candidate:

Welcome to the 2026 Municipal Election. While running for elected office is a big decision, it is a rewarding one. With the ever-changing landscape of municipal government, the role of an elected official is critical; you can make a difference in your community if you get involved. This package has been prepared for the purpose of supplying information which may be of assistance to you as you contemplate running for elected office. If you are a first-time candidate, Thank you for putting your name forward for representing your municipality. Serving the public as an elected official requires a four (4) year commitment of considerable time and energy.

### **Madawaska Valley Council:**

The present composition of the Council is 1 Mayor and 4 Council Members. For the terms from 2018 to present, the Council has met twice monthly. The Committee of the Whole(Committees) is held on the 1<sup>st</sup> Tuesday of the month from 10 am to 2pm, and the Regular Council Meeting is held on the 3<sup>rd</sup> Tuesday of the month from 10am to 2pm. All Public Meetings or Special Council Meetings are scheduled with notice and times posted. All meetings are live-streamed, allowing attendees, members of the public or consultants to opt to attend in person or via Zoom.

### **County Council**

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

### **Ministry of Municipal Affairs and Housing (MMAH)**

The Candidates' Guide (enclosed), prepared by MMAH provides general information on the nomination and election process. You may also wish to check out their Municipal Election page on their website at <https://www.ontario.ca/document/2026-candidates-guide-ontariomunicipal-council-and-school-board-elections>.

## **Municipal Elections Act**

A copy of the Municipal Elections Act, 1996, and its regulations can be viewed at <https://www.ontario.ca/laws/statute/96m32>. The Act outlines all of the rules regarding the election.

## **Municipal Act**

The Municipal Act, 2001 establishes the authority for municipal government to exist and details the spheres of jurisdiction in which it must operate. As such, it is important to be aware of the various restrictions on municipal powers within the Act. The Act also dictates the role of Council (the collective whole), the Head of Council (Mayor), the Municipal Administration, the Chief Administrative Officer, the Clerk, and the Treasurer. A copy of the Municipal Act, 2001 can be viewed at <https://www.ontario.ca/laws/statute/01m25>.

It is important to note that Council as a whole establishes policy, and once approved by the majority of its members, it is implemented by staff. No individual member of Council has the unilateral authority/power to change or approve policy.

## **Policies and Procedures**

As a member of Council, you will be updated during orientation sessions on the existing policies and procedures. There will be Council and staff training on existing legislation and reviews of the existing policies and procedures. A few of those include • *Procedural By-Law* • *Council/Staff Relations Policy* • *Code of Conduct* • *Remuneration and Expenditure Policy*

The Township of Madawaska Valley's website ([www.madawaskavalley.ca](http://www.madawaskavalley.ca)) will provide a wealth of information about our community. For convenience, we have an election platform that includes all relevant information and updates as they occur for the 2026 Election. Take the time to peruse our website and familiarize yourself with our civic web engagement for all agendas, minutes, bylaws.

## **School Board**

Candidates for school board offices are encouraged to contact the Director of Education of the respective school board or the Clerk responsible for the election of these positions. A School Board information package is included.

## **Voting Process**

Madawaska Valley will be utilizing internet and in-person voting for the 2026 Municipal Election. The 2026 Notice of Election is included for your information. The dates are still to be confirmed, but there will be advanced polling opportunities for in-person voting. The 2 locations will be the Combermere Hall and the Twp office ensuring one is on a Saturday. Valley Manor and Champlain Gardens will have on-site voting for their residents only.

## **Nomination Papers**

Filing your Nomination Paper (enclosed) is the first step toward a seat at the Council table. The Returning Officer will be accepting Nomination Papers for the following offices: Mayor, Councillor, along with Endorsement of Nomination forms (25 signatures) (enclosed), and for 1(one) seat for the Renfrew County Catholic District School Board.

You must contact the Clerk to make an appointment to file your Nomination Papers call 613-756-2747ext212 or email [elections@madawaskavalley.ca](mailto:elections@madawaskavalley.ca)

Position	Number to be Elected	Method of Election-
Mayor	1	General Vote
Councillor	4	General Vote
Trustee, Renfrew County District Catholic District School Board Representing the Townships of Killaloe, Hagarty and Richards, Brudenell, Lyndoch and Raglan and Madawaska Valley	1	General Vote

Attached you will find the Nomination Form (Form 1), the Endorsement of Nomination (Form 2), and the Consent to Release Personal Information (Form EL52). All three (3) documents **are required at the time of filing for the positions of Mayor or Councillor**. Only Form 1 and Form EL52 are required at the time of filing for School Board Trustee. In addition, you will be required to provide photo identification and the prescribed filing fee, \$200.00 for the Head of Council or \$100.00 for all other positions, payable by cash, certified cheque, debit or money order made payable to the Township of Madawaska Valley. You may sign the documents in front of the Returning Officer or designate at the time of filing. Electronic submissions will not be accepted.

The attached list of important dates for the 2026 Municipal Election provides helpful information about the election process. Please note the deadline for filing nomination papers is **August 21, 2026 at 2:00p.m.** as well as the deadline to withdraw a nomination (s.36)

On being presented with nomination forms, the Returning Officer will receive those deemed complete or will return all incomplete forms immediately to the Candidate or agent. An unofficial list of nominations received will be made available to the public shortly thereafter; however, certification of nominations and the posting of the certified list of candidates will not take place until 4:00 p.m. on Monday, August 24, 2026.

**Campaign Finances**

You may only accept contributions or incur campaign expenses during your campaign period. Your campaign period begins on the day you file your nomination papers with the Returning Officer, and in most cases, your campaign will end on December 31, 2026. Campaign expenses shall not exceed the maximum established by the Municipal Elections Act, 1996, and are calculated as follows:

<b>Head of Council Mayor:</b> \$12,496.30	\$7,500 plus \$0.85 per elector (5,878 in 2022)
<b>Councillor</b> \$9,996.30	\$5,000 plus \$0.85 per elector (5,878 in 2022)

Contributions to your own campaign shall not exceed the maximum established by the Municipal Elections Act, 1996 and are calculated as follows:

<b>Head of Council Mayor:</b> \$8,675.60	\$7,500 plus \$0.20 per elector (5,878 in 2022)
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<b>Councillor</b>	\$6,175.60	\$5,000 plus \$0.20 per elector (5,878 in 2022)
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Upon filing, the Clerk shall give the Candidate, or the agent filing the nomination for the Candidate, a Preliminary Certificate of Maximum Expense Limit, using the above calculation. The Returning Officer shall confirm these amounts on Monday, September 28, 2026, using the 2026 voters' list as of September 15, 2026, and a Certificate of Maximum Campaign Spending Limits will be provided to each Candidate.

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

Campaign expenditures, revenues, and advertising shall not commence until after filing nomination forms. When arrangements are made for sign placement, please ensure your campaign workers keep a list of locations so they can quickly remove signs after the Election. Removal of signage after the Election is the Candidate's responsibility (signage must be removed within 48 hours after Election Day). Information regarding election sign guidelines from the County of Renfrew and the Ministry of Transportation can be found in the *Township of Madawaska Valley Election Policies and Procedures*.

The Municipal Elections Act directs the Clerk of the Municipality to assume the position of Returning Officer for the Municipal Election. Throughout the election process, you will hear and see references to the position of Returning Officer. The titles are often used interchangeably; however, the roles and responsibilities are very different.

This package is provided to you for information purposes. Any necessary changes will be provided to registered candidates, posted to the Township's website, referred to as "revised," and dated accordingly. Also, reference should always be made to the relevant legislation and regulations. Please do not hesitate to contact me with any questions you may have about the election process.

Yours truly,

*Suzanne Klatt*

*Calvin Stecko*

Suzanne Klatt Returning Officer  
Clerk  
613-756-2747ext210  
elections@madawaskavalley.ca

Calvin Stecko – Deputy Returning Officer  
Deputy Clerk  
613-756-2747ext212  
elections@madawaskavalley.ca

**INFORMATION FOR CANDIDATES**  
**- 2026 KEY DATES-**

<b>Date</b>	<b>Information</b>
May 1 to August 20	Nominations accepted between 8:00 a.m. and 4:00 p.m., Monday to Friday
Nomination Day, August 21	Nominations and Withdrawal of Nomination will be accepted between 9:00 a.m. and 2:00 p.m.
August 24	Certification/Rejection of Nomination Papers by 4:00 p.m.  Acclamation after 4:00 p.m.
August 27	Official List of Candidates Posted
Prior to September 26	Final Calculation of Maximum Campaign Expenses will be provided to Candidates
October 26	Election Day
October 27	Declaration of Official Election Results
November 14, 2026 to November 14, 2030	Term of Office
December 31st, 2026	Campaign Period Ends (unless extended)
December 31st, 2026	Must notify Returning Officer if intending to extend campaign
January 4, 2027	Earliest the Financial Statements can be filed
March 30, 2027	Deadline to file Financial Statements 2:00 p.m.



# 2026 Municipal Elections Calendar

**May 1<sup>st</sup>:** First day of the candidate nomination period which lasts until August 21<sup>st</sup>, 2026

**August 21<sup>st</sup>:** Nomination Day. This is the last day when nomination can be filed between 9:00am and 2:00pm.

**October 16<sup>th</sup>:** Online Voting period begins

**October 17<sup>th</sup>:** Advance Poll at Combermere Community Centre from 10:00am to 6:00pm

**October 19<sup>th</sup>:** Advance Poll at Champlain Gardens from 1:00pm to 4:00pm

**October 21<sup>st</sup>:** Advance Poll at the Municipal Office from 4:00pm to 9:00pm

**October 23<sup>rd</sup>:** Advance Poll at Valley Manor from 10:00am to 2:00pm

**October 26<sup>th</sup>:** Voting Day

**October 27<sup>th</sup>:** Election results declared by Clerk

**November 17<sup>th</sup>:** Inaugural Council Meeting

# NOTICE OF NOMINATION FOR OFFICE

*Municipal Elections Act, 1996 (s. 32)*

**ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?**

## **2026 MUNICIPAL ELECTIONS NOTICE TO MUNICIPAL ELECTORS OF THE MADAWASKA VALLEY**

### **NOMINATIONS**

Nominations for the positions listed below must be made on the prescribed form available at your municipal Clerk's Office. Nomination forms must be filed, with the prescribed declaration by at least 25 persons, either in person or by your agent, with the Returning Officer of the appropriate Municipality during that office's normal office hours between the first business day of May in 2026 to Thursday, August 19, 2026, and between 9:00 a.m. and 2:00 p.m. on August 21, 2026 (Nomination Day).

The required filing fee for the Head of Council is \$200.00 and all other offices are \$100.00 (cash, debit, certified cheque or money order made payable to the appropriate Municipality) must accompany the signed form. Full details on the procedures to be followed may be obtained from the appropriate Municipal Clerk.

### **MUNICIPAL OFFICES FOR WHICH PERSONS MAY BE NOMINATED:**

<b>TOWNSHIP OF MADAWASKA VALLEY</b>	
MAYOR	(1)
COUNCILLOR	(4)
Returning Officer- Suzanne Klatt Madawaska Valley Township 85 Bay Street P.O. Box 1000 Barry's Bay, Ontario K0J 1B0 613-756-2747ext210 <a href="mailto:elections@madawaskavalley.ca">elections@madawaskavalley.ca</a>	
Deputy Returning Officer-Calvin Stecko 613-756-2747ext212	

# 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](mailto:mea.info@ontario.ca).

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

# Table of Contents

General information .....	1
Eligibility to run for election.....	2
Nominations.....	4
The voters' list.....	9
Campaigning .....	10
Third-party advertising.....	11
On voting day .....	12
After voting day .....	14
Campaign finance .....	15
Compliance and enforcement .....	27
Completing the financial statement .....	29
Forms referred to in this guide.....	35

## 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](#).

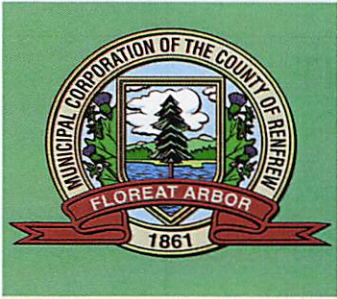
[Nomination Paper \(Form 1\)](#)

[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 \(Form 6\)](#)



# COUNTY OF RENFREW COUNCIL

## 2026 MUNICIPAL ELECTION INFORMATION

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

RENFREW COUNTY COUNCIL

RENFREW COUNTY COUNCIL

### WHAT IS COUNTY OF RENFREW COUNCIL?

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

### MEETINGS AND DECISION MAKING

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

### ROLE OF COUNTY COUNCIL

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

### COUNTY SERVICES

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

#### The Warden

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



## LEGAL AND ETHICAL RESPONSIBILITIES

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

## FREQUENTLY ASKED QUESTIONS

### How do I become a County Councillor?

County Councillors are appointed by their respective local councils following the municipal election. Eligibility and appointment processes are determined at the local municipal level.

### Is County Council different from my local council?

Yes. County Council focuses on services and issues that affect the County as a whole, while lower-tier councils address local municipal matters.

### Are County Council meetings open to the public?

Yes. Meetings are generally open to the public, with limited exceptions for closed sessions as permitted by the Municipal Act, 2001.

### What voting system is used at County Council?

County Council operates under a weighted and consensus voting system as set out in the County of Renfrew Procedural By-law.

### What is expected of me as a County Councillor?

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

## TIME COMMITMENT

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

## COMPOSITION OF COUNTY COUNCIL

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



## FOR MORE INFORMATION

Office of the Clerk  
 County of Renfrew  
 9 International Drive  
 Pembroke, Ontario  
 K8A 6W5  
 613-735-7288  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)



## **CALL FOR NOMINATIONS**

### **NOTICE TO MUNICIPAL ELECTORS OF THE TOWNSHIP OF MADWASKA VALLEY, BRUDENELL LYNDON RAGLAN, AND KILLALOE HAGARTY AND RICHARDS:**

**TAKE NOTICE** that nominations may be filed during the period from May 1, 2026 to August 20<sup>th</sup>, 2026 during regular office hours or between 9:00 a.m. and 2 p.m. on nomination day, August 21<sup>st</sup>, 2026.

#### **OFFICES FOR WHICH PERSONS MAY BE NOMINATED**

#### **RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD CATHOLIC ENGLISH LANGUAGE TRUSTEE 1 (ONE) TO BE ELECTED**

**FURTHER TAKE NOTICE THAT** nominations must be in the prescribed form, and be accompanied by the prescribed nomination filing fee of \$100.00, payable by cash, certified cheque or money order. The nomination will only be certified where the clerk is satisfied that the person is qualified to be nominated and that the nomination complies with the Act. The nomination must be signed by the candidate, and may be filed in person or by an agent as set forth in Section 33 of the Act. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Nomination papers may be filed with the Clerk of the Corporation of the Township of Madawaska Valley, 85 Bay Street, Barry's Bay, ON K0J 1B0, 613-756-2747.

Where there are more certified candidates than are required to fill the office, notices will be given of the location of voting places, the dates and times that voting places will be open for voting, the manner in which electors may use voting proxies, and any alternative voting methods.

**AND FURTHER TAKE NOTICE THAT** where, at 4:00 p.m. on Monday, August 24, 2026 the number of certified candidates for an office is in the same as or less than the number to be elected, the clerk shall immediately declare the candidate or candidates elected by acclamation. On August 26<sup>th</sup>, 2026, between the hours of 9:00 a.m. and 2 p.m. additional nominations may be filed for the remaining vacancies in the office in respect of which there was an insufficient number of certified candidates, and the provisions of subsection 33(5) and 37(2) apply.

**Dated** this 23<sup>rd</sup> day of April 2026.

Calvin Stecko, Deputy Clerk  
Township Madawaska Valley

# 2026 voters' guide

Ontario municipal council and  
school board elections

# 2026 voters' guide – Ontario municipal council and school board elections

Find out who is eligible to vote, how to vote and how you can support candidates in Ontario municipal council and school board elections.

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

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

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

## General information

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

The Province of Ontario sets out common rules that all voters and candidates 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 vote.

## Municipal clerk

Every municipality has a municipal clerk who is in charge of conducting the election. Contact your municipal clerk or [visit your municipality's website](#) if you have questions about the election, such as:

- how or where to vote
- how to apply for election jobs
- whether or not you are eligible to vote in the municipality

If your municipality does not have a website, you could visit or contact your municipal office 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 proceed appropriately. The arrangements that the clerk makes will depend on the nature of the emergency.

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

## Accessibility

Municipal clerks must keep in mind the needs of all voters when they are planning and running the election. The clerk must also ensure that voting places are accessible.

The municipal clerk must prepare a plan for identifying, removing and preventing barriers that affect persons with disabilities. This plan must be available to the public before voting day.

The municipal clerk must also issue a public report on their accessibility plan within 90 days after voting day.

## Contact us

If you have additional questions or would like to give feedback on this guide, please contact us at [mea.info@ontario.ca](mailto:mea.info@ontario.ca).

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

# Table of Contents

Eligibility to vote .....	1
How to vote in your municipality.....	4
Voters' list and identification .....	6
Questions on the ballot .....	7
Supporting a candidate's campaign.....	8
After the election .....	9
Contributions to candidates and third-party advertisers .....	11
Enforcement and penalties .....	13
By-elections .....	14
Acceptable documents for voter identification .....	16
Forms referred to in this guide .....	17

# Eligibility to vote

## Municipal council election

You are eligible to vote in the election for municipal council if you meet all of the following requirements:

- you are a Canadian citizen
- you are aged 18 or older
- you qualify to vote in the municipality

There are three ways that you can qualify to vote in a municipality:

1. As a **resident elector** if you live in the municipality. You may own, rent, live in shared accommodation where you do not pay rent or live in the municipality but do not have a fixed address. Being a resident elector is the most common type of eligibility.
2. As a **non-resident elector** if you own or rent property in a municipality, but it's not the one where you live. While you can be a resident elector in only one municipality (with the exception of students), you can be a non-resident elector in any other municipality (or municipalities) where you own or rent property.
3. As the **spouse of a non-resident elector** if your spouse owns or rents property in the municipality or municipalities other than the one where you live.

Neither you nor your spouse qualify as a non-resident elector if you do not personally own or rent the property in the municipality. For example, if the property is owned by your business or your cottage is owned by a trust, you would not qualify as a non-resident elector.

If you are not certain whether you qualify as a non-resident elector, you should check with the municipal clerk. Under the [Municipal Elections Act, 1996](#), municipal clerks are responsible for conducting elections, and must be satisfied that a person is eligible to vote before adding their name to the voters' list. Municipal clerks may seek legal advice if they are not certain of a person's eligibility to vote.

## Students

There is a special rule for students who may be living away from home while they attend school. If you are a student and consider your "home" to be the place where you live when you are not attending school (that is, you plan on returning there), then you are eligible to vote in both your "home" municipality and in the municipality where you live while attending school.

## Voting in more than one municipality

If you qualify to vote in more than one municipality, you can vote in all of those municipal elections. For example, if you qualify as a resident elector in one municipality, and a non-resident elector in three other municipalities, you can vote in all four of those municipal elections.

## Wards

If your municipality has wards, you must vote in the ward where you live. If you are also the owner or tenant of a property in another ward or your spouse owns or rents a property in another ward, you are not permitted to vote in that ward instead.

If you are a non-resident elector and you own or rent properties in more than one ward in the municipality, you must choose one ward to vote in. Make sure that you are on the voters' list for that qualifying address.

## School board elections

School board elections are held at the same time as municipal elections. You are permitted to vote in the same school board election only once.

You are eligible to vote in the election for a school board if you meet all of the following requirements:

- you are a Canadian citizen
- you are aged 18 or older
- you qualify to vote for that particular school board

School boards can cover large geographic areas that may include several municipalities. School boards are responsible for establishing the geographic areas within the board that one or more trustee positions will be elected to represent.

If you are a resident elector in a municipality, you are eligible to vote for the school trustee(s) that represents the geographic area of the board where you live.

If you live in an unorganized area (instead of a municipality), you may qualify to vote for a school board that has jurisdiction over the unorganized area.

## Voting in more than one school board election

You may be eligible to vote in other school board elections in addition to the one where you live.

For example, if you (or your spouse) own or rent residential property in a municipality or an unorganized area different than where you live, you are eligible to vote for a school trustee in this municipality or unorganized area if the trustee sits on a different schoolboard.

Your property must be residential in order for you to qualify to vote. If you (or your spouse) own or rent commercial property in a municipality or unorganized area different than where you live, you are not eligible to vote for school trustee.

## Choosing a school board

There are four different kinds of school boards in Ontario:

1. English-language public school board
2. English-language separate school board
3. French-language public school board
4. French-language separate school board

No matter which school your children go to, you are automatically eligible to vote for the English-language public school board unless you take steps to change your school support and become a supporter of a different kind of board.

The Municipal Property Assessment Corporation (MPAC) keeps the provincial record of school support. To learn more about school support or how to change your school support, please visit [MPAC's website](#).

You can also contact the school board in which you wish to vote to get information about changing your school support.

If you want to vote for an English-language separate school board, you must meet both of the following requirements:

1. you must be a Roman Catholic
2. you or your spouse must be an English-language separate school board supporter

If you want to vote for a French-language public school board, you must meet both of the following requirements:

1. you must be a French-language rights holder
2. you or your spouse must be a French-language public school board supporter

If you want to vote for a French-language separate school board, you must meet all of the following requirements:

1. you must be a Roman Catholic
2. you must be a French-language rights holder

3. you or your spouse must be a French-language separate school board supporter

A French-language rights holder is defined in the *Education Act*, and refers to the rights of citizens whose first language is French, or who received their primary school instruction in French, to have their children receive educational instruction in French.

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

If you voted for a French-language board or an English-language separate board in the last election and you wish to change your school support and vote for an English-language public board in the current election, you must contact MPAC **before voting day** to change your school support.

**Note:** You cannot change your school support when you go to vote on voting day.

## How to vote in your municipality

### Taking time off work to vote

You are entitled to three hours in which to vote on voting day. This does not mean you can take three hours off work. It means you're allowed to be absent to give yourself three hours of voting time.

Typically, this is at the start or end of your working hours. For example, voting hours are normally from 10 a.m. to 8 p.m. If your working hours are from 10 a.m. to 6 p.m., you are entitled to leave one hour early so that you would have from 5 p.m. to 8 p.m. to vote.

Your employer may decide when it would be most convenient for you to be absent in order to vote. For example, if you work from noon to 6 p.m., your employer may decide that you should come in at 1 p.m., rather than leave work at 5 p.m.

### Voting from your home

Your municipality may provide opportunities for you to vote without having to go to a voting place:

- municipalities may offer voting options such as vote by mail or vote by internet
- municipalities are required to provide a voting place in certain retirement homes and long-term care facilities

Contact your clerk for more information about how you can vote in your municipality.

## Appointing a voting proxy

If, for any reason, you will be unable to personally cast your ballot, you may appoint someone to go to the voting place and cast a ballot on your behalf. This person is called your voting proxy.

**Note:** Voting by proxy may not be available if your municipality offers voting options such as vote by mail, telephone or internet.

To appoint a voting proxy, you must fill out two copies of the [Appointment for Voting Proxy Form \(Form 3\)](#) and give the copies to the person that you are appointing as your proxy. Both copies must have your original signature on them. You cannot sign one form and then photocopy it.

You must know who you want to appoint as your proxy when you fill out and sign the form. The person you want to appoint must be eligible to vote in the election, and should be someone you trust to mark the ballot in the way you have instructed them to.

You can appoint a proxy after the nominations have been certified. In most municipalities, this will be done by 4 p.m. on August 24, 2026. Contact your clerk to find out the deadline for appointing a voting proxy.

## Being a voting proxy

If someone has appointed you as their voting proxy, you must take the completed forms to the municipal clerk to get them certified. Once the forms have been certified, you may cast a vote on behalf of the person who appointed you.

If you are appointed as the proxy for one family member, you may also be appointed as the proxy for additional family members.

Family member refers to a spouse, sibling, parent, child, grandparent or grandchild. There is no limit to the number of times you may be appointed, but it must only be for family members. You cannot be appointed as a proxy for a non-family member and a family member at the same time.

If you are appointed as the proxy for a person who is not a family member, you can act as the proxy for this one person only. You cannot be a proxy for anyone else.

## Power of attorney or executors

The only way to vote on someone else's behalf is to be appointed as their voting proxy.

You cannot vote on someone's behalf if you have legal or medical power of attorney, are acting as a person's executor, or in any other representative capacity.

## Voters' list and identification

Your name must be on the voters' list in order for you to cast a ballot.

The voters' list for each municipal election is prepared using data from the Permanent Register of Electors maintained by Elections Ontario.

### Adding your name to the voters' list

Visit [RegisterToVoteON.ca](https://RegisterToVoteON.ca) for information on eligibility, registration and how to check, update or add your information to the voters' list. For questions related to voter registration, email [info@registertovoteon.ca](mailto:info@registertovoteon.ca) or call 1.866.242.3025.

On or after September 1, 2026, you must apply to your municipal clerk to update or add your information to the voters' list. You have until the close of voting on October 26, 2026, to apply for any changes. If you are applying to add your name to the voters' list, you will be asked to provide proof that you are eligible to vote.

MPAC remains responsible for collecting school support information for municipal elections. To learn more about school support or to change your school support designation, please visit the [MPAC website](#).

If a by-election has been called in your municipality, you should contact your municipal clerk for information about adding your name to the voters' list or correcting your information.

### Removing a name from the voters' list

The voters' list is a public document. If you do not want your name to appear on the voters' list, you can apply to the clerk to have your name removed. Removing your name from the voters' list means you will not be able to vote. If you change your mind and wish to vote, you will have to apply to have your name added to the voters' list again.

You can also apply to the clerk to remove the name of someone who is deceased. You cannot ask for someone else's name to be removed from the list for any other reason.

### Redacting information from the voters' list

If having your name and address available on the voters' list would endanger your life, health or security, you can request that the Chief Electoral Officer redact your information.

If the Chief Electoral Officer grants your request, your name remains on the voters list, allowing you to vote, but your information will not be included in copies of the voters' list that are given to candidates or are available for public inspection. The redaction applies to voters lists for municipal and provincial elections.

To request a redaction of information, please email [priv@elections.on.ca](mailto:priv@elections.on.ca) or write to:

Elections Ontario  
Attn: Chief Privacy Officer  
26 Prince Andrew Place  
Toronto, Ontario  
M3C 2H4

## Showing identification before you vote in person

When you arrive to vote in person, you must show identification to prove that you are the person whose name appears on the voters' list. The identification must show your name and address. Photo identification is not required.

Examples of identification include:

- Ontario driver's licence
- Ontario health card (if your name and address are printed on the card)
- mortgage, lease or rental agreement
- insurance policy
- credit card statement
- bill for hydro, water, gas, telephone, cable TV

A Canadian passport is not an acceptable identification document because you write your address inside your passport yourself.

See [the full list of acceptable documents](#).

If your name is on the voters' list and you do not have identification, you may fill out and sign a [Declaration of Identity \(Form 9\)](#) that you are the person whose name appears on the list.

## Questions on the ballot

A municipal council may pass a bylaw to put a question on the ballot.

There are conditions on the kind of questions that may be asked:

- it must be about a matter that the municipality has authority for, and that the municipality can implement
- it can't be a matter of Provincial interest
- the wording of the question must be clear, concise and neutral
- the possible answers to the question must be “yes” or “no”
- multiple choice or multi-part questions are not permitted

If council wants to put a question on the ballot for the 2026 election, it must pass a bylaw by March 1, 2026.

Any person may appeal the wording of the question to the Chief Electoral Officer of Elections Ontario. This appeal must be filed with the municipal clerk within 20 days after the clerk gives notice to the public of the bylaw being passed.

Members of the public cannot make a council put a question on the ballot.

The Minister of Municipal Affairs and Housing may also place a question on the ballot. The question may be about any matter.

## The results of a question on the ballot

If more than 50% of the eligible voters in a municipality vote on the question, the result is binding on the municipal council. This means:

- if “yes” receives more than 50% of the votes, the municipality must implement the results of the question in a timely manner
- if “no” receives more than 50% of the votes, the municipality cannot implement the matter in question until four years have passed since voting day

If less than 50% of the eligible voters in the municipality vote on the question, the results are not binding. Council may consider the results, but it is not required to act or not act on whatever the question was about.

The results of a minister’s question can provide advice to the minister or to the government, but the results are not binding.

## Supporting a candidate’s campaign

### Nomination endorsement signatures

If your municipality has 4,000 or more electors, candidates running for municipal council must submit at least 25 original endorsement signatures when they file their nomination.

In order to endorse a candidate, you must be eligible to vote on the day that you sign the endorsement. For example, a person who is 17 cannot sign an endorsement even if they will be 18 by voting day and able to vote in the election.

You can endorse as many people as you like — there is no limit on the number of nominations you can endorse, and you can endorse more than one person running for the same office.

Candidates must use the [Endorsement of Nomination Form \(Form 2\)](#) to collect endorsement signatures.

When you provide your endorsement signature you must also provide your complete address including your postal code.

The Endorsement of Nomination form is a public document. You cannot revoke your endorsement of a candidate after the document has been filed with the clerk.

## Signs

The [Municipal Elections Act, 1996](#) does not regulate the size or placement of signs. Your municipality may have rules regarding where signs may be placed and when they may be displayed. Contact your municipal clerk for more information.

If you are a tenant, or own or rent a condominium, your landlord or condominium corporation cannot prohibit you from displaying signs within your unit. However, your landlord or condominium corporation may set reasonable conditions about the size or type of signs that can be displayed within your unit and may prohibit the display of election signs in the common areas of the building.

## Inside a voting place

Campaign materials, including pamphlets, signs, or buttons supporting or opposing a candidate are not permitted inside a voting place.

You are not permitted to show your marked ballot to anyone. This includes taking a picture or video of your marked ballot. The exception to this rule is if someone in the voting place is assisting you to mark your ballot.

## After the election

### Election results

Many municipalities will report unofficial voting results on the night of the election.

The results of a municipal election are not official until the clerk makes the declaration. This usually happens a few days after voting day, after the clerk has had time to check the results and make sure that all of the votes have been counted properly.

## 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 that sets out other reasons for an automatic recount.

If you feel there should be a recount, and the rules for an automatic recount do not apply, you can ask the municipal council or school board to order a recount. Any recounts must be ordered within 30 days after the clerk has declared the results of the election.

If you are an eligible voter, you can also apply to the Superior Court of Justice to ask a judge to order a recount.

Recounts must be done 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 a 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.

## Compliance audits

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

Every candidate and every third-party advertiser must file a financial statement which reports their contributions and expenses.

If you are an eligible voter and you believe, on reasonable grounds, that a candidate or a third-party advertiser has contravened the election finance rules, you may apply for a compliance audit of the candidate's or the third-party advertiser's finances.

The application must be in writing and must set out the reasons why you believe that the candidate or third-party advertiser has contravened the rules.

An application for a compliance audit must be submitted to the municipal clerk within 90 days of the filing deadline. The deadline for candidates and third-party advertisers to file their financial statements is 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.

The deadline for a candidate to file a supplementary financial statement is the last Friday in September (September 24, 2027). If a candidate files a supplementary financial statement, an application for a compliance audit may be submitted within 90 days of the supplementary filing deadline.

## Contributions to candidates and third-party advertisers

### General information

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

The meaning of “third-party” in this context is 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 not be done under the direction of a candidate.

If you want to spend money on third-party advertisements during the election, you must register first with the municipal clerk, and must file a financial statement.

For more information on third-party advertising, please see the [third-party advertisers’ guide](#).

### Who can make contributions

Any person who is a resident of Ontario can make a contribution to a candidate’s campaign or contribute to a third-party advertiser to help fund their advertisements.

Corporations carrying on business in Ontario, and trade unions that hold bargaining rights for employees in Ontario, are not permitted to make contributions to candidates in municipal elections in Ontario. However, they may contribute to third party advertisers.

Entities that are not corporations such as neighbourhood associations, clubs or professional associations, such as fire or police associations, are not eligible to make financial contributions to candidates or third-party advertisers. Members may contribute individually.

## Contribution limit

You may contribute a maximum of \$1,200 to a single candidate (\$2,500 to a mayoral candidate in the City of Toronto). You may also contribute a maximum of \$1,200 to a third-party advertiser. These amounts include the value of any goods or services donated to the campaign. You may not contribute more than \$5,000 in total to candidates running for offices on the same council or school board, or to third-party advertisers who are registered in the same municipality.

If you buy a ticket to a candidate's or third-party advertiser's fundraiser, the cost of the ticket is a contribution.

## Other rules regarding contributions

Any contribution of money must come directly from the contributor. You are not permitted to pool contributions from others and then forward that money to a candidate's campaign or to a third-party advertiser. If a contribution is made from a joint account, it must be clear which person is making the contribution.

Contributions greater than \$25 may not 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.

If the total value of the contributions you've made to a candidate or to a third-party advertiser is greater than \$100, your name and address will be recorded in the candidate's or third-party advertiser's financial statement. The financial statement is a public document.

Contributions to municipal council and school board candidates, and third-party advertisers are not tax deductible. Your municipality may have a contribution rebate program in place if you contribute to a candidate. However, municipal contribution rebate programs do not apply to contributions to third-party advertisers. You should contact your municipal clerk for more information.

Candidates and third-party advertisers are not permitted to return unused contributions to contributors. If the candidate or third-party advertiser has a surplus at the end of their campaign, they must turn that money over to the municipality.

## Review of contributions

Contributions that are reported on candidates' or third-party advertisers' financial statements will be reviewed by the municipal clerk to check that they comply with the rules.

If a candidate's financial statements show that a contributor gave more than \$1,200 to a candidate (\$2,500 to a mayoral candidate in Toronto), or if they show that a contributor gave more than \$5,000 total to candidates running for the same municipality or school board, the clerk will report this to the compliance audit committee.

If the financial statements show that a contributor gave more than \$1,200 to a third-party advertiser, or if they show that a contributor gave more than \$5,000 total to third-party advertisers registered in the same municipality, the clerk will also report this to the compliance audit committee.

The compliance audit committee will meet and determine whether the municipality (or school board) should begin court proceedings against the contributor.

If you want to contribute to a candidate or third-party advertiser, you should make sure that you know what the contribution limits are and keep track of your donations to ensure that you don't end up giving more than is permitted.

## Enforcement and penalties

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.

If you are an eligible voter and you feel that the election was not valid (either the election of a specific candidate or candidates, or the entire election), you can apply to the Superior Court of Justice to determine whether the election was valid. The application must be made within 90 days after voting day.

Any person can begin court proceedings against a person, trade union or corporation who they believe committed an offence in relation to an election. Only the court can decide whether the person, trade union or corporation is guilty of committing an offence, and only the court may determine the penalty.

It is an offence to do, or attempt to do, any of the following:

- vote if you are not an eligible elector
- vote more times than you are permitted to vote
- vote in a voting place where you are not entitled to vote
- persuade a person who is not an eligible elector to vote
- cast a vote yourself after you have appointed a proxy

- vote as a proxy if the person who appointed you has cancelled the appointment, become ineligible to vote or died
- give a ballot to someone if you are not authorized to do so
- switch the ballot you were given with a different piece of paper to be placed in the ballot box
- take a ballot away from the voting place
- handle a ballot box or ballots if you are not authorized to do so
- bribe a person (using money, valuables, or offers of office or employment) to vote a certain way or to not vote at all, or give someone else money so that they can bribe the person
- accept a bribe to vote a certain way or to not vote at all
- bribe a person to become a candidate, decide to not become a candidate, or withdraw from being a candidate

It is also an offence to break the rules relating to campaign finances. For example, you cannot make a contribution without being eligible to do so, contribute more than the limit, or contribute money that is not yours.

## General penalties

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

- a fine of up to \$25,000
- ineligibility to vote or run in the next regular election
- up to six months in prison

If a corporation or trade union is convicted of committing an offence, they may be subject to a fine of up to \$50,000.

These penalties would be determined by the court.

## By-elections

A by-election is an election that happens during the council or school board term. It may occur because:

- a seat becomes vacant on a council or school board (by-election for office)
- the municipality wants to put a question to voters before the next regular election (by-election for a question on the ballot)

## Vacancies

If a member of a municipal council or school board resigns, loses their eligibility (for example, by moving away) or dies during the term, their seat becomes vacant.

A vacancy on a council must be filled unless the vacancy occurs within 90 days before voting day in the next regular election. A vacancy on a school board must be filled unless the vacancy occurs within one month before voting day in the next regular election.

A vacant seat can be filled either by appointing someone who is qualified or by holding a by-election. Different rules apply if the head of council office becomes vacant in a municipality that has strong mayor powers. For more information please see the [Ontario municipal councillor's guide](#).

## Appointment

If a council or school board decides to fill a vacancy by appointment, they must appoint a person who is eligible to serve on the council or school board and who is willing to accept the appointment.

The legislation does not set out a process for making the appointment. It is up to the council or school board to determine how they will decide who to appoint. Different approaches include:

- appointing the candidate who came second in the regular election
- inviting interested persons to apply for the position
- offering the appointment to a member of the community

Sometimes councils or school boards want to put additional restrictions on appointees, such as requiring that an appointee agree not to run in the next regular election. While a council or school board may set this as a condition for appointment, there is nothing in provincial legislation that would prevent someone who was appointed from running in the next election.

## By-election for an office

Once the council or school board has decided to hold a by-election, the municipal clerk is in charge of conducting it. The council or school board does not decide when the last day to file nominations or voting day will be. These dates are determined by the clerk.

Nominations open when the council has passed the bylaw ordering the by-election, or when the school board has passed a resolution ordering the by-election and sent it to the clerk who will conduct it. Nominations close at 2 p.m. on nomination day.

The clerk must set nomination day within 60 days after the by-election was ordered by council, the board or the court.

Voting day will be 45 days after nomination day.

## By-election for a question on the ballot

If a council or board wants to put a question on the ballot, they do not have to wait until the next regular election to do so. They could hold a by-election specifically to allow electors to vote on the question.

Voting day for a by-election to put a question on the ballot must be at least 180 days after the bylaw or resolution to hold the by-election has been passed.

## Acceptable documents for voter identification

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

- Ontario driver's licence
- Ontario Health Card (photo card)
- Ontario Photo Card
- Ontario motor vehicle permit (vehicle portion)
- cancelled personalized cheque
- mortgage statement, lease or rental agreement relating to property in Ontario
- insurance policy or insurance statement
- loan agreement or other financial agreement with a financial institution
- document issued or certified by a court in Ontario
- any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
- any document from a Band Council in Ontario established under the *Indian Act* (Canada)
- income tax assessment notice
- child tax benefit statement
- statement of employment insurance benefits paid T4E
- statement of old age security T4A (OAS)
- statement of Canada Pension Plan benefits T4A(P)
- Canada Pension Plan statement of contributions
- statement of direct deposit for Ontario Works
- statement of direct deposit for Ontario Disability Support Program

- Workplace Safety and Insurance Board statement of benefits T5007
- property tax assessment
- credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
- CNIB Card or a card from another registered charitable organization that provide services to persons with disabilities
- hospital card or record
- document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home
- utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- cheque stub, T4 statement or pay receipt issued by an employer
- transcript or report card from a post-secondary school

## 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](#).

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

[Appointment for Voting Proxy \(Form 3\)](#)

[Declaration of Identity \(Form 9\)](#)

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

**2026 CATHOLIC ENGLISH-LANGUAGE TRUSTEE DISTRIBUTION**

<b>MPAC</b>	<b>Municipality</b>	<b>Number of Trustees to be Elected</b>	<b>Trustee Distribution Based on Population</b>	<b>Electoral Group Population</b>
4796	Deep River Town		0.19	460
4792	Laurentian Hills Town		0.19	461
4798	Head Clara Maria Township		0.02	39
4779	<b>Petawawa Town *</b>		0.57	1,401
4795	CFB Petawawa		0.19	469
4797	CFB Petawawa South		0.09	227
	Total	1	1.24	3,057
4764	<b>Pembroke City *</b>		0.79	1,954
	Total	1	0.79	1,954
4766	<b>Laurentian Valley Township *</b>		0.53	1,298
4769	North Algona Wilberforce Township		0.12	296
4742	Admaston/Bromley Township		0.27	662
4738	Bonnechere Valley Township		0.20	489
	Total	1	1.11	2,745
4748	<b>Renfrew Town *</b>		0.50	1,241
4746	Horton Township		0.20	488
4758	Whitewater Region Township		0.22	546
	Total	1	0.92	2,275
4702	<b>Arnprior Town *</b>		0.43	1,063
4701	McNab/Braeside Township		0.37	902
4706	Greater Madawaska Township		0.17	425
	Total	1	0.97	2,390
4731	Killaloe, Hagarty & Richards Township		0.32	797
4719	Brudenell Lyndoch Raglan Township		0.07	166
4726	<b>Madawaska Valley Township *</b>		0.58	1,428
	Total	1	0.97	2,391
	<b>TOTAL</b>	<b>6</b>	<b>6.00</b>	<b>14,812</b>

\* Lead Municipality

**CANDIDATE  
CAMPAIGNING  
AND  
CAMPAIGN  
ADVERTISING**

## **CANDIDATE**

### **CAMPAIGNING AND CAMPAIGN ADVERTISING (SECTION 88.3)**

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

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

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

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

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

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

### **MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES**

Election information will be relayed to the Candidate through the Clerk or individual designated for this purpose. Candidates will receive an initial welcome package, the information contained within it being discussed with them at the time of nomination or very shortly thereafter. Additional information will be forwarded through e-mail, mail or personal delivery, e-mail being the preferred method of communication.

### **CAMPAIGNING AND CAMPAIGN ADVERTISING MUNICIPALLY OWNED/LEASED FACILITIES**

Election campaigning or the distribution/posting of election campaign advertising at municipally-owned or leased facilities is not permitted.

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

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

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

### **LOCATION OF ELECTION SIGNS**

The Township of Madawaska Valley has passed By-Law 2026-42 to establish our GA-16 Municipal Election Signs Policy, attached below.

<b>Township of Madawaska Valley - Corporate Policies and Procedures</b>			
<b>SECTION:</b> General Administration		<b>POLICY #:</b> GA-16	
<b>POLICY:</b> Municipal Election Sign Policy			
<b>DATE:</b> April 2026	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	Page 1 of 1

**POLICY STATEMENT:**

The Township of Madawaska Valley is committed to ensuring that municipal elections are fair by providing clear guidance on the placement of election campaign.

**PURPOSE:**

To provides candidates, third-party advertisers, staff and the public with information on the proper location of campaign signs. Section 12 of the Municipal Elections Act, 1996, states that a Clerk who is responsible for conduction an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation, and in the Clerk’s opinion, necessary or desirable for conduction the election. Signs found to be in contravention will be removed under the Clerk’s direction pursuant to Section 12.

**DEFINITIONS:**

“Election Sign” means any sign advertising or promoting the election of candidates. “Township” means the Corporation of the Township of Madawaska Valley.

**POLICY REQUIREMENTS**

- No election sign shall be erected or displayed prior to the close of nominations for a municipal election.
- An election sign may only be erected on private property with the owner or tenant’s permission
- No election sign shall be permitted on municipal property, whether owned or leased, with the only exception being along municipal road allowances.
- Notwithstanding Section 3, signs shall not be permitted within the road allowance abutting a polling station, home for the aged or voter help centre.
- Signs shall not be permitted on traffic islands or medians.
- Large sign assemblies are not permitted within the road allowance.
- Smaller single post or wire frame signs shall be permitted along the edge of the roadway as long as they do not interfere with site lines and the flow of motor vehicle and pedestrian traffic
- Signs may not be attached to any existing sign posts or light poles along roads.
- Any signs deemed to be creating a hazard will be removed. The signs can be picked up at the applicable County Patrol or Township garage. Signs not picked up by the end of the election shall
- be destroyed.
- Candidates have one week after the election to remove signs from the road allowance. Signs
- not removed will be destroyed.

**MONITORING**

- The CAO/Clerk, who serves as Returning Officer, shall be responsible for receiving complaints and/or concerns related to this policy.

Candidates that choose to install election signage are requested to ensure that all election signs do not obscure driver and pedestrian sight lines, they are not to be placed on property owned by the Township or adjacent to any municipal facility or voting station and they must be removed within 48 hours after Election Day.

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

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

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

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

### **MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)**

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

**MADAWASKA VALLEY**

**BROADCASTER/PUBLISHER INFORMATION SHEET  
CANDIDATE**

*Municipal Elections Act, 1996 (Sections 88.3)*

**88.3** (1) In this section,

**"election campaign advertisement"** means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the Election of a candidate. 2016, c. 15, s. 47.

**Mandatory information in advertisement**

(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the Candidate. 2016, c. 15, s. 47.

Mandatory information for broadcaster, etc.

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:

1. The name of the Candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate. 2016, c. 15, s. 47.

**Prohibition, broadcaster or publisher**

(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided. 2016, c. 15, s. 47.

**Records**

(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 47.

# Election Sign Policy

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

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

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

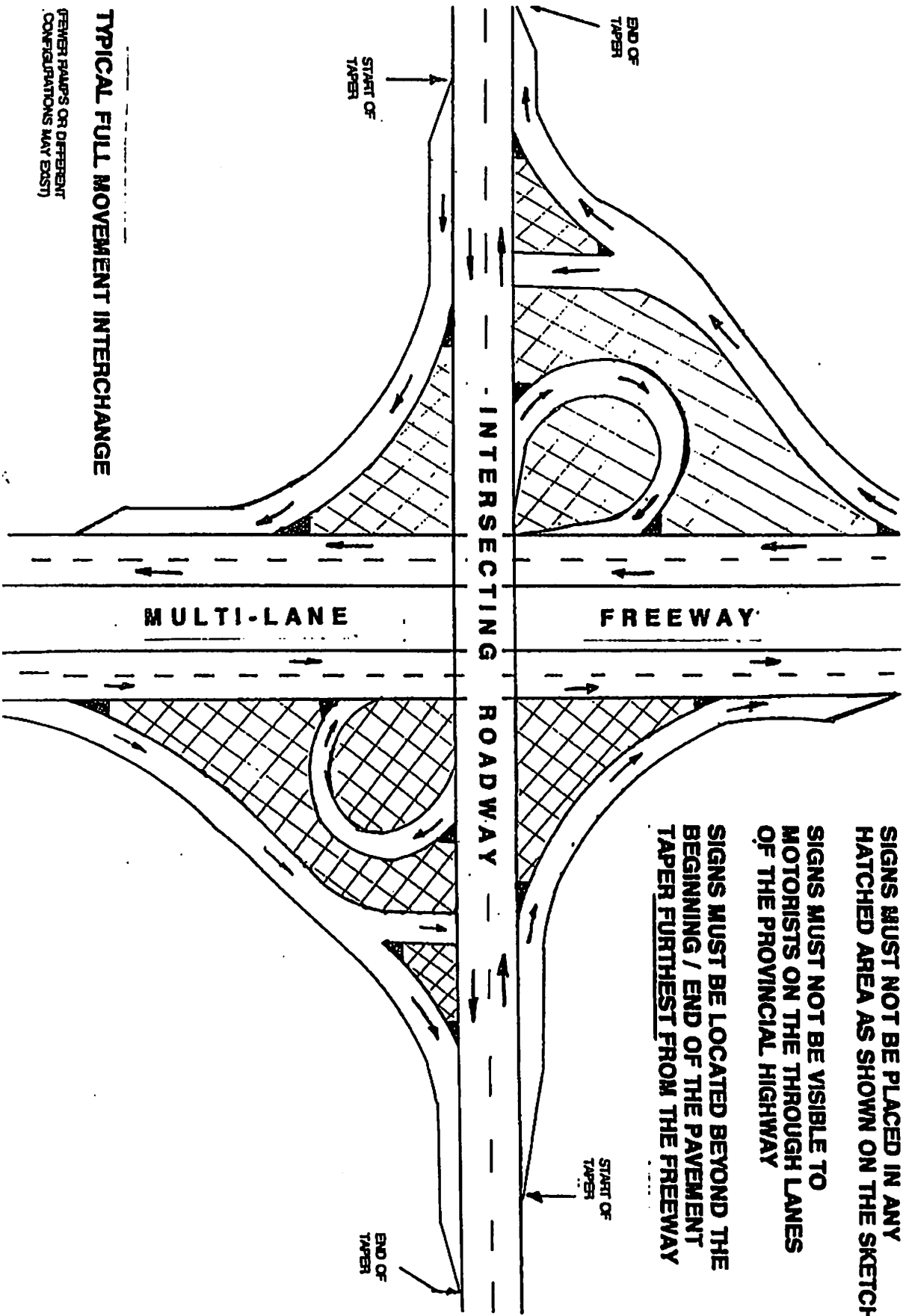
Please contact a Corridor Management Officer in your area, with the telephone numbers provided below, to obtain additional information. Thank you for your co-operation.

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

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



**TYPICAL FULL MOVEMENT INTERCHANGE**

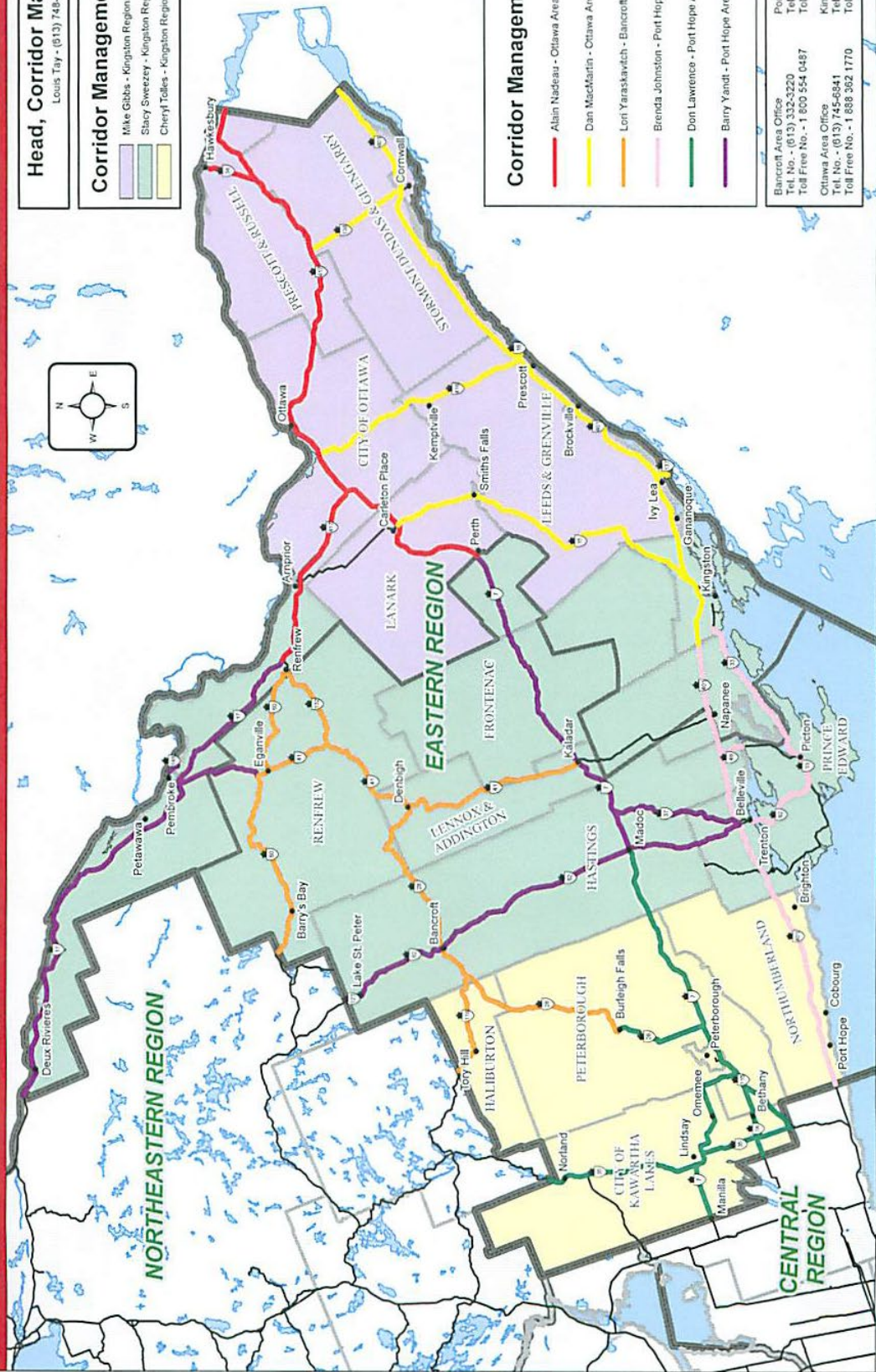
(FEWER RAMP OR DIFFERENT CONFIGURATIONS MAY EXIST)

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

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

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

Ministry of Transportation - Eastern Ontario  
**Corridor Management - Areas of Responsibility**



- Head, Corridor Management**  
 Louis Tay - (613) 748-5280
- Corridor Management Planners**
- Mike Gibbs - Kingston Regional Office, (613) 545-4834
  - Betsy Sweezy - Kingston Regional Office, (613) 545-4865
  - Cheryl Tolles - Kingston Regional Office, (613) 545-4744

- Corridor Management Officers**
- Alain Nadaeau - Ottawa Area Office, (613) 742-5322
  - Dan MacMartin - Ottawa Area Office, (613) 742-5324
  - Lori Yaraskavitch - Bancroft Area Office, ext. 214
  - Brenda Johnston - Port Hope Area Office, ext. 205
  - Don Lawrence - Port Hope Area Office, ext. 206
  - Barry Yandl - Port Hope Area Office, ext. 224

- Bancroft Area Office**  
 Tel. No. - (613) 332-3220  
 Toll Free No. - 1 800 554 0487
- Port Hope Area Office**  
 Tel. No. - (905) 895-6381  
 Toll Free No. - 1 866 224 0622
- Ottawa Area Office**  
 Tel. No. - (613) 745-0841  
 Toll Free No. - 1 888 362 1770
- Kingston Regional Office**  
 Tel. No. - (613) 544-2220  
 Toll Free No. - 1 800 267 0295

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

**BY-LAW 2026-40**

Being a By-Law to approve a Municipal Election Policy regarding the Use of Corporate Resources for Election Purposes

**WHEREAS** the "Municipality" deems it advisable to implement a policy to establish guidelines on the appropriate use of corporate resources during a municipal election period;


**NOW THEREFORE** the Council of the Corporation of the Township of Madawaska Valley hereby enacts as follows:

1. **THAT** the "Municipality" deems it advisable to implement a policy to establish guidelines on the appropriate use of corporate resources during a municipal election period;
2. **THAT** By-Law 2022-49 of the Corporation of the Township of Madawaska Valley is hereby rescinded.
3. **THAT** this By-Law shall be deemed to come into force and effect upon final passing thereof.

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



  
\_\_\_\_\_  
Mayor - David Shulist

  
\_\_\_\_\_  
CAO/CLERK - Suzanne Diane Klatt



Schedule "A" to By-Law #2026-40

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

**PURPOSE:**

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

- No candidate/third party advertiser shall use facilities, equipment (including computer hardware and/or software), supplies, services, staff or other resources of the Municipality for any election campaign or campaign-related activities.
- No candidate/third party advertiser shall undertake campaign-related activities on any municipal property, with the exception of participation in campaign-related events made available to all candidates (e.g. All Candidates Meeting or meetings held by community groups that normally use the facility)
- No candidate/third party advertiser shall use the services of persons during hours in which those persons receive any compensation from the Municipality.
- No candidate/third party advertiser shall display campaign-related signs nor any other election-related material which may identify a candidate in their motor vehicle while it is parked on municipal property.
- The Municipality's corporate identity (i.e. logos, crests, mission statement, vision statement, taglines, etc.) may not be printed or distributed on any election material or included on any election campaign-related website, except in the case of a link to the Municipality's website to obtain information about the municipal election.

**APPLICATION:**

This policy applies to all candidates for Municipal Council., Acclaimed Members and a Member not seeking re-election.

**POLICY:**

1. That, in accordance with the provisions of the *Municipal Elections Act, 1996*:
  - a. Corporate resources and funding may not be used for any election-related purposes. Resources include but are not limited to:
    - Telephones, Voicemail
    - Computer, Ipad
    - Printer
    - E-mail
    - Scanner
    - Cell Phone
    - Fax Machine
    - Copier
    - Consumables related to the above equipment such as paper, toner, etc.
    - Township logo
  - b. Municipal employees engaged in political activities must take care to separate those personal activities from their official duties. Employees may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during their working hours or use corporate assets, resources or property
  - c. Municipal employees shall not canvass or actively work in support of a municipal candidate or political party while wearing a uniform, badge, logo or any other item identifying them as an employee of the Corporation or using a vehicle owned or leased by the Corporation.
  - d. A municipal employee may not canvass or actively work in support of a municipal candidate or party during regular working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
  - e. Candidates/third-party advertisers may not use municipally provided facilities for any election-related purposes, including displaying any campaign-related signs in the window or on the premises and displaying any election-related materials in the office.
  - f. The following shall be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Election Day:
    1. all forms of advertising, including in municipal publications;
    11. the ordering of stationery;

g. Members of Council may not:

- i. print or distribute any material paid by municipal funds that illustrate that a Member of Council or any other individual is registered in any election or where they will be running for office;
  - ii. profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
  - 111. print or distribute any material using municipal funds that makes reference to or contains the names or photographs or identifies registered candidates for municipal elections. Minutes of municipal Council and Committee meetings are exempt from this policy;
  - iv. website or domain names that are funded by the Municipality may not include any election-related campaign material, and
  - v. Members of Council may not use the Municipality's voice mail system to record election-related messages.
2. In accordance with the *Municipal Elections Act, 1996*, the Municipal Clerk is authorized and directed to take the necessary action to give effect to this policy.
3. All complaints received from the public shall be in writing and addressed to the Clerk.
4. If a breach of this policy is confirmed, the candidate shall be required to personally reimburse the Municipality for any costs associated with the breach.

**LIMITATION:**

Nothing in this Policy shall preclude a Member of Council from performing their job as Councillor nor inhibit them from representing the interests of the constituents who elected them.

**IMPLEMENTATION:**

This policy shall become effective immediately upon approval by the Township of Madawaska Valley Council.

**RATIONAL AND LEGISLATIVE AUTHORITY:**

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

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

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

**BY-LAW 2026-41**

Being a By-Law to Designate Authority to the  
CAO/Clerk during the Restricted Acts (Lame Duck)  
Period of Council between Nomination Day to the  
swearing in of the new Council

**WHEREAS** Section 275 of The Municipal Act, 2001, c.25 as amended, restricts the actions described in subsection (3) after the first day during the election period for a new council on which it can be determined that one of the following applies to the new council that will take office following the election: 1. That if three-quarters of the members of the outgoing Council of the municipality will not be returning, the following authorities of the Council will cease on Nomination Day or Election Day of any municipal year.

**AND WHEREAS** under Section 275 (3) of The Municipal Act, 2001, c.25 the following restrictions may apply to Council of the Corporation of the Township of Madawaska Valley as of after the first day during the election for a new council on which it can be determined that one of the above noted sections apply, and will remain in effect until the swearing in of the new Council: a)The appointment or removal from office of any officer of the Municipality; b)The hiring or dismissal of any employee of the Municipality; c)The disposition of any real or personal property of the Municipality which has a value exceeding \$50,000 at the time of disposal; and d)Making any expenditures or incurring any other liability which exceeds \$50,000;

**AND WHEREAS** Section 275(6) of The Municipal Act, 2001, as amended, states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council;

**AND WHEREAS** Council deems it expedient to delegate authority to take action, where necessary, on certain acts during any lame duck period;

**AND WHEREAS** the Mayor and CAO/Clerk are hereby authorized to sign this By-Law and affix the corporate seal thereto and;

**AND WHEREAS** this By-Law is enacted upon the third and final reading hereof, and be finally passed, signed, sealed and numbered.

**NOW THEREFORE** the Council of the Corporation of the Township of Madawaska Valley hereby enacts as follows:

1. **THAT** Council delegates authority to the CAO/Clerk of the Corporation of the Township of Madawaska Valley to act, where necessary, on restrictions listed in Section 275(3) of The Municipal Act, 2001 c.25 between Nomination Day and the commencement of the Council Term.
2. **THAT** the CAO/Clerk of the Corporation of the Township of Madawaska Valley will report to Council on any actions taken under the restrictions listed in Section 275(3) of The Municipal Act, 2001 c. 25 between Nomination Day and the commencement of the new Council Term;
3. **THAT** this By-law shall come into force and effect only in the event that it is determined that the "Restricted Acts" provisions apply for the 2026 election.
4. **THAT** By-Law #2022-46 is hereby repealed.

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



A handwritten signature in black ink, appearing to read "David Shulist".

Mayor - David Shulist

A handwritten signature in black ink, appearing to read "Suzanne Klatt".

CAO/CLERK - Suzanne Diane Klatt

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

**BY-LAW 2026-42**

Being a By-Law to establish a Municipal Election Sign Policy

**WHEREAS** Section 12 of the Municipal Elections Act, 1996, states that a Clerk who is responsible for conduction an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation, and in the Clerk's opinion, necessary or desirable for conduction the election;

**AND WHEREAS** the Council of the Corporation of the Township of Madawaska Valley deems it expedient and necessary, on the advice of the Clerk, to establish a Municipal Election Sign Policy to provide greater clarity with regard to campaign signs

**NOW THEREFORE** the Council of the Corporation of the Township of Madawaska Valley hereby enacts as follows:

1. **THAT** the Municipal Election Sign Policy is hereby established to provide candidates, third parties, staff and the public with guidance related to campaign election signs.
2. **THAT** GA-16 Municipal Election Sign Policy , attached hereto as Schedule 'A', is approved and adopted.
3. **THAT** Policy GA-16 be added to the Corporate Policy and Procedures for the Corporation of the Township of Madawaska Valley amending By-Law 2014-90.
4. **THAT** this by-law shall come into force and take effect upon the date of the final passing thereof.
5. **THAT** the Mayor and CAO/Clerk be and are hereby authorized to sign this By-Law and affix the corporate seal thereto.

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



  
\_\_\_\_\_  
Mayor - David Shulist

  
\_\_\_\_\_  
CAO/CLERK - Suzanne Diane Klatt

Township of Madawaska Valley - Corporate Policies and Procedures			
<b>SECTION:</b> General Administration		<b>POLICY #:</b> GA-16	
<b>POLICY:</b> Municipal Election Sign Policy			
<b>DATE:</b> April 2026	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The Township of Madawaska Valley is committed to ensuring that municipal elections are fair by providing clear guidance on the placement of election campaign.

**PURPOSE:**

To provides candidates, third-party advertisers, staff and the public with information on the proper location of campaign signs. Section 12 of the Municipal Elections Act, 1996, states that a Clerk who is responsible for conduction an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation, and in the Clerk's opinion, necessary or desirable for conduction the election. Signs found to be in contravention will be removed under the Clerk's direction pursuant to Section 12.

**DEFINITIONS:**

"Election Sign" means any sign advertising or promoting the election of candidates.  
 "Township" means the Corporation of the Township of Madawaska Valley.

**POLICY REQUIREMENTS**

1. No election sign shall be erected or displayed prior to the close of nominations for a municipal election.
2. An election sign may only be erected on private property with the owner or tenant's permission
3. No election sign shall be permitted on municipal property, whether owned or leased, with the only exception being along municipal road allowances.
4. Notwithstanding Section 3, signs shall not be permitted within the road allowance abutting a polling station, home for the aged or voter help centre.
5. Signs shall not be permitted on traffic islands or medians.
6. Large sign assemblies are not permitted within the road allowance.
7. Smaller single post or wire frame signs shall be permitted along the edge of the roadway as long as they do not interfere with site lines and the flow of motor vehicle and pedestrian traffic.

<b>Township of Madawaska Valley - Corporate Policies and Procedures</b>			
<b>SECTION:</b> General Administration		<b>POLICY #:</b> GA-16	
<b>POLICY:</b> Municipal Election Sign Policy			
<b>DATE:</b> April 2026	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 2

8. Signs may not be attached to any existing sign posts or light poles along roads.

9. Any signs deemed to be creating a hazard will be removed. The signs can be picked up at the applicable County Patrol or Township garage. Signs not picked up by the end of the election shall be destroyed.

10. Candidates have one week after the election to remove signs from the road allowance. Signs not removed will be destroyed.

#### **MONITORING**

The CAO/Clerk, who serves as Returning Officer, shall be responsible for receiving complaints and/or concerns related to this policy.



*Come for a Visit, Stay for a Lifetime*

# Election Accessibility Plan

## 2026 Municipal Elections

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This plan is for use in the 2026 Municipal Election in conjunction with the Municipality's current Accessible Policy, Multi-Year Plan and IASR Standards.

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The Township of Madawaska Valley abides by the following principles when conducting the Municipal Elections:

- Integrity of process maintained throughout Election;
- Secrecy and confidentiality of the individual vote;
- Election is fair and non-biased;
- Election is accessible to the voters;
- Certainty that results reflect votes cast;
- Voters and candidates treated fairly and consistently.

# Contents

- Accessible Election Mandate
- Municipal Election Act Requirements
- Development of the Election Accessibility Plan
- Regard for the Needs of Electors with Disabilities
- Barriers to People with Disabilities
- Types of Disabilities
- Voting Place
- Alternate Formats
- General Election Material
- Voting Provisions for Electors with Disabilities at the Voting Place
- Accessibility Training for Election Officials
- Reporting
- Customer Service Feed Back
- Accessible Service Disruptions
- Appendix A – Voting Place Site Evaluation Form

## Accessible Election Mandate

The Township of Madawaska Valley is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

With respect to Accessibility, the mandate for the Township of Madawaska Valley 2026 Election is as follows:

"It is the goal of the Township of Madawaska Valley to ensure that Electors within the Municipality who require accessible services are provided with the best opportunity to vote as independently as possible in the 2026 Municipal Elections."

## Municipal Elections Act Requirements

In addition to our current Accessibility Plan and the Customer Service Standards, the Municipal Elections Act, 1996 S.O. 1996, CHAPTER 32, section 12 states:

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

### Report

(2) Within 90 days after voting day in a regular election, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. 2009, c. 33, Sched. 21, s.8 (8)

**41.** (3) The Clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1). 1996, c. 32, Sched., s.41 (3); 2001, c. 32, s. 30 (1).

**45.** (2) In establishing the locations of voting places, the Clerk shall ensure that each voting place is accessible to electors with disabilities. 2009, c. 33, Sched. 21, s. 8 (23)."

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## Development of the Election Accessibility Plan

This Accessibility Plan will address the specific requirements pertaining to accessibility in relation to the 2026 Municipal Election within the Township of Madawaska Valley. This plan is a living document which will be improved and updated as best practices are identified and new opportunities or improvements arise.

During the development process of the initial Election Accessibility Plan, the following steps will be implemented:

- Review proposed Accessibility Plan to substantiate that needs are being met;
- Establish staff training standards and practices directly related to the Election to ensure that people with disabilities are able to vote in a positive environment, and ensure that all Election Officials recognize, that in every way possible, a voter's needs are to be accommodated whenever possible; and
- Following the Election, submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

## Regard for the needs of Electors with Disabilities

The procedures within this plan must respect the dignity and independence of the Electors. The election process should ensure that the policies, practices and procedures are consistent with the core principles of independence, dignity, integration and equality of opportunity.

Accessibility is a term used to describe the degree to which a product, device, service, or environment is available to be used by all intended audiences. There are five identified barriers to accessibility for persons with disabilities. These barriers are attitudinal, organizational or systemic, architectural or physical, information or communications, and technology.

Barriers to accessibility are obstacles that make it difficult and sometimes impossible for people with disabilities to do the things most of us take for granted, things like going shopping, working, or driving.

Some examples of barriers to people with disabilities:

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## Barriers to Accessibility

Type of Barriers	Examples
<b>Attitudinal</b> barriers are those that discriminate against people with disabilities.	<ul style="list-style-type: none"><li>• Thinking that people with disabilities are inferior; and</li><li>• Assuming that a person who has a speech impairment can't understand you.</li></ul>
<b>Information</b> or <b>communications</b> barriers happen when a person can't easily understand information.	<ul style="list-style-type: none"><li>• Print is too small to read</li><li>• Websites that can't be accessed by people who are not able to use a mouse</li><li>• Signs that are not clear or easily understood.</li></ul>
<b>Technology</b> barriers occur when a technology can't be modified to support various assistive devices.	<ul style="list-style-type: none"><li>• A website doesn't support screen-reading software.</li></ul>
<b>Organizational</b> barriers are an organization's policies, practices or procedures that discriminate against people with disabilities.	<ul style="list-style-type: none"><li>• A hiring process that is not open to people with disabilities.</li></ul>
<b>Architectural</b> and <b>physical</b> barriers are features of buildings or spaces that cause problems for people with disabilities.	<ul style="list-style-type: none"><li>• Hallways and doorways that are too narrow for a person using a wheelchair, electric scooter or walker;</li><li>• Counters that are too high for a person of short stature;</li><li>• Poor lighting for people with low vision;</li><li>• Doorknobs that are difficult for people with arthritis to grasp;</li><li>• Parking spaces that are too narrow for a driver who uses a wheelchair; and</li><li>• Telephones that are not equipped with telecommunications devices for people who are Deaf, deafened or hard of hearing</li></ul>

## Types of Disabilities

Disabilities can take many forms and can range from temporary to permanent. Often disabilities are non-visible and no one should ever make assumptions. Disabilities include developmental, cognitive and physical challenges/conditions of persons of any age.

Listed below is a brief description of different types of disabilities. Persons with disabilities may face challenges due to physical or mental limitations. Understanding all aspects of a disability is essential.

**Physical Disabilities:** There are many types and degrees of physical disabilities, and while people who use mobility aids like wheelchairs, scooters, crutches or canes are most recognizable, it is important to consider that not all people with physical disabilities require a mobility device. People who have arthritis, heart or lung conditions or amputations may also have difficulty with stamina, moving, standing, sitting or the ability to reach or grasp. It may be difficult to identify a person with a disability.

**Vision Loss:** There are varying degrees of vision loss and distinction between blindness and low vision. In some cases, it may be difficult to tell if a person has a vision loss. Vision disabilities can reduce one's ability to see clearly or can affect the range of their visual field. Some people can distinguish between light and dark, between contrasting colours, or read large print, but have difficulty with small print or low-light situations. Others may have a loss of peripheral or side vision, or a lack of central vision, which impacts a person's ability to distinguish details, like recognizing faces or reading.

**Hearing Impaired, Deafness and Hearing Loss:** Hearing loss ranges from mild to profound. The distinctions between the terms "deaf", "deafened", "hearing impaired" and "hard of hearing" are based principally on the individual's preferred language (spoken or signed) rather than on the actual degree of hearing loss.

**Deaf-Blindness:** A person who is deaf-blind has some degree of both vision and hearing loss. This results in greater difficulties in accessing information and managing daily activities. Most people who are deaf-blind will be accompanied by an intervener, a professional who helps with communicating.

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**Speech Impairments:** People with speech disabilities may have difficulties communicating. For many reasons, people may have difficulty speaking clearly – for example, as a result of a stroke or cerebral palsy – which may result in difficulties with verbal communication. Some people may use communication boards or other assistive devices to communicate. A speech disability often has no impact on a person's ability to understand.

**Cognitive Disabilities:** Cognitive disabilities may affect understanding, communication, or behavior and can be attributed to brain injuries, developmental or learning disabilities. It is not always easy to identify someone who has a cognitive disability. People with a cognitive disability may have difficulties recognizing, understanding and remembering information.

**Mental Illness:** Mental illness is a disturbance in the thoughts and emotions that may decrease a person's capacity to cope with the challenges of everyday life. Mental illness can take many forms, just as physical illness does. Mental illnesses include schizophrenia, mood disorders; depression and bipolar disorder, anxiety disorders, personality disorders and eating disorders.

## Voting Place

In order to ensure that each voting place is accessible to Electors with disabilities, a Site Evaluation Form (appendix A) will be completed prior to confirming the site as a voting place.

The Evaluation Form will include the assessment of the following areas within the voting place:

- Voting Place Location;
- Interior Layout of the Voting Place;
- Parking Areas;
- Entrances;
- Fire and Life Safety;
- General Layout and Services;
- Interiors;
- Public Washrooms; and
- Facility Signage and Information Systems

Upon completion of the Evaluation, a list of the barriers which have been identified will be reviewed to determine if they can be rectified in order to accommodate Electors with

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disabilities. This may include the implementation of site-specific accommodations for that voting place on Election Day.

## Online Voting

On September 16<sup>th</sup>, 2025, the Corporation of the Township of Madawaska Valley Council passed By-law No.2025-82 to authorize the use of alternative voting, electronic voting (internet), and the use of optical scanning vote tabulators for the purpose of counting paper ballots for the 2026 Municipal and School Board Election. This electronic voting method ensures that all eligible electors can participate in an accessible, convenient, and safe method of voting.

## In-Person Voting

The 2026 Municipal Election also includes In-Person Voting with paper ballot. All locations for advance poll and the day of the election have accessible parking and a lift for patrons. A Voting Help Centre located at the Municipal Office during business hours is available for assistance from May 1, 2026 to Voting Day.

## Alternate Formats

Alternate formats are other ways of publishing the information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Township of Madawaska Valley, shall, upon request, and in consultation with the person making the request, if feasible/practicable, provide or make arrangements to present accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner, taking into account the person's accessibility needs and at a cost that is no more than the regular cost charged to other persons.

In the event the information is not generated by the Township of Madawaska Valley or is supplied by a third party, the Municipality will make every effort to obtain the information from the third party in an alternate format and /or will attempt to assist the Elector by providing assistive equipment if applicable.

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## General Election Materials

**Large Print:** Printed material generated by the Municipality will be provided in either Arial or Verdana font, 12 point and can be made available in font (print) size that is 14 - 20 points or larger.

**Assistive Devices:** The Voting place will be equipped with magnifiers and assistance of Election Officials if required.

## Voting Provisions for Electors with Disabilities at the Voting Place

The following voting provisions are in place to accommodate the voting needs of Electors with disabilities:

**Support Persons:** Is a person who accompanies a person with a disability in order to assist him or her with communication, mobility, personal care, medical needs or with access to goods and/or services.

The Deputy Returning Officer may permit, if considered necessary, an Elector who needs assistance in voting to have such support. The Support Person, upon completion of the prescribed oath, may accompany the Elector behind the voting screen to assist in the voting process.

**Assistive Personal Equipment:** Assistive personal devices include, but are not limited to, wheelchairs, walkers, white canes, walking canes, note taking devices, portable magnifiers, recording machines, assistive listening devices, personal oxygen tanks and devices for grasping. An assistive device shall mean a device used to assist persons with disabilities in carrying out activities or in accessing services of persons or organizations covered by the customer service standard.

**Guide Dog:** Shall mean a dog trained as a guide for a blind person and having qualifications prescribed by the regulation under the Blind Persons' Act.

**Service Animals:** For the purpose of this policy, a "service animal" is defined as either:

- (a) A "guide dog" as defined in section 1 of the Blind Persons Rights' Act; or
  - (b) A "service animal" for a person with a disability. For the purpose of this policy, an animal is a service animal for a person with a disability;
    - (i) if it is readily apparent that the animal is used by the person for the reasons relating to his or her disability; or
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- (ii) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

The Township of Madawaska Valley will allow the person and the animal onto all Township of Madawaska Valley owned and operated public facilities that are open to the public, and will ensure that the person is permitted to keep the animal with him or her unless the animal is otherwise excluded by law.

If a service animal is excluded by law from the premises, the provider of goods or services shall attempt to ensure that other measures are available to enable the person with a disability to obtain, use, or benefit from the provider's goods or services.

**Physical Disabilities:** The voting place including the parking area and entrances will be selected and/or setup in a manner that enables Electors with physical disabilities to vote.

In the event that an Elector is unable to access the established voting area due to a physical disability, the Deputy Returning Officer may attend to the Elector at their vehicle or anywhere within the voting place (curb-side voting).

**Vision Loss:** The Voting place will be equipped with magnifiers and assistance of Election Officials if required.

**Hearing Impaired, Deafness and Hearing Loss:** The voting place will be equipped with a wipe board and/or a pad of paper and pen to communicate with hearing impaired electors in writing if required.

**Speech Impairments, Cognitive Disabilities and Mental Illness:** Personal Assistance from an Election Official will be available.

## Accessibility Training for Election Officials

All Election Officials are required to complete the Township of Madawaska Valley Accessible Customer Service training which includes:

- Review of the purposes of the Act and the requirements of the accessible customer service regulation – Ontario Regulation 429\07;
  - How to interact and communicate with persons with various types of disabilities;
  - How to interact with persons who use an assistive device or service animal;
  - How to use equipment or devices available to assist with the provision of services; and
  - What to do if a person is having difficulty accessing the service.
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Under s. 7 of the Integrated Accessibility Standards Regulation (IASR), the Township of Madawaska Valley will ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to;

- All employees and volunteers;
- All persons who participate in developing the organization's policies; and
- All other persons who provide goods, services or facilities on behalf of the organization.

These training requirements are in addition to the accessible customer service training required by s.6 of the Accessible Customer Service Standard. The key additional training requirements are as follows:

- Accessible Feedback Process – s.11;
- Emergency and public safety information – s.13;
- Recruitment – s.22 – 24;
- Employee Accommodation – s.25, 26, 28;
- Workplace emergency information – s.27; and
- Ontario Human Rights Code as it pertains to persons with disabilities.

The regulation states that training on the requirements of the accessibility standards and on the Human Rights Code shall be appropriate to the duties of the employees, volunteers and other persons.

The Township of Madawaska Valley will maintain a record of the training provided under this section, including the dates on which the training is provided and the number of individuals whom it is provided.

## Reporting

As per the Municipal Elections Act:

"S.12.1 (2) Within 90 days after voting day in a regular election, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. 2009, c.33, Sched. 21, s. 8 (8)."

In addition, the said report will be made available to the public via the Municipality's website as well as in hard copy at the Municipal Office.

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## Customer Service Feedback

The Township of Madawaska Valley is committed to providing high quality goods or services to all members of the public or third parties it serves. Feedback from the public or third parties is welcomed as it may identify areas that require change and encourage continuous service improvements in the delivery of an Accessible Election. Feedback on how the goods or services that the Township of Madawaska Valley provides will be responded to, documented and tracked. Feedback may be submitted in writing, by fax, email, telephone or in person to:

The Township of Madawaska Valley

Box 1000, 85 Bay Street

Barry's Bay, ON, K0J 1B0

Phone: 613-756-2747

Email: [elections@madawaskavalley.ca](mailto:elections@madawaskavalley.ca)

Or online : <https://www.madawaskavalley.ca/your-local-government/contact-us/>

## Accessible Service Disruptions

Temporary disruptions in the goods and services that the Township of Madawaska Valley provides may occur due to reasons that may or may not be within our control or knowledge.

The Township of Madawaska Valley will make reasonable effort to provide notice of the disruption to the public or third parties including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if any, that may be available. The Township of Madawaska Valley will make reasonable efforts to provide prior notice of the planned disruption if possible, recognizing that in some circumstances such as in the situation of unplanned temporary disruption(s), advance notice will not be possible. In such cases, the Township of Madawaska Valley will give notice as soon as possible.

Such notice may be provided by a variety of methods, depending on the circumstances, and may include postings in conspicuous/visible places at the affected premises, other Municipal facilities and the Municipal's website; [www.madawaskavalley.ca](http://www.madawaskavalley.ca)

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# Appendix A



## Voting Place Site Evaluation Form

**NOTE: Evaluation Form for each location completed prior to the day of use**

**Name of Voting Place:**

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**Address:**

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**Phone Number:**

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**Contact Name:**

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## Checklist

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

Is the space large enough to meet the needs of an elector who uses a van equipped with a wheelchair lift?		
Are the parking spaces and route of travel properly maintained? Snow and ice should be removed and uneven surfaces repaired as soon as possible.		
<b>Entrances</b>	<b>Yes</b>	<b>No</b>
Is the entrance easy to see?		
Is the entrance well lit?		
Is the entrance accessible? If there are steps, there needs to be a ramp so people using mobility aids or who have mobility impairments can get in. Steps, even a small single step, can make a voting facility inaccessible to many people with disabilities and seniors.		
Is the ramp well designed and safe? Does it have handrails on both sides? Does it have a suitable slope?		
Is the door hardware accessible? Are there lever or pull handles? Be sure the door hardware passes the "Fist test". This means it can be operated by a person using a closed fist.		
Is the doorway wide enough for a person using a wheelchair or scooter to pass through?		
<p>Accessible door:</p> <ul style="list-style-type: none"> <li>• Opens automatically;</li> <li>• Has power assisted door operators; or</li> <li>• Can be easily opened with one hand.</li> </ul>		
<b>Fire and Life Safety</b>	<b>Yes</b>	<b>No</b>
A fire policy and/or fire safety plan is available to Election Officials and includes provisions for the evacuation of people with disabilities		

Main exit routes and exit doors are easily accessed and used by people using mobility aids.		
Exit instructions are printed in large text, and mounted in an accessible, highly visible location.		
Fire alarms have both visual and audible signals.		
Fire hose cabinets and fire extinguishers are in a highly contrasting colour.		
A first aid station/kit is available to Election Officials.		
<b>General Layout and Services</b>	<b>Yes</b>	<b>No</b>
Queuing areas and serving aisles are wide enough for people using mobility aids including electric wheelchairs and scooters.		
Counters/tables are accessible to and useable by patrons' using wheelchairs or scooters.		
Appropriate lighting is installed to ensure that people with vision disabilities may clearly identify colours, patterns and signage.		
<b>Interiors</b>	<b>Yes</b>	<b>No</b>
Floor finishes have non-slip surfaces under wet and dry conditions.		
Open – concept, accessible routes are marked by bright colour or textual changes at floor level, to provide directional cues for people with vision disabilities.		
There are no protruding objects or tripping hazards in accessible routes, and if so, they are clearly marked with a bright colour, a cane-detectable floor finish, or a guard.		
Where floors are carpeted, the carpet is of firm, dense construction and easy for a wheelchair user to roll over without difficulty.		
Thresholds are beveled to accommodate different floor materials.		
Walls in busy areas, corridors, ramps or staircases are finished in smooth, non-glossy, non-abrasive finishes.		

Colour of doors or door frames in hallways contrast with surrounding wall colours.		
<b>Public Washrooms</b>	<b>Yes</b>	<b>No</b>
An accessible stall is provided for each sex when integrated into regular washrooms or an accessible stand-alone unisex washroom is located nearby.		
<p>The following washroom features are accessible to people with a wide range of disabilities:</p> <ul style="list-style-type: none"> <li>• Grab bars</li> <li>• Coat hooks</li> <li>• Flush controls</li> <li>• Wash basins</li> <li>• Toilet paper dispenser</li> <li>• Mounted automatic hand-dryers or paper towel holders</li> <li>• Never-handled faucets or automatic faucet.</li> </ul>		
<b>Facility Signage and Information Systems</b>	<b>Yes</b>	<b>No</b>
Show the International Symbol of Accessibility.		
Include appropriate pictograms, wherever possible (e.g. on washroom doors).		
Include large high contrast text, clear, light-coloured lettering or symbols on a dark background, or dark characters on a light background.		
Are mounted at a convenient height for both wheelchair users and people with vision disabilities.		

**Person who Completed Evaluation:**

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**Areas of Concern:**

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