

Township of Ryerson



2026 Candidate Information Guide




MUNICIPAL ELECTION  2026

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MUNICIPAL ELECTION 2026

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MUNICIPAL ELECTION 2026

CANDIDATE'S GUIDE - INTRODUCTION

May 1, 2026

This guide has been prepared to provide information that will provide assistance to Municipal Candidates. The guide will be available on the municipal web site.

Ryerson Township Council adopted By-law 35-25 being a by-law to authorize Vote by Mail for the 2026 Municipal Election to be held Monday October 26, 2026.

For your information, regular Council meetings are normally held the second and fourth Tuesdays of the month. Special meetings are called as required. Ryerson Township has a close association with Burks Falls and Armour and shares the following services: Arena (administered by Burks Falls); the Fire Department (administered by Ryerson); the Landfill site (administered by Armour) and the Burks Falls, Armour, Ryerson Union Public Library. We have Council and/or Council Representatives attend shared services meetings.

In addition, Councillors may be appointed to a variety of other committees and boards that also have regular meetings. Some of the others include: Almaguin Community and Economic Development (ACED), the Joint Building Committee (JBC), East Parry Sound Vet Services Committee, District of Parry Sound Municipal Association, District of Parry Sound Social Services Administration Board, Eastholme, Home for the Aged, Southeast Parry Sound District Planning Board, Parry Sound District EMS and Provincial Offences.

Current 2026 Council honourarium is Mayor: \$1,300 per month and Councillors \$900.00 per month.

The Clerk will offer council orientation after the election.

The Municipal Elections Act states that the Clerk of a local municipality is responsible for conducting elections. Please contact Nancy Field (Returning Officer) at the Township Office at 705-382-3232, if you have questions or would like further information.

Also available, a Candidates Guide, Voters Guide and Third-Party Advertisers Guide on the Ministry of Municipal Affairs and Housing web site at www.ontario.ca/municipalelections and information on our website www.ryersontownship.ca

It is important to remember that the contents of this document are intended *as a guide only* to certain provisions of relevant legislation and do not purport to recite all applicable statutory references.

Nancy Field
Acting CAO/Clerk

ELECTED OFFICES

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

Mayor: One (1) to be elected by general vote of the electors of the Township of Ryerson

Councillors: Four (4) to be elected by general vote of the electors of the Township of Ryerson

Near North District School Board (English Public): One (1) To be elected

Nipissing- Parry Sound Catholic District School Board (English):
One (1) To be elected

Conseil Scolaire Public du Nord Est de l'Ontario (French Public):
One (1) To be elected

Conseil Scolaire Catholique Franco-Nord (French): One (1) To be elected

2026

February 20*
Friday

Last day of the 10-day period before March 1 to provide notice to the public and the Minister of the intent to pass a by-law to submit a question to electors. s.8.1(3)

- **Note:** At least one public meeting must be held before passing a by-law to submit a question to the electors. s.8.1(3)

March 2*
Monday

Last day to pass by-law in the year of a regular election to submit a question to electors under section 8(1)(b) or (c). s.8.1(1)

- Within 15 days after passing the by-law, the clerk shall give notice to the public and the Minister of the passing of a by-law to submit a question to the electors. s.8.1(4)
- Within 20 days after the clerk gives notice of the passing of the by-law, the Minister or any other person or entity may file a notice of appeal to the Chief Electoral Officer. s.8.1(6)
- Within 15 days after the last day for filing a notice of appeal, the clerk shall forward any notices of appeal received to the Chief Electoral Officer. s.8.1(7)
- Within 60 days of receiving any notices of appeal, the Chief Electoral Officer shall hold a hearing regarding the appeal of the by-law. s.8.1(9)

March 17
Tuesday

Last possible day of the 15-day period after passing the by-law for the clerk to give notice to the public and the Minister of the passing of a by-law to submit a question to the electors. s.8.1(4)

March 26
Thursday



Zone 2 in-person Municipal Elections Training Session
Location: Guelph

March 31
Tuesday



Zone 3 in-person Municipal Elections Training Session
Location: Burlington



March 31
Tuesday

No by-election to be held after this date to fill an office that becomes vacant. s.65(2)
Last day in the year of a regular election for the clerk to divide the municipality into voting subdivisions and advise the Chief Electoral Officer of the voting subdivision boundaries. s.18(1),(2)
Voting subdivision boundaries can be updated via Elections Ontario's Election Portal. Reach out to your Municipal Stakeholder Relations representative at Elections Ontario for access to this important tool.

April 1
Wednesday



Zone 4 in-person Municipal Elections Training Session
Location: Markham

April 7*
Tuesday

Last day in the regular election year for school boards to provide report on determination and distribution of school board trustees. *Education Act, 1990 O.Reg 412/00 s.9*
Last possible day of a 20-day period for the Minister or any other person or entity to file a notice of appeal to the Chief Electoral Officer after the clerk gives notice of the passage re: question on the ballot by-law. s.8.1(6)

April 9
Thursday



Zone 5 in-person Municipal Elections Training Session
Location: Peterborough

April 14
Tuesday



2026 AMCTO Municipal Clerks Forum (virtual) – the Clerks Forum will include a half day of elections-specific content.

April 16
Thursday



Zone 6 in-person Municipal Elections Training Session
Location: Kingston

April 22
Wednesday

Last possible day of a 15-day period for the clerk to forward any notices of appeal received to the Chief Electoral Officer during the 20-day period re: question on the ballot by-law. s.8.1(7)

April 30
Thursday

Last day in a regular election year for municipalities and local boards to establish rules and procedures regarding the use of municipal and board resources during the campaign period. s.88.18



May 1
Friday

Last day in a regular election year for a Minister, upper tier municipality, or local board to submit a by-law or question to electors. s.8(5.1)

First possible day of the candidate nomination period that ends on Nomination Day, August 21, 2026. s.33(4)

- Upon filing, provide candidates with:
 - A certificate of the applicable interim maximum amount of expenses. s.33.0.1(1)
 - A certificate of the applicable interim maximum amount of contributions to a candidate's own election campaign. s.33.0.2(1)
 - A certificate of the applicable interim maximum amount for parties, etc. after voting day. s.88.20(9)
 - **Note:** Timeline is not legislated but can be provided as a helpful reminder.
 - A notice of the penalties related to campaign finances and the refund of the nomination filing fee. s.33.1
 - A copy of the procedures and forms established for any voting and vote counting equipment, or alternative voting method. This should be completed no later than April 30 to be prepared for Nomination Day. s.42(3)

First possible day of the third party advertiser registration period that ends on October 23, 2026. s.88.6(7)

- Upon filing, provide registered third party advertisers with:
 - A certificate of the applicable interim maximum amount of expenses. s.88.21(15)
 - A certificate of the applicable maximum amount for third parties, etc. after voting day. s.88.21(15)

Last day in a regular election year to pass a by-law authorizing use of voting and vote counting equipment and/or authorizing electors to use an alternative voting method. s.42(2)

Last day in a regular election year to pass a by-law or resolution (local board) with respect to circumstances in which the clerk shall hold a recount. s.56(5)

May 4
Monday



Zone 9 in-person Municipal Elections Training Session
Location: Thunder Bay

May 6
Wednesday



Zone 7 in-person Municipal Elections Training Session
Location: Sudbury

May 13
Wednesday



Zone 1 in-person Municipal Elections Training Session
Location: London



May 20
Wednesday



Zone 8 in-person Municipal Elections Training Session
Location: Kapuskasing

June 1
Monday

Last day in a regular election year to establish procedures and forms for use of voting and vote counting equipment authorized by by-law. s.42(4)1(i)
Final day for voters to update school support information with the Municipal Property Assessment Corporation (MPAC)

June 7
Sunday

to

June 10
Wednesday



AMCTO 2026 Conference in Hunstville, Ontario. The conference includes municipal elections professional development and networking opportunities for municipal professionals.

June 22*
Monday

Last day of the 60-day period for receiving any notices of appeal that the Chief Electoral Officer shall hold a hearing regarding the appeal of the by-law re: question on the ballot by-law. s.8.1(9)

August 14
Friday

Elections Ontario to deliver the Preliminary List of Electors to all municipalities. Your Preliminary List of Electors will be delivered via Elections Ontario's Election Portal.

August 21
Friday

Nomination Day, the third Friday in August in a regular election year. s.31
Candidate nominations may be filed between 9 a.m. and 2 p.m. s.33(4)(b)
If a person is present at the clerk's office on Nomination Day at 2 p.m. and has not yet filed a nomination, they may file the nomination as soon as possible after 2 p.m. s.33(4.1)
By 2 p.m., last day for a candidate to withdraw their nomination by filing a written notice with the clerk. s.36
Last day to revoke by-law to submit a question to electors. s.8.1(1)



August 24 Monday

By 4 p.m. on the Monday following Nomination Day the clerk is to examine candidate nominations and if satisfied, certify the nomination. s.35(1),(2)

By 4 p.m. on the Monday following Nomination Day the clerk is to declare candidate(s) elected by acclamation. s.37(1)

- **Note:** Nominations for the office shall be filed with the clerk of the upper-tier municipality who shall send the names of the candidates within 48 hours after the closing of nominations to the clerk of each lower-tier municipality in which the election is to be held. s.11.1(4)

First possible day for an elector to appoint a voting proxy (unless additional nominations are required). s.44(4)

- Proxy applications may be filed during regular business hours at the clerk's office or other designated location on or before Voting Day; however, on advance vote days, the MEA requires that the clerk's office and/or other designated location be open between noon and 5 p.m. for the purpose of considering and certifying proxy applications. s.44(6)
- **Note:** Several municipalities hold off on considering and certifying proxy applications until September 1, when the Voters List becomes public.

August 26 Wednesday

Additional candidate nominations may be filed between 9 a.m. and 2 p.m. if the number of nominations filed for an office is less than the number of persons to be elected to the office. s.33(5)

A candidate who submits a nomination on this date and later wishes to withdraw their additional nomination must notify the clerk in writing before 2 p.m. s.36

August 27 Thursday

By 4 p.m. the clerk is to examine any additional candidate nominations filed on August 26, and, if satisfied, certify the nomination. s.35(1)2

By 4 p.m., the clerk is to declare any candidate(s) elected by acclamation. s.37(2)

- **Note:** Nominations for the office shall be filed with the clerk of the upper-tier municipality who shall send the names of the candidates within 48 hours after the closing of nominations to the clerk of each lower-tier municipality in which the election is to be held. s.11.1(4)



September 1
Tuesday

The clerk may obtain the preliminary list at one or more times before September 1. s.19(3.1)

Last day for the clerk to have the Voters List reproduced and determine where and at what time applications for revisions to the Voters List may be made. s.23(2)

- On written request provide copies of the Voters List to those parties listed under s.23(3).
- On written request provide candidates with a copy of the part of the Voters List that contains the names of the electors who are entitled to vote for that office. s.23(4)

The revision period begins and continues until the close of voting on October 26. s.24, 25

- A person may submit an application to have their name added to or removed from the Voters List or have their information on the Voters List amended. s.24(1)
- A person may submit an application requesting that a deceased person's name be removed from the Voters List. s.25(3)

Determine if voting places are to be provided at institutions and retirement homes on voting day based on the number of beds occupied as of September 1. s.45(7)

- Voting places to be established at institutions with 20 or more beds occupied and retirement homes with 50 or more beds occupied. s.45(7)

September 20
Sunday

The clerk should download, record/capture, and secure the number of eligible voters by both ward and school support for use in the 2030 municipal elections.

September 20
Sunday
to
September 30
Wednesday
or
October 1*
Thursday

The clerk is to prepare and distribute an interim list of the changes to the Voters List that were approved on or before September 20. s.27(1)(a)

The clerk is to give a copy of the interim list to each person who received a copy of the Voters List under s.23. s.27(1)(b)

- **Note:** the National Day of Truth and Reconciliation falls on September 30. If it is recognized as a statutory holiday by your municipality, this date can be moved to October 1.

September 25
Friday

Last day of the 31-day period before Voting Day to revoke a by-law to submit a question to the electors if the election does not include an election for an office. s.8.1(1)

September 26
Saturday

First possible day to hold an advance vote in the 30-day period before Voting Day. s.43(3)



September 30
Wednesday

or

October 1*
Thursday

Last day to provide a copy of the interim list to each person who previously received a copy of the Voters List. s.27(1)

Last day in a regular election year to provide final certificates of applicable maximum amounts for each office. s.88.9.1(4), s.88.20(13), s.88.21(14)

- Provide candidates with:
 - A certificate of the applicable maximum amount of expenses. s.88.20(6)
 - A certificate of the applicable maximum amount of contributions to a candidate's own election campaign. s.88.9.1(4)
 - A certificate of the applicable maximum amount for parties, etc. after Voting Day. s.88.20(9)
- Provide registered third party advertisers with:
 - A certificate of the applicable maximum amount of expenses. s.88.21(14)
 - A certificate of the applicable maximum amount for parties, etc. after Voting Day. s.88.21(14)
- **Note:** the National Day of Truth and Reconciliation falls on September 30. If it is recognized as a statutory holiday by your municipality, this date can be moved to October 1.

October 1
Thursday

Last day in a regular election year for councils and school boards to establish a compliance audit committee (CAC) for the 2026-2030 term of office. s.88.37(1)

- **Note:** It is recommended the clerk remind the secretary of the school board(s) that run elections of the requirement to establish a compliance audit committee and administrative procedures. Municipalities, particularly smaller ones, may consider joint CACs.

October 13*
Tuesday

Last day of the 14-day period before Voting Day to request a voting place free of charge in a building specified under s.45(6). s.45(4)

October 23
Friday

Last day for third party advertisers to file a notice of registration on the Friday before Voting Day during the clerk's office hours. s.88.6(7)

Last day for a third party advertiser that wishes to withdraw their registration to notify the clerk in writing during the clerk's office hours. s.88.6(15)



October 25
Sunday

Last day to provide candidates with a notice of penalties related to campaign finances and refund of nomination filing fee. *s.33.1*

- **Note:** It is recommended to provide these notices of refund to candidates when they file their nomination.

Last day to make an Accessibility Plan regarding the identification, removal, and prevention of barriers that affect electors and candidates with disabilities available to the public. *s.12.1(2)*

- **Note:** It is beneficial to post the plan prior to this date, especially ahead of advance voting dates.

October 26
Monday

Voting Day, the fourth Monday in October. *s.5*

Voting places are open from 10 a.m. until 8 p.m. unless an earlier voting or reduced voting hours have been established by the clerk. *s.46(2),(3), s.46(1)*

Last day at the end of voting for applications to be submitted to have a name added to or removed from the Voters List or to have information on the Voters List amended. *s.44(6), s.24(1)*

October 27
Tuesday

The clerk shall, as soon as possible after Voting Day, declare the results and provide information to the public on a website or in another electronic format on the number of votes, declined and rejected ballots, and the number of votes for the affirmative or negative on a by-law or question. *s.55(4),(4.1)*

- Within 15 days after declaration of the results, the clerk shall hold a recount in the event of a tie or in accordance with any recount policy passed by the municipality or school board. *s.56(2)*
- Within 30 days after declaration of results, the council of a municipality or local board may pass a motion requiring a recount. The clerk shall conduct the recount within 15 days of the motion passing. *s.57(1),(2)*
- Within 30 days after declaration of results the Minister may make an order requiring a recount within 15 days of the order being made. *s.57(1),(2)*
- Within 30 days after declaration of the results a person who is entitled to vote in an election and has reasonable grounds for believing the election results to be in doubt, may apply to the Superior Court of Justice for an order that the clerk hold a recount. The clerk shall conduct the recount within 15 days after receiving the order. *s.58(2),(3),(4)*

First day of the 90-day period after Voting Day for an elector to make an application to the Superior Court of Justice regarding a controverted election. *s.83(2)*

November 9
Monday

The first day of the period between 14 and 180 days after Voting Day that a council may consider a by-law or resolution to implement the results of a question on the ballot if the results of a question authorized by a by-law under section 8(1)(b) are binding on the municipality. s.8.3(2)

- **Note:** May wish to consider a date after November 15 as consideration for perception of “lame duck” council (refer to s. 275 of the *Municipal Act, 2001*) or of previous council sitting close to a new term.

November 14
Saturday

The 2022-2026 term of office ends. s.6(1)

November 15
Sunday

2026-2030 term of office commences. s.6(1)

New council deemed organized when the declarations of office have been made by a sufficient number of members to form a quorum. *Municipal Act 2001, s.231*

The holders of offices continue to hold office until their successors are elected and a newly elected council is organized. s.6(3)

- **Note:** Consider implementing a best practice to have declarations signed so that in the event of an emergency on November 15 they can act.
- **Note:** The first meeting of new council must be held between November 15 and December 16.

November 25
Wednesday

Last day of the 30-day period after Voting Day to provide the Chief Electoral Officer with final list of changes to the Voters List. s.27(2)

Your final list of changes to the Voters List can be uploaded via Elections Ontario’s Election Portal.

December 16
Wednesday

First meeting of new council shall be held at the time set out in the municipality’s procedure by-law but in any case, not later than 31 days after its term commences. *Municipal Act 2001, s.230*

- **Note:** Special provisions apply to upper-tier municipalities. *Municipal Act, 2001, s.234, s.235*

December 31
Thursday

Deadline for persons provided with a copy of the Voters List under section 23(3)(a) to (c) shall destroy list. s.23(8)3

Election campaign period ends. s.88.24(1)2, s.88.28

Last day for candidates and registered third party advertisers to provide written notice of a deficit and the continuation of their campaign period. s.88.24(2), s.88.28



2027

January 25*
Monday

Last day of the 90-day period after Voting Day to make the Accessibility Report about the identification, removal, and prevention of barriers that affect electors and candidates with disabilities available to the public. *s.12.1(3)*

Last day of the 90-day period after Voting Day for an elector to make an application to the Superior Court of Justice regarding a controverted election. *s.83(2)*

- Applicant shall serve a copy of the application on the clerk within 5 days after the day the application was made under this section. *s.83(3.1)*
- A person whose election is questioned in an application under section 83(1)(b) may, within 7 days after being served with the application, disclaim all right to the office. *s.84(3)*

Last day for an elected candidate to disclaim all right to the office (if no application questioning their election is made under section 83(1)(b)). *s.84(1)*

February 24
Wednesday

First possible day for the destruction of election records following the 120 day period if results are declared on October 27 and are unchallenged. *s.88(1)*

- **Note:** Certain records (such as those related to financial statements) must be retained. *s.88(4)*. Also consult your municipality's record retention policy.

March 1
Monday

Last day of the 30-day period before the initial filing date to provide candidates and registered third party advertisers with notice of filing requirements for initial financial statements and auditors reports. *s.88.25(9)*, *s. 88.29(7)*

- Notice to candidates should also refer to their entitlement to receive a refund of the nomination filing fee if they meet the requirements of section 24 and the penalties set out in *s.88.23(2)* and *92(1)*. *s.88.25(9)*
- Notice to registered third party advertisers should refer to penalties set out in *s.88.27(1)* and *92(4)*. *s.88.27(1)*, *s.92(4)*

March 25
Thursday

Last day before the initial filing date for candidates and registered third party advertisers to apply to the Superior Court of Justice to extend time for filing initial financial statements and auditors reports. *s.88.23(6)*, *88.27(3)*

- The Superior Court may grant an extension of no more than 90 days. *s.88.23(6)*, *88.27(s)*



March 30*
Tuesday

By 2 p.m., last day for candidates and registered third party advertisers to file initial financial statements and auditors reports on the last Friday in March in the year following the election. s.88.30(1)

- Make documents filed under s.88.25, 88.29 (financial statements and auditors reports) and 88.32 (subsequent expenses) available to the public on a website or in another electronic format as soon as possible after the documents are filed. s.88(9.1)
- If an error is identified in a filed financial statement, the candidate may withdraw the statement and at the same time file a corrected financial statement and auditor's report on or before the 2 p.m. deadline. s.88.25(3), 88.29(2)

By 2 p.m., last day for candidates and registered third party advertisers to notify the clerk in writing that an application has been made to Superior Court of Justice to extend the time for filing their initial financial statement and auditor's report. s.88.23(7), s.88.27(4)

- **Note:** Candidates who file financial statements and auditors reports in accordance with s.88.25(1) by 2 p.m. deadline are entitled to receive a refund of nomination filing fee. s.34

April 29
Thursday

Last day of the period between 14 and 180 days after Voting Day on which a council may consider a by-law or resolution to implement the results of a question on the ballot. s.8.3(2)

By 2 p.m., last day of the 30-day grace period for candidates and registered third party advertisers to file their initial financial statements and auditors reports provided they pay a \$500 late filing fee. s.88.23(9) s.88.27(6)

- Documents submitted after this deadline are to be accepted only for the purpose of making them available to the public. s.88.25(12), s.88.29(10)

Applicable notices of default should be issued by the clerk as soon as practicable after the filing deadline. s.88.23(3), s.88.27(2)

Report identifying each contributor who appears to have contravened any of the contribution limits to be made available as soon as possible after this date. s.88.34(2), (5), s.88.36(2)

- The clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits and forward those reports to the compliance audit committee (CAC). s.88.34(2),(3),(4),(5),(6),(7), s.88.36(3),(4)
- Within 30 days after receiving a report the committee must consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. s.88.34(2),(3),(4),(5),(6),(7), s.88.36(5)

April 30
Friday

As soon as possible after this date, the clerk shall make a report setting out all candidates and registered third party advertisers in an election indicating whether each has complied with s.88.25 and s.88.29 and make the report available to the public on a website or in another electronic format. s.88.23(5), s.88.29(11)



June 28
Monday

Last day of the 90-day period after the initial filing date for an elector to apply for a compliance audit of a candidate or registered third party advertiser's initial financial statement. s.88.33(3), s.88.35(3)

Note: If a candidate or registered third party advertiser filed their initial financial statement during the 30-day grace period in accordance with s.88.23(9) and s.88.27(6), the 90-day application period begins after that date.

- Within 10 days of receiving the application the clerk must forward the application to the CAC. s.88.33(4)
- Within 30 days after the CAC has received the application, the CAC shall consider the application and decide whether it should be granted or rejected. s.88.33(7)
- The CAC's decision may be appealed to the Superior Court of Justice within 15 days after the decision is made. s.88.33(9)
- Within 10 days after receiving the report from the committee-appointed auditor, the clerk must forward the audit report to the CAC. s.88.33(14)
- The CAC must consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a section of the *Municipal Elections Act (1996)* relating to election campaign finances, the CAC shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. s.88.33(17)

June 30
Wednesday

Last day of the extended campaign period for candidates and registered third party advertisers that extended their campaign due to a deficit, or that recommenced their campaign due to a recount, controverted election, or compliance audit. s.88.24(1)(4) (i), s.88.24(1)(5)(iv)

- **Note:** The last day of the extended campaign period may be earlier if the deficit is eliminated in accordance with s.88.24(4).

August 25
Wednesday

Last day of the 30-day period before the supplementary filing date to provide candidates and registered third party advertisers with notice of the filing requirements for supplementary financial statements and auditors reports. s.88.25(10), s.88.29(8)

- Notice to candidates should also refer to penalties set out in s.88.23(2) and 92(1), s.88.25(10).
- Notice to registered third party advertisers should refer to penalties set out in s.88.27(1) and 92(4), s.88.29(8).

September 23
Thursday

Last day before the supplementary filing date for candidates and registered third party advertisers to apply to the Superior Court of Justice to extend the time for filing supplementary financial statements and auditors reports. s.88.23(6), s.88.27(3)

- The Superior Court of Justice may grant an extension of no more than 90 days. s.88.23(6), s.88.27(3)



September 24
Friday

By 2 p.m., last day for candidates and registered third party advertisers to file supplementary financial statements and auditors reports on the last Friday in September in the year following the election. *s.88.30(1)*

- Make documents filed under *s.88.25*, *88.29* (financial statements and auditors reports) and *s.88.32* (subsequent expenses) available to the public on a website or in another electronic format as soon as possible after the documents are filed. *s.88(9.1)*
- If an error is identified in a filed financial statement the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditors report on or before the 2 p.m. deadline. *s.88(9.2)* *s.88.25(3)*, *s.88.29(2)*

By 2 p.m., last day for candidates and registered third party advertisers to notify the clerk, in writing, that an application has been made to the Superior Court of Justice to extend the time for filing their supplementary financial statement and auditors report. *s.88.23(7)*, *88.27(4)*

October 25
Monday

By 2 p.m., last day of the 30-day grace period for candidates and registered third party advertisers to file a supplementary financial statement and auditor's report provided they pay the \$500 late filing fee. *s.88.23(9)*

- Documents submitted after this deadline are to be accepted only for the purpose of making them available to the public. *s.88.25(12)*, *s.88.29(10)*

If applicable, notices of default should be issued by the clerk as soon as practicable after this filing deadline. *s.88.23(3)*, *s.88.27(2)*

Report identifying each contributor who appears to have contravened any of the contribution limits to be made available as soon as possible after this date. *s.88.34(2),(5)*, *s.88.36(2)*

- Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits and forward those reports to the compliance audit committee. *s.88.34(2),(3),(4),(5),(6),(7)*, *s.88.36(2)(3),(4)*
- Within 30 days after receiving a report, the CAC must consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. *s.88.34(8)*, *s.88.36(5)*



December 23
Thursday

Last day of the 90-day period after the supplementary filing date for an elector to apply for a compliance audit of a candidate or registered third party advertiser's supplementary financial statement. s.88.33(3), s.88.35(3)

Note: If a candidate or registered third party advertiser filed their initial financial statement during the 30-day grace period in accordance with s.88.23(9) and s.88.27(6), the 90-day application period begins after that date.

- Within 10 days of receiving the application, the clerk must forward it to the compliance audit committee. s.88.33(4)
- Within 30 days after the CAC has received the application, the CAC must consider the application and decide whether it should be granted or rejected. s.88.33(7)
- The CAC's decision may be appealed to the Superior Court of Justice within 15 days after the decision is made. s.88.33(9)
- Within 10 days after receiving the report from the committee-appointed auditor the clerk must forward the audit report to the CAC. s.88.33(14)
- The committee must consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the *Municipal Elections Act (1996)* relating to election campaign finances, the CAC shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. s.88.33(14)





MUNICIPAL ELECTION 2026

NOMINATIONS – May 1, 2026

Nominations will be received in the office of the Clerk for the Township of Ryerson during regular office hours (8:30 a.m. – 4:00 p.m.) from Friday, May 1, 2026 to Friday, August 21, 2026 and from **9:00 a.m.** until **2:00 p.m.** on Nomination Day, Friday, August 21, 2026.

A person may be nominated for an office by filing a nomination in the clerk's office, in person or by an agent. The Clerk's procedures do not allow for nomination papers to be filed electronically.

As per Section 33 (4.1) of the Municipal Elections Act 1996, If a person is present at the Clerk's Office on nomination day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

NOTICE OF NOMINATION was posted in the Municipal Office April 10, 2026; and advertised in the Great North Arrow April 17, 2026. Notice of Nomination was also posted on the Municipal Website in April 2026. A second Notice of Nomination to be advertised in the Great North Arrow August 4, 2026.

Nominations must be on the prescribed Form 1, and accompanied by the prescribed fee, \$200.00 for the office of Mayor and \$100.00 for the office of Councillor. The prescribed fee must be in the form of **cash, certified cheque or money order**. There is no electronic payment available. Nominations may be filed in person or by an agent. Electronic filing of nomination forms is not permitted.

Identification **must** be provided by the candidate; a copy of the identification will be retained by the Township. Identification required as noted in Municipal Elections Act O. Regulation 304/13 (Voter Identification).

Prior to 4:00 p.m. on Monday August 24, 2026, the Clerk shall examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify as such on the nomination filed. If not satisfied, the Clerk shall reject the nomination and as soon as possible give notice to the person who sought to be

nominated and all other candidates for that office. The Clerk's decision to certify or reject a nomination is final.

In addition to the nomination form, candidates are required to complete the Candidates Declaration – Proper Use of Voters List and Consent to Provide Candidate's Contact Information.

A list of CERTIFIED CANDIDATES will be posted in the Municipal Office and updated as nominations are certified.

If sufficient nominations are not received by 2:00 p.m. on August 21, 2026, additional nominations may be filed in the Office of the Clerk on Wednesday, August 26, 2026 between the hours of 9:00 a.m. and 2:00 p.m.

All candidates will be required to file a financial statement (Form 4) reflecting election campaign finances, after the election. Your filing fee is considered to be a personal expense. You do not need to have a campaign bank account in order to pay the nomination fee.



THE CORPORATION OF THE TOWNSHIP OF RYERSON

NOMINATIONS

Notice is hereby given to the Municipal Electors of the Corporation of the Township of Ryerson, in the District of Parry Sound of the period during which Nomination Papers may be filed in the above Office of the Clerk for the purpose of the Municipal Elections, commencing on May 1, 2026 and continuing until the close of Nominations on Friday, August 21, 2026 at the hour of 2:00 o'clock in the afternoon.

Nominations will be received for the offices of:

MAYOR

“ONE TO BE ELECTED AT LARGE”

COUNCILLORS

“FOUR TO BE ELECTED AT LARGE”

How to be Nominated:

- (a) Obtain nomination papers from the Office of the Clerk.
- (b) Schedule an appointment with the Township to bring your completed and signed nomination papers to the Clerk between 9:00 a.m. – 2:00 p.m. on Nomination Day, Friday, August 21, 2026, or during normal office hours between Friday, May 1, 2026 and Friday, August 21, 2026.
- (c) Fee of \$200.00 for the head of council and \$100.00 for all other offices must be paid at the time of filing the Nomination (cash, certified cheque, or money order is only accepted and made payable to the Municipality). A candidate is entitled to a refund of the nomination filing fee provided that a financial statement and auditor's report are filed on or before 2:00 p.m. on Tuesday, March 30th, 2027.
- (d) A nomination paper may be filed in person or by an agent. The Clerk's Procedures does not allow for nomination papers to be filed electronically.
- (e) After the nomination paper is filed with the Clerk, it shall remain in the possession of the Clerk. If a greater number of Candidates than required to fill the above offices are nominated, an election will be held on Monday, October 26th, 2026.

**DATED AT THE TOWNSHIP OF RYERSON THIS
10th DAY OF APRIL 2026**

**Nancy Field, Acting CAO/Clerk
Township of Ryerson**

Section 5

Nomination Procedure

5.1 Nomination Period

[MEA, s.31, s.33](#)

Nomination Day is Friday, August 21, 2026.

Nominations can be filed during regular office hours from May 1, 2026, to August 20, 2026.

On Nomination Day specifically, (August 21, 2026) nominations may be filed between 9:00am and 2:00pm.

If a person is present at the clerk's office on Nomination Day at 2:00pm, the MEA provides that they may file the nomination as soon as possible after 2:00pm.

5.2 Candidate Qualifications - Council

[MEA, s.17, s.29](#)

[Municipal Act, 2001, s.256, s.257](#)

A person is qualified to be elected or hold office as a member of council only if, as of the day they file their nomination, they are:

- Entitled to be an elector under the MEA, s.17(2)
 - A Canadian citizen;
 - At least 18 years of age;
 - A resident in the local municipality, or the owner or tenant of land in the local municipality, or the spouse of such a person; and
 - Not prohibited from voting as noted or otherwise by law.
- Not disqualified for violation of financial requirements or violations of requirements for filing financial information.
- Not disqualified by any Act from holding such office.
- Not disqualified under the provisions as outlined in MEA, s.90(2) and 91(1).

For an upper-tier municipality, a person must be entitled to be an elector under MEA s.17 in a lower-tier municipality within the upper-tier municipality.

Despite s.258(1) of the *Municipal Act, 2001*, s.203 of the *City of Toronto Act, 2006*, s.9 of the *Legislative Assembly Act* and s.219 of the *Education Act*, under MEA s.29(1.1), a member of the Legislative Assembly of Ontario or



the Senate or House of Commons of Canada is not ineligible to be nominated for an office in an election by virtue of being a member of any of those bodies; however, if the person is a member of any of those bodies as of the close of nominations on Nomination Day of the election, the nomination shall be rejected by the clerk under s.35.

Under the MEA, s.30(1), an employee of a municipality must take an unpaid leave of absence to be a candidate for that municipality.

An employee of a school board may run for council without a leave of absence.

5.3 Candidate Qualifications – School Boards

[MEA, s.17, s.29](#)
[Education Act, s.219](#)

A person is qualified to be elected or hold an office as a school board trustee only if, as of the day they file their nomination, they are:

- Entitled to be an elector under the MEA, s.17
 - A Canadian citizen;
 - At least 18 years of age; and
 - Not prohibited under the Act from voting or otherwise by law.
- Qualified to be a member of the school board in accordance with the *Education Act*, s.219
 - A resident within the school board's area of jurisdiction; and
 - Qualified to vote for members of that school board (a supporter of that school board).

Under s.219 of the *Education Act*, an employee of a school board must take an unpaid leave of absence to be a candidate for any school board.

An employee of a municipality may run for a school board without taking a leave of absence.

5.4 Persons Disqualified – Council

[MEA, s.17, s.90, s.91](#)
[Municipal Act, s.258, s.423, s.424](#)

The following persons are disqualified from being elected or from holding office as a member of council:

- Except in accordance with MEA, s.30 (Leave of Absence), an employee of the municipality or a person who is not an employee of the municipality but who is the clerk, treasurer, integrity commissioner, auditor general, ombudsman or the lobbyist registrar referred to in s.223.11 of the *Municipal Act, 2001*, or a meeting investigator referred to in s.239.2(1) of the municipality or a person who is not an employee of the municipality but who holds any administrative position of the municipality
- A judge of any court
- A Senator, a Member of Parliament, or a Member of Provincial Parliament²

² Under the MEA, a member of the Assembly (Ontario Legislature), House of Commons or Senate may be nominated, but if that person is still a member of those bodies as of the close of nominations on Nomination Day, the nomination shall be rejected by the clerk.



- A person who is serving a sentence of imprisonment in a penal or correctional institution (this does not include a person serving house arrest or a person awaiting sentencing)
- A corporation
- A person acting as executor or trustee or in any other representative capacity except as a voting proxy
- A person convicted of a corrupt practice under the MEA, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which this Act applies, then the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information as per s.92(1) and s.88.23(2) of the MEA
- S.423(1) of the *Municipal Act, 2001* provides that a member of a municipal council who knowingly votes to authorize the borrowing of any amount larger than permitted under s.407 is disqualified from holding any municipal office for two years
- S.424(1) of the *Municipal Act, 2001* provides that if a council applies any money raised for a special purpose or collected for a sinking or retirement fund to pay current or other expenditures other than those permitted by this Act, each member who votes for the application is disqualified from any municipal office for two years
- S. 424(3) of the *Municipal Act, 2001* provides that if a council neglects in any year to levy the amount required to be raised for a sinking or retirement fund, each member of the council is disqualified from holding any municipal office for two years, unless the member shows efforts to procure the levying of the amount
- S.9(1) of the *Municipal Conflict of Interest Act* provides that a member may be disqualified from holding municipal office for a period of up to seven years if found to have contravened the Act

5.5 Persons Disqualified – School Boards

[MEA, s.17, s.90, s.91](#)

[Education Act, s.219](#)

The following persons are disqualified:

- An employee of a district school board or school authority, except as provided in s. 219(5) of the *Education Act* (Leave of Absence), unless the individual takes an unpaid leave of absence, beginning no later than the day they are nominated and ending on Voting Day
- A clerk, treasurer, deputy clerk, or deputy treasurer of a municipality of an upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or school authority unless the individual takes an unpaid leave of absence, beginning no later than the day they are nominated and ending on Voting Day
- A member of the Assembly or of the Senate or House of Commons of Canada³
- A person who is serving a sentence of imprisonment in a penal or correctional institution (this does not include persons serving house arrest or a person awaiting sentencing)

³ Under the MEA, a member of the Assembly (Ontario Legislature), House of Commons or Senate may be nominated, but if that person is still a member of those bodies as of the close of nominations on Nomination Day, the nomination shall be rejected by the clerk.



- A corporation
- A person acting as executor or trustee or in any other representative capacity except as a voting proxy
- A person convicted of a corrupt practice under the MEA, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which this Act applies, then the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information as per s.92(1) and s.88.23(2)
- Otherwise ineligible or disqualified under the *Education Act* or any other Act

ONTARIO REGULATION 304/13

VOTER IDENTIFICATION

CURRENT

Consolidation period: April 11, 2022 - e-Laws currency date (March 17, 2026)

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

This is the English version of a bilingual regulation.

▼ Legislative History

Proof of identity and residence

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

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

Form for application and statutory declaration

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

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

SCHEDULE 1

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).


16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.

O. Reg. 304/13, Sched. 1; O. Reg. 315/22, s. 1.

3. OMITTED (REVOKES OTHER REGULATIONS). O. Reg. 304/13, s. 3.

4. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 304/13, s. 4.



MUNICIPAL ELECTION  2026

NOTICES



MUNICIPAL ELECTION 2026

CLERK'S NOTICE OF PENALTIES 2026

Municipal Elections Act, 1996, S.O. 1996

Notice of penalties

33.1 The clerk shall, before voting day, give to each person nominated for an office notice of:

- (a) the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances; and
- (b) the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34. 2016, c. 15, s. 25.

Effect of default by candidate

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

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
- (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60.

Penalties

- (2) Subject to subsection (7), in the case of a default described in subsection (1),
 - (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and

(b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies. 2016, c. 15, s. 60.

Offences by candidate

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

(a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or

(b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (1).

Refund

34 A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2 p.m. on the filing date in accordance with that subsection. 2016, c. 15, s. 26.



MUNICIPAL ELECTION 2026

THE PRELIMINARY CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATE

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

Municipal Election 2026

FOR THE OFFICE OF COUNCILLOR

To: _____
(Name of Candidate)

(Address)

From: The Clerk, or designated election official of

THE TOWNSHIP OF RYERSON

I hereby certify that the preliminary maximum campaign expense that a candidate is permitted to incur for the office of **Councillor** in the Municipal Election to be held October 26, 2026 is **\$6,004.70**.

Date

Municipal Clerk or designate

The Clerk shall provide a final certificate of maximum campaign expenses on or before September 30, 2026.



MUNICIPAL ELECTION 2026

THE PRELIMINARY CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES - CANDIDATE

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

Municipal Election 2026

FOR THE OFFICE OF MAYOR

To: _____
(Name of Candidate)

(Address)

From: The Clerk, or designated election official of

THE TOWNSHIP OF RYERSON

I hereby certify that the preliminary maximum campaign expense that a candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 26, 2026 is **\$8606.70**.

Date

Municipal Clerk or designate

The Clerk shall provide a final certificate of maximum campaign expenses on or before September 30, 2026.



MUNICIPAL ELECTION 2026

PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS OWN CAMPAIGN

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

Municipal Election 2026

FOR THE OFFICE OF COUNCILLOR

To: _____
(Name of Candidate)

(Address)

From: The Clerk, or designated election official of

THE TOWNSHIP OF RYERSON

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of **Councillor** in the Municipal Election to be held October 26, 2026 is **\$5,236.40**.

Date

Municipal Clerk or designate



MUNICIPAL ELECTION 2026

PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS OWN CAMPAIGN

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

Municipal Election 2026

FOR THE OFFICE OF MAYOR

To: _____
(Name of Candidate)

(Address)

From: The Clerk, or designated election official of

THE TOWNSHIP OF RYERSON

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 26, 2026 is **\$7,760.40**.

Date

Municipal Clerk or designate



MUNICIPAL ELECTION 2026

PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT FOR THE COST OF HOLDING PARTIES OR OTHER EXPRESSIONS OF APPRECIATION – AFTER THE CLOSE OF VOTE

MEA Section 18.13 (3) (6) & 88.20 (9)

Municipal Election 2026

FOR THE OFFICE OF COUNCILLOR

To: _____
(Name of Candidate)

(Address)

From: The Clerk, or designated election official of

THE TOWNSHIP OF RYERSON

I hereby certify that the maximum amount for the costs of holding parties or other expressions of appreciation after the close of the vote, for the office of **Councillor** in the Municipal Election to be held October 26, 2026 is **\$610.67**.

Date

Municipal Clerk or designate



MUNICIPAL ELECTION 2026

PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT FOR THE COST OF HOLDING PARTIES OR OTHER EXPRESSIONS OF APPRECIATION – AFTER THE CLOSE OF VOTE

MEA Section 18.13 (3) (6) & 88.20 (9)

Municipal Election 2026

FOR THE OFFICE OF MAYOR

To: _____
(Name of Candidate)

(Address)

From: The Clerk, or designated election official of


THE TOWNSHIP OF RYERSON

I hereby certify that the maximum amount for the costs of holding parties or other expressions of appreciation after the close of the vote, for the office of **Mayor** in the Municipal Election to be held October 26, 2026 is **\$860.67**

Date

Municipal Clerk or designate



MUNICIPAL ELECTION  2026

FORMS

Instructions

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

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

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

Declaration of Qualification

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

Signature of Nominee

Date (yyyy/mm/dd)

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

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

Signature

Date Certified (yyyy/mm/dd)

Save Form	Print Form	Clear Form
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MUNICIPAL ELECTION 2026

CORPORATION OF THE TOWNSHIP OF RYERSON

APPOINTMENT OF AN AGENT FOR FILING NOMINATION BY CANDIDATE

Municipal Elections Act, 1996

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

_____ hereby appoint _____
(Office to which election is being sought) Please Print

to attend at the Office of the Clerk of the Corporation of the Township of Ryerson to represent me in filing my Nomination Form.

Date

Signature of Agent

Signature of Candidate

The agent will provide their proof of identification and in addition provide a certified true copy of the candidate's identification.



WITHDRAWAL OF NOMINATIONS

Municipal Elections Act, 1996 (s.36)

Filing a nomination withdrawal must be done in person at: Township of Ryerson, 28 Midlothian Road, Burk's Falls, ON.

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

For the office of _____
(Name of Elected Official)

(Date)

(Signature of Candidate)

THIS WITHDRAWAL DELIVERED TO ME AT _____
(Time)

This ____ day of _____, 2026

(Signature of Clerk or Designate)



MUNICIPAL ELECTION 2026

CANDIDATE'S DECLARATION – REQUEST FOR, AND PROPER USE OF VOTER'S LIST

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

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

A paper copy of the Voter's List, when available. Please note that a
copy of all revisions made to the Voter's List will be provided on or
before Wednesday, September 30, 2026.

Vote by Mail: A paper copy of the lists showing the name of each
person whose ballot has been received by the municipal office.

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

Signature

Date

Name (please print)



MUNICIPAL ELECTION 2026

CONSENT TO RELEASE PERSONAL INFORMATION (Municipal Freedom of Information and Protection of Privacy Act)

Name of Candidate:

Please Print

Candidate for the Office of:

- Mayor
- Councillor

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

Signature of Candidate

Signature of Clerk or Designate

Date

NOTICE OF COLLECTION: Personal Information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this form under the authority of the Municipal Elections Act and in accordance with MFIPPA. The personal information will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Township of Ryerson, until the next municipal election.



MUNICIPAL ELECTION 2026

OPTIONAL CONSENT TO RELEASE PERSONAL INFORMATION

Background:

After a candidate files a Nomination Paper, the news media and the public frequently wish to make contact with them. The information contained in a Nomination Paper is deemed to be a public record by s. 88 (5) of the Municipal Elections Act and may be inspected by any person at the Clerk's Office during regular business hours. However, this is not always practical for non-resident voters. Accordingly, we are seeking your permission to publish your personal information in other manners.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), as amended, the Municipal Elections Act 1996, as amended, and any other applicable legislation.

I, _____, Candidate in the 2026 Municipal Election in the Township of Ryerson, hereby authorize the Township of Ryerson to publish and/or post on the Municipality's website, and/or make available to any person, the following personal information with respect to my candidacy for elected office:

1. Name as it is to appear on the ballot;
2. Qualifying Address within the Municipality;
3. Telephone Numbers;
4. E-Mail Address;
5. If you have a campaign website (Facebook page etc., and would like that listed, please provide full URL

I acknowledge that the Municipality may be publishing and/or posting this information as a public service and is in no way endorsing me, my candidacy or any position on any issue I may take.

Date: _____

Candidate Signature

NOTICE OF COLLECTION: Personal Information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this form under the authority of the Municipal Elections Act and in accordance with MFIPPA. The personal information will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Township of Ryerson, until the next municipal election.



MUNICIPAL ELECTION 2026

INFORMATION FOR FINANCIAL INSTITUTIONS

Re: Municipal Campaign Accounts

A candidate running in the 2026 Municipal Election is required to open a bank account for their campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. The nomination filing fee is considered to be a personal expense, not a campaign expense.

The Municipal Elections Act, 1996 does not contain any prohibition against a candidate being a signing officer on the campaign account, nor does it require a candidate to have a chief financial officer, as is the case with provincial and federal candidates.

The Municipal Elections Act, 1996 requires a municipal election candidate to ensure that:

22.22 (1) (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;

88.22 (1) (b) all contributions of money are deposited into the campaign accounts;

88.22 (1) (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

88.22 (1) (d) all payments for expenses are made from the campaign accounts;

Acting CAO/Clerk
Returning Officer, Township of Ryerson

Instructions

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

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

For the campaign period from (day clerk received nomination)

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

to

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

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

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

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Spending Limit

General

\$

Parties and Other Expressions of Appreciation

\$

Contribution Limit

Contributions from Candidate and Spouse

\$

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

Box B: Declaration

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

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Candidate or Agent (if filed in person)

Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

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

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

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

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Campaign Income (Do not include loan)

= \$ **C1**

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

1. Expenses subject to general spending limit

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

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

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

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Expenses subject to general spending limit

= \$ **C2**

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

1. + \$

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

3. Expenses not subject to spending limits

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

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

Box D: Calculation of Surplus or Deficit

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

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

Schedule 1 – Contributions

Part I – Summary of Contributions

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

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services

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

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

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

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

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

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

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

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

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

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

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

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

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

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

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

Part I – Ticket revenue

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

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

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

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

Part II – Other revenue deemed a contribution

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

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

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

Part III – Other revenue not deemed a contribution

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

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

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

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

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

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

Professional Designation of Auditor

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


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

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

Report is attached

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



MUNICIPAL ELECTION  2026

APPENDICES

2026 candidates' guide

Ontario municipal council and
school board elections

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

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

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

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

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

New election rules for 2026

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

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

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

Contact us

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

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

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General information

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

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

Your municipality may have specific rules on issues such as:

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

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

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

The municipal clerk

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

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

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

Emergency declaration by the clerk

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

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

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

Eligibility to run for election

Running for municipal council

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

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

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

Municipal employees

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

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

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

Who is not eligible?

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

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

Running for school board trustee

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

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

School board employees

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

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

Municipal officials

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

Who is not eligible?

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

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

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

Note for MPs, MPPs and senators

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

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

Nominations

Filing your nomination

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

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

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

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

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

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

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

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

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

The nomination fee

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

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

Endorsement signatures

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

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

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

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

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

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

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

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

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

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

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

Deadline to file your nomination

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

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

Where to file

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

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

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

Changing your mind – withdrawal

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

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

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

Changing your mind – running for a different office

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

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

Example:

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

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

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

Example:

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

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

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

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

Example:

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

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

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

Acclamations

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

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

Additional nominations

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

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

The voters' list

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

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

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

Restrictions on handling the voters' list

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

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

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

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

Written acknowledgements

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

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

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

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

Campaigning

Signs

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

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

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

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

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

Getting information out

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

All candidates' debates

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

Joint campaigns / running on a slate

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

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

Third-party advertising

General information

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

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

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

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

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

On voting day

Campaigning on voting day

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

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

Remaining in a voting place

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

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

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

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

Scrutineers

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

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

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

Scrutineers may be required to take an oath of secrecy.

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

Counting votes

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

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

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

Results

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

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

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

After voting day

Recounts

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

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

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

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

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

Tied votes

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

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

Wrapping up your campaign

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

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

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

Term of office

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

Campaign finance

General information

Record keeping

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

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

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

You must keep the following campaign records:

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

Campaign period

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

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

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

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

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

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

Bank account

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

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

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

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

Contributions and campaign income

Contributions

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

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

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

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

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

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

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

Things that are not contributions

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

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

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

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

Who can make a contribution

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

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

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

Who cannot make a contribution

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

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

When you can receive contributions

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

Contribution limits – contributions from yourself and your spouse

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

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

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

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

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

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

This limit does not apply to school board trustee candidates.

Contribution limits – contributions from other people

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

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

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

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

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

Contribution receipts

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

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

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

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

Returning ineligible contributions

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

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

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

Unused contributions

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

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

Contribution rebates

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

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

Fundraising

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

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

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

Campaign income

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

Campaign expenses

Expenses

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

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

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

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

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

Goods and services

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

Spending limits

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

General spending limit

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

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

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

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

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

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

- expenses related to holding a fundraising event or activity

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

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

When the general spending limit applies

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

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

Spending limit for parties and expressions of appreciation

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

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

Leftover campaign inventory

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

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

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

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

Surplus and deficit

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

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

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

Campaign advertisements

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

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

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

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

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

Campaign financial statement

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

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

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

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

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

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

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

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

Filing early

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

Applying for an extension

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

Grace period for filing

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

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

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

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

Separate statement for each office

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

Extended campaigns

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

Your campaign may be extended until June 30, 2027.

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

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

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

Auditor's report

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

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

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

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

Compliance and enforcement

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

Automatic penalties

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

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

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

Compliance audits

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

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

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

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

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

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

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

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

Penalties

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

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

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

Completing the financial statement

General information

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

Candidates must use [Form 4](#).

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

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

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

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

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

Tips for completing Form 4

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

Box A: Name of candidate and office

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

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

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

Box B: Declaration

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

Box C: Statement of campaign income and expenses

Loan

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

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

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

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

Income

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

Example

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

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

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

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

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

Sign deposit

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

Expenses

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

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

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

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

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

Box D: Calculation of surplus or deficit

Campaign deficit

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

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

Campaign surplus

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

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

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

Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

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

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

Contributions from yourself and/or your spouse

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

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

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

Contributions totalling \$100 or less

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

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

Goods and services from candidate or spouse

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

Inventory from previous campaign

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

Contributions totalling more than \$100

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

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

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

Goods and services from individuals other than candidate or spouse

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

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

Example:

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

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

Example:

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

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

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

Schedule 2: Fundraising events and activities

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

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

Contributions received at a fundraising event may include:

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

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

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

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

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

Anonymous contributions

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

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

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

Schedule 3: Broadcasters and publishers

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

Auditor's report

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

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

Forms referred to in this guide

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

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

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

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

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

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

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW #12-26

Being a By-law to regulate the placement of Municipal Election Signs in the Township of Ryerson

WHEREAS Section 10 (2) (10) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, states that a municipality may pass by-laws respecting structures including fences and signs;

AND WHEREAS Section 99 (2) and (3) of the Municipal Act provides that the municipality may remove signs at the expense of the owner of the sign if it is erected or displayed in contravention to this by-law;

AND WHEREAS 88.3 (2) of the Municipal Elections Act, 1996, S.O. 1996, c.32, Sched., as amended, states that any election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate;

AND WHEREAS Section 88.7 of the Municipal Election Act states that where a municipality is satisfied that there has been a contravention of the Act with regard to a sign used as a Third-Party Advertisement, the municipality may require the sign to be removed;

NOW THEREFORE the Council of the Corporation of the Township of Ryerson hereby enacts as follows:

1. DEFINITIONS

- 1.1. Candidate means a person who is nominated to run in a municipal election.
- 1.2. Clerk means the Clerk for the Township of Ryerson, or their designate.
- 1.3. Highway means a common and public highway, street, avenue, parkway, driveway, square, place and includes any bridge, trestle, viaduct, or other structure forming part of the highway and includes the boulevards and any area between the lateral property lines of the highway.
- 1.4. Municipality means The Corporation of the Township of Ryerson.
- 1.5. Municipal Election Sign means any sign advertising or promoting a candidate in a municipal election or municipal by-election either placed by a representative for a registered candidate or registered third party advertiser.
- 1.6. Owner means the person who places or permits the placing of an election sign or any person described on the sign, whose name, address, or telephone number is on the sign or who benefits from the message on the sign and for the purposes of this By-law there may be more than one owner of an election sign.
- 1.7. Park means any land or premises under the control or ownership of the Municipality for park and recreational purposes and includes any lane, walkway or public parking area leading thereto, and includes all buildings, structures, equipment, facilities, and improvements located in or on such land.
- 1.8. Person means an individual, corporation, or association, and includes a registered Third-Party Advertiser.
- 1.9. To Place means to attach, install, erect, build, construct, reconstruct, move, display, or affix in any manner.
- 1.10. Private Property means real property that is not a highway or public property.
- 1.11. Public Property means real property owned or under the control of the Township of Ryerson, Provincial Government, Federal Government or any of their

respective agencies, boards, or commissions but, for the purposes of this By-law, does not include a highway, and does not include a property where one or more persons reside on the Public Property.

1.12. Third-Party Advertiser means a registered individual, corporation or trade union that is registered with the municipality in accordance with prescribed legislation.

1.13. Voting Day means voting day as defined in the Municipal Elections Act, 1996.

1.14. Voting Place means a place where electors cast their ballots or ballots are counted which includes all the area enclosed by the lot lines of the public property and any highway abutting.

2. GENERAL PROVISIONS

2.1. Municipal Election Signs shall not be placed prior to the Candidate filing their nomination papers or prior to the registration of a Third-Party Advertiser.

2.2. Municipal Election Signs shall not be placed on any Public Property including but not limited to:

2.2.1. Municipal Office and Garage and Quonset Building

2.2.2 Heritage Centre, Wiseman Corners School Building

2.2.3. Municipal open space (including municipally maintained planters, flower beds etc.)

2.2.4 All Municipal Parks

2.3. Municipal Election Signs shall not be permitted on road allowances immediately adjacent to the properties noted above, on either side of the travelled road.

2.4. Municipal Election Signs shall not be placed/affixed to any building owned, leased or operated by the Township of Ryerson.

2.5. No person shall place or permit to be placed on a motor vehicle, a Municipal Election Sign where the motor vehicle is parked at a Voting Place on any day when electors are voting.

2.6. No person shall display the Municipality's logo, in whole or in part, on any Municipal Election Sign.

2.7. Municipal Election Signs shall not:

2.7.1. be attached to trees or utility poles;

2.7.2. be at the voting place designated in the Clerk's procedures;

2.7.3. have flashing lights or rotating parts;

2.7.4. be illuminated;

2.7.5. simulate any traffic control device; or

2.7.6. impede or obstruct the passage of pedestrians.

2.8. Municipal Election Signs may be placed on Municipal road allowances with the following provisions:

2.8.1. The Signs shall be no larger than two (2) feet by two (2) feet.

2.8.2. If the Clerk's Office or Public Works Department determines that the location of the Sign is impeding the necessary sightlines of motorists, the municipality's grading, construction, mowing or snowplow operations, or access to a private driveway, the Candidate or Third-Party Advertiser shall, upon the request of the Clerk or their designate, remove the Sign.

2.8.3. Should the Sign be causing an immediate safety issue, the Municipality shall remove the sign upon it being brought to their attention.

2.9. Where Municipal Election Signs placed on private property are causing an immediate safety issue, the Municipality, shall remove the Sign upon it being brought to their attention, and the cost of such removal shall be charged back to the owner of the sign as per Section 4 of this By-law.

2.10. Municipal Election Signs shall be removed no later than seven (7) days following Municipal Election Day.

2.11. Candidates and Third-Party Advertisers shall be responsible for compliance with signage by-laws and regulations of the Province of Ontario (Ministry of Transportation).

2.12. The Township of Ryerson will not be responsible for investigating or prosecuting any acts of vandalism to the municipal election signs of a candidate.

3. SIGNS IN GOOD REPAIR

3.1. No person shall permit a Municipal Election Sign to be left in a state of disrepair.

4. FEES

4.1. Municipal Election Signs placed in contravention of this By-law that are required to be removed, or Signs that are not removed within the time frame noted in Section 2.10, shall be removed by the Municipality and disposed of. The cost of such removal and disposal shall be charged back to the owner of the signs as per the current fees by-law.

5. REMOVAL AND DESTRUCTION OF MUNICIPAL ELECTION SIGNS

5.1. The Candidate or Third-Party Advertiser to whom a Municipal Election Sign relates shall be responsible for the erection and display of the Sign and shall ensure that all the requirements of this By-law are met.

5.2. The Clerk or a Municipal Law Enforcement Officer may remove any Municipal Election Sign erected in contravention of this By-law without notice.

5.3. The Municipality may recover the expense for the removal of a Municipal Election Sign under this By-law from the Owner of such Sign and may commence proceedings against the Owner to recover such costs.

5.4. Municipal Election Signs removed in accordance with this By-law, will be stored at the Public Works Garage at 28 Midlothian Road until seven (7) days following Voting Day. Candidates (or designate) may pick up their signs within the seven days, or the signs will be destroyed or otherwise disposed of by the Municipality without notice and without compensation to any party.

6. OTHER LAWS

6.1. Nothing in this By-law relieves any person of the responsibility for adhering to other applicable laws where regulating signs or for obtaining the approval of the Federal and Provincial governments or agencies thereof as required or for obtaining the approval of the property owner, or any other statutes that regulate election signs.

7. TITLE

7.1. This by-law may be cited as the "Election Sign By-Law".

8. FORCE AND EFFECT

8.1. This By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

Read a First, Second, and Third Time,
signed and the Seal of the Corporation affixed
hereto, this 24th day of March 2026.


DEPUTY MAYOR


ACTING CAO/CLERK



MUNICIPAL ELECTION 2026

Corridor Signing Policy

From the Ministry of Transportation Website located at <http://www.mto.gov.on.ca/english/engineering/management/corridor/sign-policy/page7.shtml#s10>

7. Temporary Signs

In this chapter:

1. Temporary Signs Subject To Approval Of The Ministry
2. Types Of Temporary Signs
3. Requirements Regarding Temporary Signs
4. Maximum Of Two Temporary Signs On One Property
5. Temporary Signs Shall Face Traffic
6. Separate Approval Required In Each MTO Area Office
7. Certain Signs Prohibited If Event Advertised Operated For Private Profit
8. Letter Of Approval May Be Withdrawn If Sign Placed In Contravention Of Instructions
9. If Event Advertised Is Postponed Expiry Date May Be Extended
10. Election Signs
11. Canadian Forces Convoy Route Markers
12. Snowmobile Crossing Sign
13. Development/Real Estate/Construction Signs
14. Portable Signs (Mobile)

1. Temporary Signs Subject To Approval Of The Ministry

Each temporary sign shall be subject to the approval of the Ministry. The general restrictions regarding signs shall apply to each temporary sign. The location of temporary signs shall be restricted as specified in this policy. A Letter of Approval will be required for certain types of temporary signs as specified herein. Each request for a temporary sign(s) must state the maximum number of signs the applicant proposes to place. A fee will not be required for a Letter of Approval.

2. Types Of Temporary Signs

Temporary signs shall include:

- a. agricultural society signs, plowmen's association signs, plowing match, exhibition and fall fair signs and the signs placed by recognized organizations of a similar nature to advertise a particular event. Certain approved signs may be placed by the Ministry to direct persons to temporary events, e.g., a plowing match, etc.;

- b. the signs of recognized service clubs and religious and charitable organizations and of other recognized public service organizations which signs are placed to advertise a particular event;
- c. private auction sale signs; and,
- d. Election signs, Canadian Forces Convoy Route markers, Snowmobile crossing signs, Real Estate/Development signs, Mobile signs.

Note: Commercial auction sale signs are prohibited as a temporary sign.

3. Requirements Regarding Temporary Signs

A Temporary sign must not:

- o exceed 3.0 m² (32 ft²) in size;
- o be affixed to another sign or to a guide rail or other highway facility or structure;
- o be placed adjacent to a Class 1 or a Class 2 highway, excepting certain real estate signs or other signs as specifically permitted by this policy;
- o be placed within the highway right-of-way except where this policy specifically states that this may be done;
- o be placed where it may interfere with an official sign, traffic signal or safety device;
- o be in place for longer than a four (4) weeks period;
- o remain in place more than 3 days after the expiry date in the Letter of Approval;
- o exceed one sign facing in each direction of travel on any 2.0 km section of a provincial highway; and,
- o be further than 8.0 km. from the site of the event being advertised.

4. Maximum Of Two Temporary Signs On One Property

A maximum of two temporary signs shall be permitted upon any one property at any one time.

5. Temporary Signs Shall Face Traffic

Each temporary sign shall not be located on the left hand side facing the motorist. Only one Letter of Approval shall be required to cover all temporary signs placed by one person or organization to advertise one event etc. within one Area Office of the Ministry. Each Letter of Approval shall stipulate the maximum number of temporary signs which may be placed under the conditions of that Letter of Approval.

6. Separate Approval Required In Each MTO Area Office

When temporary signs advertising one event etc. are to be placed in locations involving more than one Ministry Area Office, a separate Letter of Approval shall be required from each Ministry Area Office in which the signs are to be placed. Multiple requests submitted by the same organization within the same calendar year will be required to follow the billboard guidelines.

7. Certain Signs Prohibited If Event Advertised Operated For Private Profit

Temporary signs must not be placed by, or on behalf of, a person or organization to advertise an event that is conducted for private profit. These restrictions shall apply to a circus, midway, thrill show, automobile and horse racing signs etc., except when the function is sponsored by a recognized public service or charitable organization to which a percentage of the gross receipts will accrue under the terms of a signed contract.

8. Letter Of Approval May Be Withdrawn If Sign Placed In Contravention Of Instructions

A Letter of Approval for temporary signs may be cancelled if the person or organization to whom the approval was issued, or an agent thereof, places a sign(s) in a manner that is contrary to the conditions approved by the Ministry.

9. If Event Advertised Is Postponed Expiry Date May Be Extended

If an event advertised by means of temporary signs has been postponed due to rain or other reasons, the date of expiry of the original approval may be extended by the Delegated Authority. The holder of the Letter of Approval must notify the Delegated Authority of the postponement of the event and of the new date on which it is expected the event will be held.

10. Election Signs

An election sign must not be placed upon or adjacent to the right-of-way of a Class 1 Freeway or Class 2 Staged Freeway.

Election signs may be erected on the right-of-way or adjacent to a Class 2 undivided Staged Freeway, a Class 3 Special Controlled Access highway, a Class 4 Major highway or Class 5 Minor highway after an official election has been called. Signs up to 0.7 m (8 ft) in size must be placed a minimum of 4m (12 ft.) from edge of pavement. Signs over 0.7 m (8 ft) and up to 3.7 m (40 ft) must be placed at the outer limit of the highway right-of-way.

Election signs may be placed on the right-of-way of a highway other than a Class 1 Freeway and Class 2 divided Staged Freeway, but must be placed at least 4m (12 ft.) from edge of pavement.

An election sign must not be affixed to a permanent or an official sign or to the 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. Portable read-a-graph sign trailers are prohibited on the right-of-way of a highway. Such read-a-graph sign trailers may be utilized providing they are erected on private property and meet the requirements of the Ministry for portable read-a-graph signing.

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

Candidate committees, or workers shall be allowed three (3) working days after election day in order to remove candidate advertising (election signs) from the Ministry right-of-way and adjacent properties.

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.

11. Canadian Forces Convoy Route Markers

Route markers in the form of tack signs, approximately 36 cm. by 25 cm. (14 in. by 10 in.) will be permitted affixed to trees, posts and Ministry Official Signs.

These markers may be placed one day before the convoy is to pass and should be removed within one day after the convoy has passed. The markers shall be erected and removed by military personnel.

The Canadian Forces shall notify the Ministry of their intention to erect convoy markers and the location of these markers prior to their actual installation.

12. Snowmobile Crossing Sign

This sign shall be used to warn motorists of the location of a snowmobile crossing where there is a large volume of snowmobiles crossing a highway from an organized trail. Only approved organized snowmobile trail crossings will be signed. Visibility at the crossing must meet the requirements for a commercial entrance.

Snowmobile clubs are to submit their request on an annual basis to the Delegated Authority for consideration.

The sign shall be erected prior to November 1st and shall be removed during the month of April. The sign shall be located approximately 150 m in advance of the crossing.

The complete cost of manufacturing, erection and removal of this sign will be the Ministry responsibility.

13. Development/Real Estate/Construction Signs

Development/Real Estate/Construction Signs adjacent to all Highways are subject to the following requirements:

A development/real estate/construction sign which does not exceed 3.0 m (32 ft) shall require a letter of approval.

- a. A development/real estate/construction sign which exceeds 3.0 m (32 ft) but does not exceed the maximum of 46 m (500 ft) shall require a permit.
- b. Signs shall be set back a minimum distance of 3 m (10 ft.) behind the property line.
- c. Signs must not exceed 8 m (25 ft.) in height above the ground.
- d. The signs must be removed when an application for a permanent location or on premise sign is received.
- e. A development/real estate/construction sign may be illuminated.
- f. For development signs, supporting documentation must be submitted with the sign application (i.e. site plan, letter of intent, proof of ownership).
- g. Permit shall be issued for a two (2) year period.

14. Portable Signs (Mobile)

A portable trailer, ground, mobile, movable, or framed read-o-graph sign is a sign which is movable and which is not permanently attached to the ground, a structure or any other sign or building.

Portable signs are subject to the following requirements:

A sign permit is required for every portable sign adjacent to Class 3, 4 and 5 highways. No portable signs are permitted adjacent to Freeways or Expressways (Class 1 and 2 highways 4 lane).

- a. The maximum size of a portable sign will be 8.9 m² (96 ft²) representing 4.4 m² (48 ft²) per side.
- b. A one time fee payable to the Minister of Finance will be required.
- c. One portable sign will be allowed for each business property with the exception of plazas and industrial complexes (i.e. 3 or more units). Plazas and industrial complexes will be allowed a maximum of three (3) portables based on one (1) sign per 46 m (150 ft.) of frontage.
- d. The portable sign shall be allowed within the total allowable square metres of location signing allotment available for the site.
- e. The sign permit will only be issued to the property owner, not the portable sign company. Any instructions for compliance will be directed to the property owner.

- f. Portable signs must be kept back a minimum of 3 m {10 ft.} from the property line.
- g. Signs must not be placed to cause a visibility problem.
- h. Signs must not have flashing, intermittent, or actuated lighting of any kind.
- i. The sign must be on the property where the business is conducted and only advertise what is related to that property.
- j. Portable signs are not to be used as billboard signs.
- k. The property owner shall be responsible for obtaining all other municipal approvals.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # 15-26



BEING A BY-LAW TO ADOPT
A USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES POLICY

WHEREAS the Province of Ontario passed the *Municipal Elections Act, 1996*;

AND WHEREAS section 88.18 of the *Municipal Elections Act, 1996*, as amended, requires that before May 1 in the year of a regular election, municipalities establish rules and procedures with respect to the use of municipal resources during the election campaign period;

NOW THEREFORE the Council of The Corporation of the Township of Ryerson enact as follows:

1. That the "Use of Corporate Resources for Election Purposes" policy, attached as Schedule "A" to this by-law and forming part of this by-law, be hereby adopted.
2. That this by-law shall take effect on the date of final passing thereof.

Read a first time, second and third time,
signed and the seal of the Corporation
affixed thereto and finally passed in Council
this 14th day of April, 2026.

Original Signed by Glenn Miller

DEPUTY MAYOR

Original Signed by Nancy Field

ACTING CAO/CLERK

Schedule "A"

to By-law # 15 -26

Use of Corporate resources for Election Purposes Policy

1. PURPOSE

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

2. APPLICATION

- 2.1 This policy is applicable to all Members of Municipal Council including a Member of Council who is acclaimed or a retiring Member.

3. AUTHORITY

- 3.1 The Municipal Elections Act, 1996, as amended, permits candidates to file nominations in a Municipal Election year as early as the first day of May that the Clerk's Office is open. Once a candidate has filed a nomination paper, he/she can begin to raise campaign funds or incur campaign expenses in accordance with the provisions of the Act. The Municipal Elections Act, 1996, as amended, prohibits a municipality from making a contribution to a candidate. The Act also prohibits the candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution. Since contributions may take the form of money, goods or services, any use by a member of Council of the municipality's resources for his/her election campaign would be viewed as a contribution and, therefore, a violation of the Act.

4. GUIDELINES

- 4.1 It shall be the Policy of The Municipal Corporation of the Township of Ryerson that, from the commencement of the Nomination Day until the end of the Campaign Period, members of Council shall not:
- use the facilities, equipment, supplies, services, staff or other resources of The Municipal Corporation of the Township of Ryerson for any election campaign or campaign related activities. Such resources would include newsletters, desktop publishing and graphic services, postage, voicemail or the use of fax machines;
 - use municipally funded expense allowances for electoral purposes or electoral gain;
 - use municipally funded services such as mobile phones for electoral purposes or electoral gain. Where it is impractical for Council members to discontinue their use of these during the election campaign, Council members shall reimburse the Township for usage of those services that exceeds the normal usage levels;
 - undertake any campaign-related activities on any municipal property unless full market value rent is paid. No campaign-related activities shall be allowed at Township Office at any time;
 - use business cards, envelopes or letterhead imprinted with municipal

logos for election purposes;

- enlist the use of Township staff to work in support of a municipal candidate during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave;
- print or distribute any material paid for by the municipality that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office;
- profile, or make reference to, in any material paid for by the municipality, any individual who is registered as a candidate in any election;
- print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; minutes of Council and/or Committee Meetings being exempt;
- use the municipality's voicemail system to record election-related messages.
- use the municipality's Township page to promote election-related messages and material;
- use any website or domain names that are funded by the municipality for the dissemination of election-related messages and material; and
- use the municipality's website for election-related campaign material, inclusive of establishing links on the municipality's website to a registered candidate's website, email or blog.

4.2 The following shall be discontinued for the members of Council from the day prior to Nomination Day in a Municipal Election Year until the end of Election Day:

- all forms of advertising, including municipal publications, paid for by the municipality;
- all printing, photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
- the ordering of business cards and other like stationery; and
- the ordering of office furniture and furnishings, except those of an emergency nature.

5. LIMITATIONS

5.1 Nothing in this Policy shall preclude members of Council from performing their jobs, nor inhibit them from representing the interests of the constituents who elected them.


6. ENFORCEMENT

6.1 Should any written complaint arise regarding the alleged use of corporate resources in contravention of this policy, the CAO or designate, shall have the delegated authority to investigate it and resolve any issues. If a breach of this policy is confirmed, the member will be required to personally repay any of the costs associated with the breach.

7. IMPLEMENTATION

7.1 This policy shall become effective immediately upon approval by the Council for The Municipal Corporation of the Township of Ryerson.



MUNICIPAL ELECTION  2026

**THE CORPORATION
OF THE
TOWNSHIP OF RYERSON**

2026

MUNICIPAL ELECTION - VOTE BY MAIL

POLICY

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INTRODUCTION

The 2026 Municipal Election is governed by the Municipal Elections Act, 1996 and all amendments and regulations.

Ryerson Township Council enacted By-law 35-25 November 25, 2026 to authorize Vote by Mail for the 2026 Municipal Election.

The Municipal Elections Act, 1996 Section 42 (3) requires that the Clerk establish procedures and forms for the use of any alternate voting method and provide a copy of the procedures and forms to each candidate. This document is the general policy for Vote by Mail, refer also to the more detailed Vote by Mail Procedures document, when available.

The Clerk may declare an emergency if the Clerk is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act. This authority relates not only to the conduct of the vote but also to any aspect of the election process. Examples of emergencies include: severe weather event, fire, power failure, pandemic.

In the event of a postal strike on or about Nomination Day Friday August 21, 2026, the Clerk shall declare an emergency and may make such arrangements for voting that the Clerk considers advisable and are consistent with the principles of the Act.

The Municipal Elections Act, 1996, Section 12 confers the power to the Clerk to provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk's opinion, is necessary or desirable for conducting the election; the power to establish forms and require their use; and to require proof of a person's identity or qualifications including citizenship or residency or of any other matter.

The Clerk may appoint in writing, Deputy Returning Officers (DROs) and such other officials as required to assist in the administration, management, security and control of the Vote by Mail election system.

Attachment:

By-law 35-25

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # 35 - 25

BEING A BY-LAW TO AUTHORIZE VOTE BY MAIL FOR MUNICIPAL ELECTIONS

WHEREAS the Municipal Elections Act, S.O. 1996, as amended, provides that a municipal Council may pass a by-law authorizing electors to use an alternate voting method.

AND WHEREAS the Council of the Township of Ryerson deems it appropriate and in the public interest to conduct municipal elections using vote by mail method.

NOW THEREFORE the Council of the Corporation of the Township of Ryerson hereby enacts a by-law as follows:

1. The alternate voting method of 'Vote by Mail' is hereby authorized for municipal elections in the Township of Ryerson.
2. A Vote By Mail Kit will be provided to every person who qualifies to be an elector. The kit will either be mailed or directly provided to each qualified elector.
3. A Ballot Return Station shall be established at the Municipal Office on the dates and times to be designated in the procedures and rules for the vote by mail municipal election.
4. Ballot Return Station means a voting place under the supervision of a Deputy Returning Officer where electors who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Municipal Clerk rather than forwarding their ballots by mail.
5. Every elector has the responsibility of completing the ballots in accordance with the Municipal Elections Act 1996, as amended, and the procedures authorized by this By-Law and returning the completed ballots to the Municipal Clerk by mail or by deposit at the Ballot Return Station on or before 8:00 p.m. on Voting Day.
6. No proxy voting provisions or advance voting provisions other than the Ballot Return Station are applicable at the Municipal Elections conducted in accordance with this by-Law.
7. The Municipal Clerk shall prepare procedures and rules for the vote by mail municipal election and provide these procedures and rules to each candidate when their nomination is filed.
8. Any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the Municipal Elections Act 1996, as amended, of the procedures and rules established in paragraph 7 of this by-law may be prosecuted pursuant to the provisions of the Municipal Elections Act 1996, as amended.
9. This By-Law shall take effect on the date of passing thereof.

Read a First, Second, and Third time,
Signed, and the Seal of the Corporation
affixed thereto and finally passed in open
Council this 25th day of November, 2025.

Original signed by George Sterling

MAYOR

Original Signed by Nancy Field

ACTING CAO/CLERK

VOTE BY MAIL POLICY

Candidates or their Scrutineers may observe the Vote by Mail Process as set out in the Policy

In accordance with an agreement with DataFix, Voter Kits will be mailed during the week of September 24, 2026 to every eligible voter whose name and address appears on the Voters List for the Township of Ryerson.

The Voter Kit will include the following:

Voting Instructions & Voter Declaration Form

Ballot

One (1) yellow, postage paid reply envelope, and

One (1) white secrecy envelope.

On receipt of the voter kit, each elector should follow the instructions provided in the kit **exactly**. These instructions require the elector to:

- i. Complete the ballot
- ii. Insert the ballot into the white ballot secrecy envelope
- iii. Seal the white ballot secrecy envelope
- iv. Insert the sealed, white ballot secrecy envelope into the yellow election return envelope
- v. **Sign**, and detach the declaration form
- vi. Insert the **signed declaration form** into the yellow election return envelope, with **Ryerson Township address showing in the window** of the yellow election return envelope
- vii. Seal the yellow election return envelope and
- viii. Mail the yellow election return envelope, **as soon as possible**, or deliver it by some other means to the municipality no later than 8:00 p.m. on Voting Day, **Monday, October 26, 2026**.

Undelivered voter kits returned to the Municipal Office will be handled in the same manner as additions to the voters list, if a forwarding address is available.

October 15, 2026 is the final day to mail a ballot package to ensure delivery by Canada Post. Electors who have failed to mail their ballot package by October 15, 2026 are encouraged to take steps for alternate delivery of ballot packages to the Ryerson Township Municipal Office at 28 Midlothian Road, Burk's Falls by 8:00 p.m. on Voting Day, **Monday, October 26, 2026**.

If an elector on, or added to the voters' list, does not receive a voter kit, or if the kit is lost or destroyed, a replacement kit may be issued. The elector or his agent may attend at the municipal office to obtain a replacement kit. The Clerk or designate will confirm that the elector is qualified, have the elector or agent sign a statement, issue the replacement voters' kit and note on the Voters' List, next to the elector's name, that a replacement kit was issued and the number of the kit issued.

An agent will be allowed to represent 1 (one) eligible voter except in accordance with Section 44 (3) of the Municipal Elections Act.

Blank Voter Kits will be stored in a secure place at the municipal office.

Attachment:

Form Request for Replacement Voter Kit, Statement of Qualified Elector or Agent

**REQUEST FOR REPLACEMENT VOTER KIT
STATEMENT OF QUALIFIED ELECTOR OR AGENT**

I, _____, qualified elector for the Township of Ryerson, whose name appears on the Voters List, hereby request a replacement Voter Kit. I hereby affirm that I did not receive a Voter Kit, or the Kit was lost or destroyed, and that I have not completed a vote Kit for the 2022 Municipal Election in the Township of Ryerson.

Dated this ____ day of _____, 2026 _____
Signature of Qualified Elector

DECLARATION OF AGENT

If this application is filed by an agent of the application, the agent shall declare as follows:

I hereby declare that the applicant has appointed me as their agent and on their behalf I request a Replacement Voter Kit.

Dated this ____ day of _____, 2026

Name of Agent

Signature of Agent

Address of Agent

Telephone Number of Agent

DECLARATION OF AGENT

If this application is filed under section 44(3) of the Municipal Elections Act, the agent shall declare as follows:

I further declare that I am related to the applicant for whom I have been appointed to act as their agent in the following way:

- Spouse
- Sibling
- Parent
- Child
- Grandparent
- Grandchild

Dated this ____ day of _____, 2026

Name of Agent

Signature of Agent

VOTING PLACE / BALLOT RETURN STATION

The following location shall be the “VOTING PLACE / BALLOT RETURN STATION” for the 2026 Municipal Election in the Township of Ryerson Vote by Mail:

RYERSON TOWNSHIP MUNICIPAL OFFICE BUILDING
28 MIDLOTHIAN ROAD
BURK’S FALLS, ONTARIO P0A 1C0

Under Section 48(3), Municipal Election Act, the **whole** of the property at 28 Midlothian Road is hereby designated as part of the “Voting Place/Ballot Return Station” and the posting of signs or any type of **campaign material is strictly prohibited**. This policy also applies to the Armour, Ryerson and Burks Falls Community Centre/Arena located at 220 Centre Street in Burks Falls, while the Karl Crozier Room is used for municipal election purposes, as the Ballot Counting Centre.

No use of personal electronic recording devices (including, but not limited to, cell phones or cameras) are permitted in the area of the Voting Place/Ballot Return Station behind the voting privacy screen, or in the Ballot Counting Centre.

A “Ballot Return Station” will be set up and available at the Municipal Office during regular office hours, 8:30 a.m. to 4:00 p.m., Monday to Friday (closed for public holidays), commencing on a date to be set during the week of September 26, 2026 up to and including Monday, October 26, 2026, Voting Day. Hours for the “Ballot Return Station” will be extended on Voting Day from 8:30 a.m. to 8:00 p.m. (By-law # 13-26)

A Ballot Counting Centre will be established in the Karl Crozier Room at the Armour, Ryerson and Burks Falls Community Centre/Arena, located at 220 Centre Street in Burks Falls, on Voting Day, Monday October 26, 2026, for the counting of the ballots.

After 8 p.m. on Voting Day, the municipal office entrance and a corner of the public works garage will be open to the public. The Municipal Office and Council Room, and upstairs offices, and the Museum located at 112 Midlothian Road, will be reserved as an alternate location for counting and closed to everyone except election staff as designated, candidates or their scrutineers.

PROCEDURE ON RECEIPT OF MAIL IN VOTER KITS

Voter Kits which are received at the Municipal Office will be stored in a ballot box in a secure place. The ballot box at the Voting Place/Ballot Return Station, will be placed in the main office at the start of each workday commencing at 8:30 a.m. on a date to be set during the week of September 26, 2026, under the supervision of Election Officials, until the close of each day.

The opening of Voter Kits between a date to be set during the week of September 26, 2026 and October 24, 2026 is for the purpose of processing voter declaration forms and placing sealed ballot envelopes into ballot boxes.

Electors attending in person at the Voting Place/Ballot Return Station between a date to be set during the week of September 26, 2026 up to and including October 26, 2026, from 8:30 a.m. until 8:00 p.m., to exercise their right to vote, shall complete their vote in accordance with the instructions contained in the Voter Kit, deliver the sealed Voter Kit to an Election Official and leave the Voting Place/Ballot Return Station. There will be an area designated at the Voting Place/Ballot Return Station for electors to complete their vote in privacy.

OPENING OF VOTER KITS PRIOR TO COUNTING

At 10:00 a.m. on Wednesday October 5, 2026, Wednesday October 12, 2026, Monday October 17, 2026, Wednesday October 19, 2026, and at 10:00 a.m. and 5:15 p.m. on October 26, 2026, the Assistant Returning Officer or a Deputy Returning Officer and an Election Official (or if needed, two Election Officials) will pick up returned Voter Kits from the Burk's Falls Post Office and bring them to the Ryerson Township Municipal Office. Upon return to the Municipal Office, the Assistant Returning Officer or Deputy Returning Officer and one or two Election Officials (or if needed, up to three Election Officials) shall open the Voter Kits which have been received from the Post Office and also process the ballot box at the Municipal Office, if necessary.

A Master Voters List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued with Vote by Mail Kits by the municipality will be maintained by the Clerk. This list may be inspected by candidates or scrutineers at any time during regular office working hours and on October 26, 2026 up to 8:00 p.m.

A Candidate OR their designated scrutineer may attend at the "Ballot Return Station" during the hours mentioned above to observe the process of receiving "Vote by Mail Kits" that are mailed in or hand delivered. A Scrutineer must have a signed "Appointment of Scrutineer by Candidate" form and will be required to sign an "Oath of Secrecy" form. A Candidate OR scrutineer may also observe the sealing of the ballot box at the end of the day and initial the seal; and observe the opening of the ballot box at the beginning of the day. The ballot box used at the Ballot Return Station on Monday October 26, 2026 will be opened for the final time

at 8:00 p.m., the contents processed as above and then will be transported to the Ballot Counting Centre. Candidates OR scrutineers may be present and may initial the seals. IF A CANDIDATE ENTERS THE MUNICIPAL BUILDING DURING THIS TIME PERIOD AND THEIR SCRUTINEER IS IN THE BUILDING, ONE MUST LEAVE IMMEDIATELY. CANDIDATES, PLEASE KNOW WHEN YOUR SCRUTINEER WILL BE IN ATTENDANCE.

ATTACHMENTS:

Appointment of Scrutineer by Candidate

APPOINTMENT OF SCRUTINEER

BY CANDIDATE

Municipal Elections Act, 1996

NO USE OF PERSONAL ELECTRONIC RECORDING DEVICES (INCLUDING, BUT NOT LIMITED TO, CELL PHONES OR CAMERAS) ARE PERMITTED IN THE VOTING PLACE OR THE BALLOT COUNTING CENTRE

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

_____ hereby appoint _____
(Office to which election is being sought)

to attend at the Voting Place of the Corporation of the Township of Ryerson to represent me in the Voting Place or Ballot Counting Centre during the times specified in the Policies and Procedure Manual and at the counting of votes under the Municipal Elections Act, 1996.

Date

Signature of Candidate

CONDUCT OF CANDIDATES/SCRUTINEERS

Note: Scrutineers Must Sign an Oral Oath of Secrecy

1. Candidates or their Scrutineers will be permitted to attend the “Ballot Return Station/Voting Place” to observe the process of receiving “Vote by Mail Kits”. Ballots that are hand delivered will be deposited in the ballot box and scrutineers may observe the process for sealing of the ballot box at the end of the day and initial the seal; and the opening of the ballot box at the beginning of the day, (as set out in the Policies and Procedure). The ballot box at the Ballot Return Station will be opened at 10:00 a.m. on October 5, October 12, October 17, October 19, and at 5:15 p.m. and 8:00 p.m. on October 26, 2026. Candidates or their Scrutineers may be present and may initial the seals.
2. Candidates or their Scrutineers may examine the Voters List to determine who has voted or to count how many Electors have voted.
3. It is no longer mandatory that a scrutineer be 16 years of age or older to work at the election, however, ANYONE who is creating a disturbance at the Voting Place/Ballot Counting Centre will be removed by an Election Official.
4. Before being admitted to the Voting Place/Ballot Counting Centre, a person Appointed as scrutineer shall produce and show her/his Appointment, on the designated form, to Election staff for the Voting Place/Ballot Counting Centre and take the oral Oath of Secrecy from the Election staff before being permitted to remain in the Voting Place/Ballot Counting Centre.
5. The Clerk, the Clerk’s Designate or DRO, is responsible for the conduct of the Voting Place/Ballot Counting Centre and no candidate or scrutineer has the right to interfere with the discharge of their duties.
6. Only one scrutineer per candidate is allowed at any given time at the Voting Place. The candidate and their scrutineer ARE NOT permitted to be present at the Voting Place at the same time. If a candidate or scrutineer wishes to have a discussion with another scrutineer or candidate, they must leave the Voting Place and carry on their discussion outside the Voting Place.
7. No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place/Ballot Counting Centre. The boundaries of the Voting Place/Ballot Counting Centre are the boundaries of the property where the Voting Place/Ballot Counting Centre is located and INCLUDES the parking lot. Candidates, supporters and scrutineers are NOT permitted to wear campaign material, handout campaign material, or park a vehicle displaying campaign material in the parking lot of the Voting

Place/Ballot Counting Centre. Anyone breaking these rules will be asked to remove the campaign material immediately.

8. Please note that the tables for counting ballots are provided for election staff only. Sitting AT the table provided for election staff is not permitted. Therefore, candidates or their scrutineers are reminded to bring a clipboard/binder to provide themselves with a surface to write on.
9. Candidates/Scrutineers will be permitted to attend the “Ballot Counting Centre”, in the Karl Crozier Room at the Armour, Ryerson and Burks Falls Arena, for the opening of the “Ballot Kits” by Election Officials at 8:00 pm on October 26, 2026. Candidates will be required to wear a name tag. Scrutineers will require a name tag with their name & Candidate’s name that they are representing. (Blank name tags will be available at the Ballot Counting Centre).
10. Candidates/Scrutineers wishing to observe the count MUST be at the Ballot Counting Centre prior to 8:00 pm. No one will be admitted to the Ballot Counting Centre after 8:00 pm.
11. Only one scrutineer per candidate is allowed at any given time at each Counting Station in the Counting Centre. The candidate and their scrutineer ARE NOT permitted to be present at any one of the three Counting Stations at the same time.
12. After the close of the Voting Place and during the counting of the votes, candidates/scrutineers may examine all ballots but SHALL NOT handle them. Candidates/scrutineers may object to the counting of a ballot and any objection will be noted on the back of the ballot. A list of objections will be maintained; each objection will be numbered on the list; and the number marked on the back of the ballot objected to. The final decision as to whether a vote should be counted is the sole responsibility of the Deputy Returning Officer. Candidates/scrutineers shall not, in any way, impede the progress of the counting of the votes.
13. The total of votes cast for each candidate as counted by the Election Officials is final. They are not required to do a second count.

COUNTING OF BALLOTS

The Karl Crozier Room at the Armour, Ryerson, Burks Falls Community Centre/Arena located at 220 Centre Street in Burks Falls will be established as the Ballot Counting Centre. Only the Clerk, Treasurer, Deputy Clerk (Assistant Returning Officer), Returning Officer, Deputy Returning Officers, appointed Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.

Prior to 8:00 p.m., on October 26, 2026, all of the necessary election materials and ballot boxes, except the Ballot Return Station box, will be transported by at least two Election Officials to the Karl Crozier Room (second level accessed by stairs or elevator) at the Armour, Ryerson, Burks Falls Memorial Community Centre/Arena located at 220 Centre Street in Burks Falls. After 8:00 p.m. the ballot box at the Ballot Return Station will be processed at the office then transported to the Ballot Counting Centre at the Karl Crozier Room at the Armour, Ryerson, Burks Falls Community Centre/Arena by at least three Election Officials.

Opening of Secrecy Envelopes prior to counting of ballots: Starting at 7:30 p.m. the ballot boxes will be opened, the secrecy envelopes removed, counted and reconciled. The secrecy envelopes will then be opened, and the ballots removed. The ballots will remain folded and placed in bundles of not more than twenty-five (25) and returned to the ballot box which will be closed but remain unlocked in the presence of the election staff until counting begins at 8:00 p.m.

If a ballot is cut during the opening of the secrecy envelop, it can be repaired and will be counted.

The doors to the Ballot Counting Centre will be closed at 8:00 p.m. on Monday October 26, 2026 and only Election Officials as noted above will be allowed to enter thereafter. Candidates and Scrutineers leaving the Centre after 8:00 p.m. will not be permitted to return.

Scrutineers must have a signed "Appointment of Scrutineer by Candidate" form, and will be required to sign an "Oath of Secrecy" form. Candidates will be required to wear a name tag. Scrutineers will be required to wear a name tag with their name and the name of the candidate they are representing. One Candidate or Scrutineer will be able to observe one of each of the three counting stations. Candidates/Scrutineers will be provided with a table at the "Ballot Counting Centre" for their use. Use of cell phones, recording devices or other electronic equipment will not be permitted in the Ballot Counting Centre other than for Assistant Returning Officer (ARO) and the Deputy Returning Officer (DRO). Candidates/Scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by the Election Official.

No campaign material will be allowed within the Ballot Counting Centre.

Sealed Ballot Secrecy Envelopes received at the Municipal Office prior to the close of voting on Monday, October 26, 2026 will be processed then will be delivered to the Ballot Counting Centre as soon as possible after the close of voting. Candidates/Scrutineers will be allowed to view the sealing of the ballot boxes prior to the transfer.

Candidates Please Note: If you or your scrutineer attends at the Voting Place at the close of vote, you (or your scrutineer) will not be allowed access to the Ballot Counting Centre after 8:00 p.m. Please ensure you have enough scrutineers to cover both locations.

At the Ballot Counting Centre, after 8:00 p.m. on Monday, October 26, 2026, the sealed Ballot Secrecy Envelopes will be opened, counted and the statement of results undertaken. Ballot boxes will be opened at a central table, Ballot Secrecy Envelopes will be grouped into bundles of up to twenty-five (25). The number of ballot envelopes will be counted and reconciled. IF THERE IS ANY DISCREPANCY, THE ARO/DRO WILL BE NOTIFIED IMMEDIATELY AND PROPER STEPS TAKEN TO RECONCILE.

Counting will be done first for the office of Reeve, then for the positions on Council and then for School Boards.

After the count, as per Section 55 (1) of the Municipal Elections Act, a statement, shall be prepared showing the results of the election. The Assistant Returning Officer will immediately phone the results to the Clerk at the municipal office. The ballots, all other materials and documents relating to the election, except the original statement of results will be placed in the ballot boxes. The ballot boxes will be sealed and initialed by the ARO or DRO or Election Officials and transported to the Clerk, at the Municipal Office, where they will be stored in a secure place.

SECURITY OF THE BALLOTS

Security of the Ballot Prior to Voting:

Ballots will be printed under the supervision of DataFix and the number of ballots printed will be forwarded to the Clerk.

Canada Post will mail a ballot to each person identified in the Revised Voters' List as of a date to be determined during the week of September 26, 2026 and this number of ballots used will be forwarded to the Clerk.

In addition to the ballots mailed, the Clerk will receive approximately 300 ballots. Once received, the ballots will be counted and the number recorded.

The number of ballots distributed by the Clerk to persons qualifying to be voters after a date to be determined during the week of September 26, 2026 will be recorded.

If the Clerk runs out of ballots printed by DataFix, he/she may photocopy as many voter's kits as he/she deems necessary and place his/her initials upon the back of such ballots and declarations in the kit. The number of kits copied will be recorded.

Security of the Ballot During/After the Vote

Upon receiving the 2026 Return Voting Envelopes (prepaid yellow return envelope) by mail or from the Ballot Return Station at the municipal office, they will be stored in sealed Ballot Boxes.

On October 26, 2026 the sealed ballot boxes, will be transported to the Ballot Counting Centre and the boxes opened and the ballots counted.

After the count, each bundle of ballots, along with the duplicate original Statement of Results will be placed back into the ballot box. When the vote is complete, the ballot boxes will be sealed and initialed by the Election Official prior to transfer by the ARO/DRO to a secure place under the control of the Clerk.

ANNOUNCEMENT OF RESULTS

Results will be given to the Assistant Returning Officer and/or Deputy Returning Officer at the Ballot Counting Centre and the results will be phoned to the Returning Officer /Assistant Returning Officer at the Township of Ryerson Municipal Office.

Unofficial Results of the counting will be posted in the Municipal Office.

Official results will be posted in the Municipal Office by 4:00 p.m. on Tuesday October 27, 2026.

EMERGENCIES

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

ACCESSIBLE ELECTION

The Township of Ryerson 2026 Municipal Election process shall have regard to the needs of electors and candidates with disabilities. The Township of Ryerson provides Accessible Customer Service, as per the current Accessibility Plan. An election accessibility policy will be established, and copies will be available. Copies of the Accessibility Plan are available on request.

AMENDMENT TO THIS DOCUMENT

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

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

Dated at the Township of Ryerson this _____ of April 2026

Acting CAO/Clerk/Returning Officer



Lead Where You Live

A guide to running for
municipal council

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Introduction



From clean drinking water, affordable housing and childcare, to good roads and safe streets, Ontario's 444 municipal governments provide the services that people rely on most, every day. Collectively, they own more infrastructure than the provincial and federal governments combined, and each year they manage budgets totalling more than \$65 billion.

Municipal government is important. Well-run governments are led by strong councils, and municipal councils are more effective when good, qualified candidates step forward to serve on them.

Elected municipal leaders play a vital role in making sure that communities are healthy and successful, socially and economically. Councils shape priorities, ensure accountability to the public, and represent the people who elect them. They provide a democratic forum for diverse perspectives and experiences to be heard, so that better decisions are made and good governance is maintained. Having people with a variety of backgrounds and lived experiences on council helps the municipality better meet the needs of all residents and businesses.

If you are thinking of running for election in 2026, this guide will introduce you to some of the key steps in that process. It will also give you a sense of what life is like as an elected member of a municipal council.

Municipal Councils



Councils represent the best interests of the public and the municipal government. They develop policies and programs. They determine what services are provided. And they ensure that the municipality is well run by qualified municipal staff.

That last point is key. Elected officials provide strategic direction and oversight. The day-to-day work of municipal governments is provided by municipal employees. That means you do not have to be a municipal expert before you run for office. Councils are supported by a Chief Administrative Officer (CAO) or City Manager, clerk, and other senior municipal staff who work with elected representatives to ensure that responsibilities are met.

Diversity is important to municipal government. Councils benefit when people with different life experiences and skills come together to make a positive impact on their community. AMO created the *We All Win* campaign in 2021 to encourage more candidates from diverse communities to participate in Ontario municipal elections. Since then, AMO has expanded its work through the Healthy Democracy Project to support democracy on a number of fronts. The project [homepage](#) provides more information, links to helpful organizations and resources.

Once elected, councillors are expected to learn and adhere to municipal policies and procedures, as well as provincial legislations such as the [Municipal Act](#). Municipal staff often assist with that education, and organizations like the Association of Municipalities of Ontario (AMO) offer training programs for elected representatives.

Service on Council

You will be expected to dedicate four years to the position, with the understanding that it involves more than attending meetings and reviewing agenda packages.

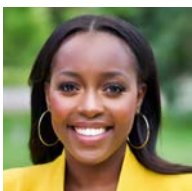
The role of an elected municipal official includes:

- Being a community ambassador, advocating for the needs of your community and your municipal government.
- Developing a working relationship with your fellow councillors and municipal staff that's built on mutual trust and respect.
- Serving on committees related to areas such as planning, policing, or economic development.
- Helping to set the municipal budget, priorities and policies.
- Listening and learning from your residents, so you may best represent their interests.
- Attending conferences, educational sessions and community events.
- Reviewing documents and participating in meaningful discussions.

Service on council can change other aspects of your life, positively and negatively. Most councillors look back on it as an honour and a rewarding experience. However, it can present challenges.

- It may change your relationships with your friends, family and colleagues. You or your council make may decisions they do not like.
- You will attend several meetings a month and be expected to review a lot of information.
- People will want to engage with you in person, on the phone, by text and email, and through a wide range of social media platforms. It can feel overwhelming.
- The public can have high expectations and you may be asked to address matters that are well beyond your authority, influence or control.
- You may face harsh criticism or behaviour from people at meetings, in public, or on social media.
- There are significant legal liabilities. Failing to perform your duties can have consequences.
- You will be involved in matters that require you to keep certain kinds of information private and confidential.

You may want to find out how much councillors and mayors earn in your municipality as part of your decision-making process. But, also consider there are perks of the job that money can't buy, like opportunities for learning, skill-building, networking, and having the opportunity to participate in municipal decision-making on behalf of your community.



"You have to work with your council colleagues and not everything will go your way, or things you worked for may get overturned. It can be hard, but it is all part of the democratic process. The important thing is that it's an open and respectful debate."

– MP Arielle Kayabaga, London West, Former City of London Councillor

The Structure of Municipal Government

The head of a local or municipal council is normally called a mayor or the reeve, and the members of council are normally called councillors or aldermen. The head of council serves as the voice of their council, reflecting consensus.

Council sets the strategic direction for the corporation. Municipal staff carry out those decisions and provide services to taxpayers. The Chief Administrative Officer (CAO) or City Manager is the most senior staff member.

It's also a common misconception that a single councillor can bring change forth for taxpayers. It's council as a body that makes decisions and sets policy, not individual councillors.



Managing Your Campaign

Once you have made the decision to run for an elected position, there's work to be done. **May 1, 2026**, is the first day to file nomination papers.

Everyone running for council must meet the same criteria:

- A resident, a non-resident owner, or tenant of land in the municipality, or the spouse of a non-resident owner or tenant
- A Canadian citizen
- At least 18 years old
- Legally eligible to vote
- Not disqualified by any legislation from holding municipal office

Candidates must **not** be:

- An inmate of a penal or correctional institution under sentence of imprisonment
- Any person not eligible to vote in the municipality
- A staff member of the municipality, UNLESS he or she takes an unpaid leave of absence during the campaign period and resigns once elected to office
- A judge of any court
- A member of the Legislative Assembly of Ontario, a Senator, or a member of the House of Commons

Your nomination must be endorsed by 25 eligible electors (voters) in the municipality, and you must pay a nomination fee of \$100 for councillors and \$200 for heads of council (mayor or reeve). You cannot begin campaigning until the municipal clerk accepts your paperwork as complete.



"The highlight of working in municipal government is the public interaction and meeting so many people throughout the city. I continue to learn and grow because of it."

– Kristin Murray, City of Timmins Councillor

2026 Municipal Election: Key Dates

MAY 1, 2026

FIRST DAY TO FILE A NOMINATION

You will require:

- A signed nomination paper delivered to the clerk
- ID proving that you meet local eligibility criteria
- A form showing that 25 voters endorse your candidacy
- The nomination filing fee of either \$100 or \$200

AUGUST 21, 2026

FINAL NOMINATION DAY

- All candidates must file paperwork by 2 p.m.
- This is the last day for candidates to withdraw their nomination by providing written correspondence to the clerk by no later than 2 p.m.

SEPTEMBER 1, 2026

VOTERS LIST IS FINALIZED

- Candidates now have access to the voter list. Members of the public can access the list, but only to confirm they are on it, and that their information is correct
- From now until election day, requests can be made to the clerk to amend the list to add or remove voters or amend voter information

AUGUST 2026

ELECTIONS ONTARIO TO DELIVER THE VOTER LIST

- Elections Canada provides the municipality with the voter list
- The clerk reviews this list to add and remove names and/or adjust voter information

AUGUST 24, 2026

CANDIDATES ARE CERTIFIED

- All candidates will be certified by the clerk by 4 p.m.
- Acclamations are announced

OCTOBER 26, 2026

VOTING DAY

- While some municipalities may have already held advance poles since September 26, 2026, this is the official election day
- Voting places are open from 10 a.m. to 8 p.m. unless otherwise established by the clerk



“The most important thing for candidates is to understand the job. Many people get drawn into local politics over a single issue. The role is bigger than that. It is really about what you want growth to look like and thinking strategically about the future, not about micromanaging services.”

– Former AMO President,
Mayor Lynn Dollin, Town of Innisfil

Welcome to the Spotlight

Municipal candidates attract attention. In fact, it is hard to get elected without it. You may have to give speeches, participate in debates, or give media interviews.

Increasingly, there is pressure to engage with audiences using social media platforms like LinkedIn, Facebook or Instagram. Campaign styles vary, but here are some approaches that many seasoned election winners follow.

Social media:

- Simple ideas and information tend to build confidence and trust more than complicated ideas. Find ways to explain complicated things simply, fairly and accurately in your posts.
- Memorable messages are often simple, colourful and credible. To gain traction on social media, you will want to use compelling photos or videos to tell your story.
- You do not need to create a lot of social media content or be an expert on every topic. Often, the most practical approach is to lead people to useful, credible information that others have created.
- Focus on being helpful. Remember that the person you are at odds with today could be someone you work with tomorrow. This is important when tackling challenges or looking for the right words on social media. How do you want to be remembered?
- Create a social media plan for yourself. Why are you on it? What platforms will you use? What issues will you focus on? How much of your personal life will you share? Who will manage the account?
- Always think about your online audience before you choose your words. Think about how you can connect with your audience quickly, give them something useful, and make what you're explaining interesting.
- Remember it's rare to win a debate on social media and keep in mind your audience is potential voters. Rather than responding emotionally, listen to what the person is saying, focus on valid concerns, and respond in a way that inspires confidence and trust in the larger audience that is watching.

Media relations:

- No matter how urgent the request is, carve out some time to gather your thoughts, plan your response and focus your message.
- If you expect media at an event, try to think ahead of time about what message you most want to get across.
- You will not have the answers to every question. No one does and you should be comfortable with that. Focus on what you do know, and the story that you want to tell.
- If you have a lot to explain, or the topic is complicated, make sure you can start with a simple sentence or two that captures what is happening, or what you want, and *why*.
- End the interview with a strong summary of your message. This will help shape the final story.

Campaign Finance

Campaign finance rules ensure a fair election for everyone. Once a candidate files nomination papers, they should open a bank account specifically for campaign expenses and contributions.

The candidate and/or the person managing their campaign is responsible for keeping financial records, and there are rules to follow during an election campaign, as well as when the campaign is over. Candidates can't use a personal bank account to operate their campaign, even if they have very few expenses. It's important to keep good records.

These expectations are simple, and important. If you are subject to an Election Compliance Audit, failure to meet spending limits and campaign rules can cost you your seat on council.

Receipts and dates issued for campaign contributions, as well as the contributor's name and address. Any one candidate can receive a maximum campaign contribution up to \$1,200. If an individual is supporting more than one candidate, their contribution total can't be more than \$5,000. It's important you keep records for any contributions you receive – even cash contributions under \$100.

The terms and conditions of loans received at a bank or lending institution (the loan itself is not considered a campaign contribution).

Receipts for your own campaign contributions / expenses.

The funds raised and expenses incurred at fundraising events.

The value of contributions, if you receive support in the form of goods instead of money, along with the contributor's name and address.

Also keep in mind:

- Businesses cannot contribute to a campaign. However, business owners can donate as individuals.
- There are limits on campaign expenses. The Clerk's Office can provide this information to candidates.
- Candidates must provide their campaign financial statements to the municipal clerk by the last Friday in March of year following the election (for October 2026, this would be March 2027). Failure to do so could result in penalties, or an inability to run in subsequent elections.



"Campaigning successfully is hard work. You have to put yourself out there and just outwork everyone else. You have to start early and just keep knocking on doors, so people get to know you."

– Jasvinder Sandhu, Healthy Democracy Project Chair,
Former Town of Oakville Councillor

Campaign Rules

The campaign period begins as soon as nomination forms have been filed by the municipal clerk.

Each municipality has rules around signage.

Some local governments don't allow for signage to be posted until at least eight weeks prior to election day.

This can vary, so be sure to check with your local municipal clerk.

There are some campaign rules that all candidates must follow:

- Candidates cannot use a municipal property to support events, activities or meetings related to their campaign. This includes municipally owned phones, computers, supplies or staff time.
- Municipal staff cannot participate in partisan political activities for candidates.
- In most municipalities, campaign signs are required to be on private property, and usually are not allowed on municipal or provincial property, including provincial highways. Municipal staff have the right to remove signs that break this rule. It's best to check with your respective municipality to confirm where signs can go.
- Candidates have the right to access apartment buildings, condominiums, non-profit housing units and gated communities, between the hours of 9 a.m. to 8 p.m., and tenants are allowed to place campaign signs in windows.
- Candidates and advertisers must identify themselves on all signs.

Sometimes campaign expenses exceed contributions and candidates are left with a deficit. It is possible to extend a campaign past election day to try and raise money to offset expenses by submitting appropriate paper work to the municipal clerk.

Election Day and Alternative Voting

Election day is **October 26, 2026**. In-person voting will be available on this day. Locations and times vary between municipalities, but they must be open a minimum of nine hours.

In addition to using traditional paper ballots, your municipality may allow people to vote by phone, internet or mail.

Election staff are sworn to confidentiality and professionalism and are not allowed to tamper with anyone's vote, as outlined in the [Municipal Elections Act](#). The Act says the election should be accessible to voters, and that secrecy and confidentiality of the individual is paramount.

Candidates have a right to be at the voting station on election day, provided they are not campaigning in any way. They are not allowed to pressure, influence or intimidate voters or staff working at the election poll. They can only observe. Alternatively, candidates may have what is called a "scrutineer" present on election day. This person must come to the polls with written authority, signed by the candidate, to observe the polls in place of a candidate.

On election day, the candidate or the scrutineer can:

- View the Voters' List to see who has voted, as long as this doesn't interfere with the act of voting.
- Ask for clarification on why a voter is getting assistance.
- Examine ballots when they are being counted and object to any that are marked incorrectly or unclear.

Vote counts begin immediately after the polls close. This may be done manually, if the municipality is using paper ballots, or electronically. The clerk will have already established the count method at least 60 days prior to election or advanced voting day.

During this time, candidates and appointed scrutineers may be present and can watch the ballot count. If a candidate or scrutineer objects to a ballot, the deputy returning officer will note the objection and make the final decision about counting the ballot.

Once a ballot box has been counted, it will be sealed by the deputy returning officer and delivered, along with the statement of results, to the clerk.

Alternative Voting – Why?

- ✓ Allows eligible electors to vote from anywhere around the world
- ✓ Allows for advanced voting ahead of election day
- ✓ Can be more cost effective for municipalities
- ✓ Allows staff to take equipment to places like long-term care homes
- ✓ Is more accessible for everyone with options other than paper and pencil

After the Election

Win or lose, candidates have some responsibilities to perform after the election.

Financial statements have to be filed with the clerk. If needed, you can ask for a campaign extension to address a financial deficit.

Candidates must remove all campaign signs or the municipality may remove them and bill you for the expense.

Resources

Although this document doesn't get into the ins and outs of council and council meetings, there are a few things you may want to get familiar with during your campaign, so you are prepared should you be elected.

After the election, AMO will be providing a range of training and resources to help incoming councillors navigate the ins and outs of council meetings, legislation, staff-council relationships, conflict of interest and so much more.

Here are some links:

- [Conflict of Interest Act](#)
- [Council Transparency and the Role of the Integrity Commissioner](#)
- [Municipal Elections Act](#)
- [Accessibility for Ontarians With Disabilities Act](#)
- [Planning Act](#)

The Municipal Act

All municipalities follow the [Municipal Act](#), which identifies the powers and jurisdiction of municipal governments. It defines how municipal governments function in terms of open and closed meetings, procedure, policy, accountability and transparency. It helps municipalities establish a Code of Conduct for elected officials, and very clearly identifies what authority municipalities have.

The *Municipal Act* is a long document. Councillors are not expected to memorize or understand every section. Knowing the *Municipal Act* well is mainly the role of the clerk, CAO or city manager.

You may want to take note of Section 239(2), which relates to closed meetings. Municipalities are the most open and the transparent order of government. Information can only be kept private under limited and specific circumstances. Just as there are rules to demand that government is open and transparent, there are legal responsibilities to keep some kinds of information private and confidential. It is important that everyone understands these rules.



“Municipal elections are about the future of our communities, the places that we call home. Win or lose, every candidate makes a difference by respectfully debating priorities. We congratulate all who choose to run for demonstrating their commitment to their municipality.”

– Former AMO President,
Mayor Jamie McGarvey, Town of Parry Sound

Candidate support organizations

There are local and national candidate support organizations that can help candidates navigate the election process and experience. These organizations support candidates in different ways based on geographies and demographics. Candidates don't have to run without support.

If you would like to see the various types of resources provided by these groups, please take a look at the candidate supports catalogue in AMO's [Local Democracy Solutions Bank](#).

Organization	Link
electHER NOW	electhernow.ca
Equal Voice	equalvoice.ca
Guelph Campaign School	municipalcampaignschool.ca/Guelph
Leadership féminin Prescott-Russell	leadershipfemininpr.ca
Nominee	gonominee.com
Operation Black Vote Canada	obvc.ca
Oxford Campaign School	municipalcampaignschool.ca/oxford
PoliticsNOW	polinow.org
ProudPolitics	proudpolitics.org
The Canadian-Muslim Vote	canadianmuslimvote.ca
The Jean Collective	thejeancollective.ca
Waterloo Region Women's Campaign School	wrwomenrun.wordpress.com
Wellington Campaign School	municipalcampaignschool.ca/wellington



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Code of Conduct

Township of Ryerson

Important Disclaimer: this protocol complies with the relevant provisions of the *Municipal Act, 2001*, SO 2001, c 25 (the “*Act*”). If you have any questions or concerns about this protocol or how to implement it, please contact Wishart Law Firm LLP. Wishart Law Firm LLP is not responsible for the results of any edit to this protocol other than as expressly authorized or directed by Wishart Law Firm LLP.

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1. Principles Upon Which This Code is Based

- 1.1 A municipality is a responsible level of government. Improving the quality of municipal governance and administration can best be achieved by encouraging high standards of conduct on the part of all Members. In particular, the public is entitled to expect the highest standards of conduct from the Members of its local government. In turn, adherence to these standards will protect and promote the Municipality's reputation and integrity.
- 1.2 Key statements of principle that underline this Code of Conduct are as follows:
- a) Council, and its Members are the leaders of the Municipality both inside and outside its geographic boundaries. Especially in an age of social media and electronic messaging, strong positive management of the reputation of the Municipality is needed. The statements and behavior of Council affect the Municipality's reputation as a place to live and do business. Conflict and inappropriate conduct among Members, staff, officers and members of the public, adversely affects the Municipality's reputation and is to be avoided. Put differently, Council has a strong role to protect and promote the Municipality and its reputation as an excellent place to live, work and do business;
 - b) Members must serve and be seen to serve their constituents in a conscientious and diligent manner;
 - c) Members must be committed to performing their functions with integrity, avoiding the improper use of the influence of their office, and conflicts of interest, both real and perceived;
 - d) Members are expected to conduct themselves and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
 - e) Members must recognize and act upon the principle that democracy is best achieved when the operation of government is as transparent and accountable to the Public as possible;
 - f) Members shall seek to serve the public interest by upholding both the letter and spirit of the laws of Parliament and the Ontario Legislature, as well as the laws and policies adopted by the Municipal Council;

- g) Members must not use the status of their position to inappropriately influence the decision of another individual or body. For example, to obtain a personal advantage for the Member, the Member's parents, children, spouse, staff, friends, associates, business or otherwise; or to disadvantage another party.
- h) Members shall be respectful of the role of staff to provide advice with political neutrality and objectivity and without undue influence from a Member or Members.

2. Application of this Code

2.1 This Code of Conduct applies to every Member.

3. Definitions

3.1 In this Code of Conduct:

- a) "Benefit" means preferential treatment, privileged access, favours or other advantage including, but not necessarily limited to, invitations to sporting, cultural or social events, access to discounts and loyalty programs and promises of a new employment.
- b) "Ceremonial Gift" means official gifts provided as part of the culture or practices of communities or government within Canada or internationally, which although they may be given to a Member, are accepted by a Member on behalf of a municipality and become the property of a municipality.
- c) "Child" means a child born within or outside marriage and includes any adopted child, step child, foster child and a person whom a Member has a demonstrated a settled intention to treat as a child of his or her family;
- d) "Confidential Information" means any information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing, or has decided to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* or any other law. Confidential Information also includes information of a corporate, commercial, scientific or technical nature received in confidence from third parties; personal information; information that is subject to solicitor-client privilege; information that concerns any confidential matters pertaining to personnel, labour relations, litigation, property acquisition, the security of the property of the Municipality or a Local

Board; and any other information lawfully determined by the Council to be confidential, or required to remain or be kept confidential by legislation or order.

- e) “Council” means the Council of the Township of Ryerson.
- f) “Gift” means free or discounted items or services and any item or service that would, viewed in light of all the circumstances, be regarded as a gift by a reasonable Person not including Ceremonial Gifts.
- g) “Hospitality” means the friendly reception and entertainment of guests, which may range from light refreshments at a meeting to expensive restaurant meals and sponsored travel or accommodation.
- h) “In-camera meeting” means a meeting, or part of a meeting, closed to the public pursuant to section 239 of the *Municipal Act, 2001*.
- i) “Information” includes a record or document written or otherwise;
- j) “Integrity Commissioner” means the Person appointed by by-law in accordance with section 223.3 of the *Municipal Act, 2001* and who is responsible for performing, in an independent manner, the functions assigned by the Municipality with respect to the application of the Code of Conduct for Members.
- k) “Local Board” means, for the purpose of this Code of Conduct, a local board other than:
 - i. A society as defined in subsection 2(1) of the *Child, Youth and Family Services Act, 2017*;
 - ii. A board of health as defined in subsection 1(1) of the *Health Protection and Promotion Act*;
 - iii. A committee of management established under the *Long-Term Care Homes Act, 2007*;
 - iv. A police services board established under the *Police Services Act* and/or the *Police Services Act, 2018*;
 - v. A board as defined in section 1 of the *Public Libraries Act*; and
 - vi. A corporation established in accordance with section 203 of the *Municipal Act, 2001*;

- l) “Member” means a member of Council, which shall include the Mayor/Reeve, members of Committees and members of Local Boards, unless, with respect to members of Local Boards, the context requires otherwise, and shall not include staff or ratepayers.
- m) “Officer(s)” means a person who holds a position of responsibility with definite rights and duties prescribed by statute or by-law.
- n) “Parent” means a person who has demonstrated a settled intention to treat a child as a part of his or her family whether or not that person is the natural parent of the child;
- o) “Person” includes a corporation, partnership, association and any other entity, as the context allows; and
- p) “Spouse” means an individual to whom an individual is married or with whom an individual is living in a conjugal relationship outside marriage.
- q) “Transparency” means that the municipality actively encourages and fosters stakeholder participation and openness in its decision-making processes. It means that the municipality’s decision-making process is open and clear to the public.

4. Compliance with Declaration of Office

- 4.1 Every Member shall act in accordance with his or her declaration of office sworn pursuant to section 262 of the *Municipal Act, 2001*. A copy of the Declaration of Office is attached as Schedule “A”.

5. Adherence to Council Policies and Procedures

- 5.1 Every Member shall observe and comply with every provision of this Code of Conduct, as well as all other policies and procedures adopted or established by Council.

6. Conduct at Meetings

- 6.1 Every Member shall conduct himself or herself properly and in a civil and respectful manner at meetings, and in accordance with the provisions of the Procedural By-law, this Code of Conduct, and other applicable law.

- 6.2 Members will respect the decision-making process. Members will attempt to accurately and adequately communicate the attitudes and decisions of Council, even if they disagree with a majority decision of Council.
- 6.3 Members shall strive to attend all Council Meetings. Any Member who is unable to attend a Council Meeting shall advise the clerk as soon as is reasonably possible of the reason for their absence.

7. Conduct Respecting Others

- 7.1 Every Member has the duty and responsibility to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment. The Member shall be familiar with, and comply with, the Municipality's Workplace Anti-Violence, Harassment and Sexual Harassment Policy.
- 7.2 A Member shall not use indecent, abusive or insulting words, tone or expressions toward any other Member, any municipal staff or any member of the public.
- 7.3 A Member shall not speak in a manner that is discriminatory to any individual, based on any protected grounds. Protected grounds include: citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, and gender expression¹.

8. Conduct Respecting Staff and Officers

- 8.1 Under the direction of the senior administrative staff, and in accordance with the decisions of Council, staff and Officers are required to serve the municipal corporation as a whole. Every Member shall be respectful of the role of staff and Officers to provide advice based on political neutrality and objectivity and without undue influence from any Member or group of Members. Accordingly, no Member shall maliciously or falsely injure or impugn the professional or ethical reputation of any staff person or Officer.
- 8.2 Members shall acknowledge and respect the fact that staff carry out directions of Council, through senior staff, including but not limited to the treasurer, clerk, director of public works, and administer the policies of the Municipality. No Member shall perform, direct or attempt to undermine the duties of any staff person or Officer except in accordance with the Municipality's procedural by-law.

¹¹ See *Human Rights Code*, R.S.O. 1990, c.H.19

- 8.3 Every Member shall show respect for staff and Officers, and for their professional capacities and responsibilities.
- 8.4 No Member shall direct, instruct or compel any staff member or Officer to engage in partisan political activities or subject any staff member or Officer to threat or discrimination for refusing to engage in any such activity.
- 8.5 No Member shall use or attempt to further his or her authority or influence by intimidating, threatening, coercing, commanding or improperly influencing any staff person or Officer or interfering with that person's duties, including the duty to disclose improper activity.

9. Gifts, Benefits and Hospitality

- 9.1 For the purposes of this Code, Gifts, Benefits and Hospitality provided, with a Member's knowledge, to that Member's spouse, child or parent, or to his or her staff, that is connected directly or indirectly to the performance of the Member's duties, are deemed Gifts, Benefits and Hospitality provided to that Member.
- 9.2 No Member shall accept Gifts, Benefits and Hospitality connected directly or indirectly with the performance of his or her duties, unless permitted under one or more of the exceptions listed below:
- 9.3 Each of the following is recognized as an exception:
- a) compensation authorized by law;
 - b) Gifts, Benefits and Hospitality of the kind that normally accompanies the responsibilities of office and is received as an incident of protocol or social obligation;
 - c) a political contribution otherwise authorized and reported as required by law, in the case of a Member running for office;
 - d) services provided without compensation by a Person volunteering their time in a function that would not normally be provided for compensation;
 - e) a suitable memento of a function honouring the Member;

- f) food, lodging, transportation or entertainment lawfully provided by any Provincial, regional or local government or board or political subdivisions of any of them, by the Federal government, a foreign government, or by those organizing a conference, seminar or event where the Member is speaking or attending in an official capacity;
- g) food and beverage consumed at a banquet reception or similar event, if:
 - i. attendance by the Member is for a legitimate municipal purpose;
 - ii. the Person extending the invitation, or a representative of the organization holding the event, is in attendance; and
 - iii. the value is reasonable;
- h) communications to the office of a Member, even if such communication would, in the ordinary course, require a subscription; and
- i) a sponsorship or donation for a community event organized or run by a Member, or a third party on behalf of a Member, subject to the limitations set out in any applicable municipal policy.

9.4 Except for exception 9.3 (c) (political contributions allowable by law), these exceptions do not apply where Gifts, Benefits and Hospitality are provided by a lobbyist or a lobbyist's client or employer. In this provision, a lobbyist is an individual, organization or business who or that:

- a) lobbies, or causes the lobbying of, any public office holder of the Municipality, the municipal council or corporation or a Local Board;
- b) the Member knows is attempting or intending to lobby the Member or any of the public, Persons or bodies listed in paragraph (a); or
- c) is maintaining an active lobbyist registration with the Municipality, whether or not with respect to any specific or current subject matter.

9.5 The exceptions in section 9.3 do not apply to a gift from an anonymous sender. No Member shall accept a gift from an anonymous sender. Where a Member receives a gift from an anonymous sender, the Member will turn the gift in to the Clerk who will donate the gift to a charity/organization on the Municipality's approved donation list.

- 9.6 In the case of any of the recognized exceptions in sections 9.3 (b), (e), (f), (h) and (i), to enhance transparency and accountability with respect to Gifts, Benefits and Hospitality, if the value of the Gift, Benefit or Hospitality is over \$300, or if the total value of Gifts, Benefits and Hospitality received from any one source during the course of a calendar year exceeds \$300, the Member shall file, within 30 days of receipt, or of reaching the annual limit, a disclosure statement with the Municipality or with its Integrity Commissioner.
- 9.7 The disclosure statement must set out:
- a) the nature of all Gifts, Benefits, and Hospitality;
 - b) its source and date of receipt;
 - c) the circumstances under which it was given and received;
 - d) its estimated value or, if determinable, its exact value;
 - e) what the recipient intends to do with any gift; and
 - f) whether any gift will at some point be provided to the Municipality.
- 9.8 Every disclosure statement filed under this Code shall be made a public record and posted in a place available for public review.
- 9.9 Upon receiving a disclosure statement, the Municipality or the Integrity Commissioner, as the case may be, shall examine, or in the case of the Municipality, appoint a Person to examine, the disclosure statement to ascertain whether the receipt of any Gifts, Benefits, or Hospitality, in his or her opinion, acting reasonably, contravenes this Code. Making such determination shall include providing the Member an opportunity to provide an explanation as to why receipt of any Gift, Benefit or Hospitality at issue does not contravene this Code.
- 9.10 Should a determination be made that receipt of any Gift, Benefit or Hospitality contravenes this Code, the Member shall be directed to promptly return, dispose of, or reimburse the person giving the Gift, Benefit or Hospitality, for the full value thereof, as applicable or remit the value of any gift or benefit already consumed to the Municipality.

10. Confidential Information

- 10.1 **No Member shall disclose, release, sell or publish by any means directly or indirectly, to any person or to the public, any Confidential Information acquired by virtue of his or her office**, in any form including, but not limited to, written notes, reports, oral and video recording, pictures, electronic correspondence, and any form of social media except when required or authorized by Council or otherwise by law to do so.
- 10.2 No Member shall use Confidential Information for personal or private gain or benefit, or to disadvantage any other person or body.
- 10.3 Unless required by law, no Member shall disclose the substance of deliberations of meetings held *in-camera* and that are authorized to be held *in-camera* under the *Municipal Act, 2001* or any other legislation unless or until Council discloses such information at a meeting that is open to the public or otherwise releases such information to the public.
- 10.4 Without limiting the generality of the foregoing, no Member shall, without lawful authority, disclose or make personal use of any of the following types of Confidential Information:
- a) Information concerning litigation, negotiation or personnel or labour matters;
 - b) Information the publication of which may infringe on the rights of any person (e.g. source of a complaint where the identity of a complainant is given in confidence);
 - c) Price schedules in any contract, tender or proposal document while such remains Confidential Information;
 - d) Information deemed to be “personal information” under the *Municipal Freedom of Information and Protection of Privacy Act*, and
 - e) Any other information or statistical data required by law not to be released.
- 10.5 No Member shall obtain access, or attempt to gain access, to Confidential Information in the custody of the Municipality, Local Board or Committee except to the extent that such access is necessary for the performance of his or her duties and such access is not prohibited by Council or otherwise by law.

11. Use of Municipal Property, Services and Other Resources

- 11.1 No Member shall use, or permit the use of, municipal equipment, land, facilities, supplies, services, staff or other resource, including any municipally-owned information, website, or funds allocated for Member expenses, for any purpose or activity other than the lawful business of the municipal corporation. No Member shall seek or acquire any personal financial gain from the use or sale of Confidential Information, or of any municipally-owned intellectual property including any invention, creative writing or drawing, computer program, technical innovation, or any other information or item capable of being patented or copyrighted, for which property remains exclusively that of the Municipality.

12. Conduct of Election Campaign

- 12.1 Every Member shall comply with all applicable requirements of the *Municipal Elections Act, 1996* and with the Municipality's municipal or board resources rules and procedures established pursuant to section 88.18 of the *Municipal Elections Act, 1996*.
- 12.2 No Member shall use Confidential Information, facilities, equipment, supplies, services, or other resources of the Municipality, including any Member newsletter or website linked through the Municipality's website, for any election campaign or campaign-related activity. No Member shall undertake campaign-related activities on municipal property during regular working hours unless authorized by the Municipality.
- 12.3 No Member shall use the services of any person for election-related purposes during hours in which that person receives any compensation from the Municipality.

13. No Improper Use of Influence

- 13.1 No Member shall use the influence of his or her office for any purpose other than for the lawful exercise of his or her official duties and for municipal purposes.
- 13.2 No Member shall use his or her office or position to influence or attempt to influence the decision of any other person, for the Member's private advantage, the private advantage of the Member's parent, child, spouse, staff member, friend or associate, business or otherwise or the disadvantage of others. No Member shall attempt to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties. No Member shall hold out the

prospect or promise of future advantage through the Member's supposed influence within Council in return for any action or inaction.

- 13.3 For the purposes of this provision "private advantage" does not include a matter:
- a) That is an interest in common with electors generally as defined in the *Municipal Conflict of Interest Act*;
 - b) that affects a Member, his or her parents/children or spouse, staff, friends or associates, business or otherwise, as one of a broad class of persons; or
 - c) that concerns the remuneration or benefits of a Member.
- 13.4 This provision does not prevent a Member from requesting that Council grant a lawful exemption from a policy.

14. Non-Compliance with this Code of Conduct – Sanctions

- 14.1 A Member found by the Integrity Commissioner to have contravened any provision of this Code, may be subject to one or more of the following consequences imposed by Council as referred to in the following:
- a) a reprimand;
 - b) suspension of the remuneration paid to the Member in respect of his or her services as a Member of the Council or Local Board, for a period of up to 90 days;
 - c) Other penalties, including, but not necessarily limited to:
 - i. Removal from membership of a Committee or Local Board;
 - ii. Removal as Chair of a Committee or Local Board;
 - iii. Require repayment or reimbursement of moneys received;
 - iv. Return of property or reimbursement of its value;
 - v. A request for an apology;
 - vi. Revocation of travel or another budget;
 - vii. Request for resignation; and

viii. Trespass order restricting access except for Council Meetings.

15. No Reprisal or Obstruction in the Application or Enforcement of this Code

- 15.1 Every Member must respect the integrity of the Code of Conduct and inquiries and investigations conducted under it and shall co-operate in every way possible in securing compliance with its application and endorsement. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner or any other municipal official involved in applying or furthering the objectives or requirements of this Code, in the carrying out of such responsibilities or pursuing any such objective.
- 15.2 Every Member shall cooperate with the Integrity Commissioner if the Integrity Commissioner conducts an inquiry concerning an alleged contravention of this Code.

16. Statutes and Policies Regulating the Conduct of Members

- 16.1 In addition to this Code of Conduct, the following Ontario legislation also governs the conduct of Members:
- a) the *Municipal Act, 2001* as amended;
 - b) the *Municipal Conflict of Interest Act*;
 - c) the *Municipal Elections Act, 1996*;
 - d) the *Municipal Freedom of Information and Protection of Privacy Act*;
 - e) the *Ontario Human Rights Code*; and,
 - f) the *Occupational Health and Safety Act*.

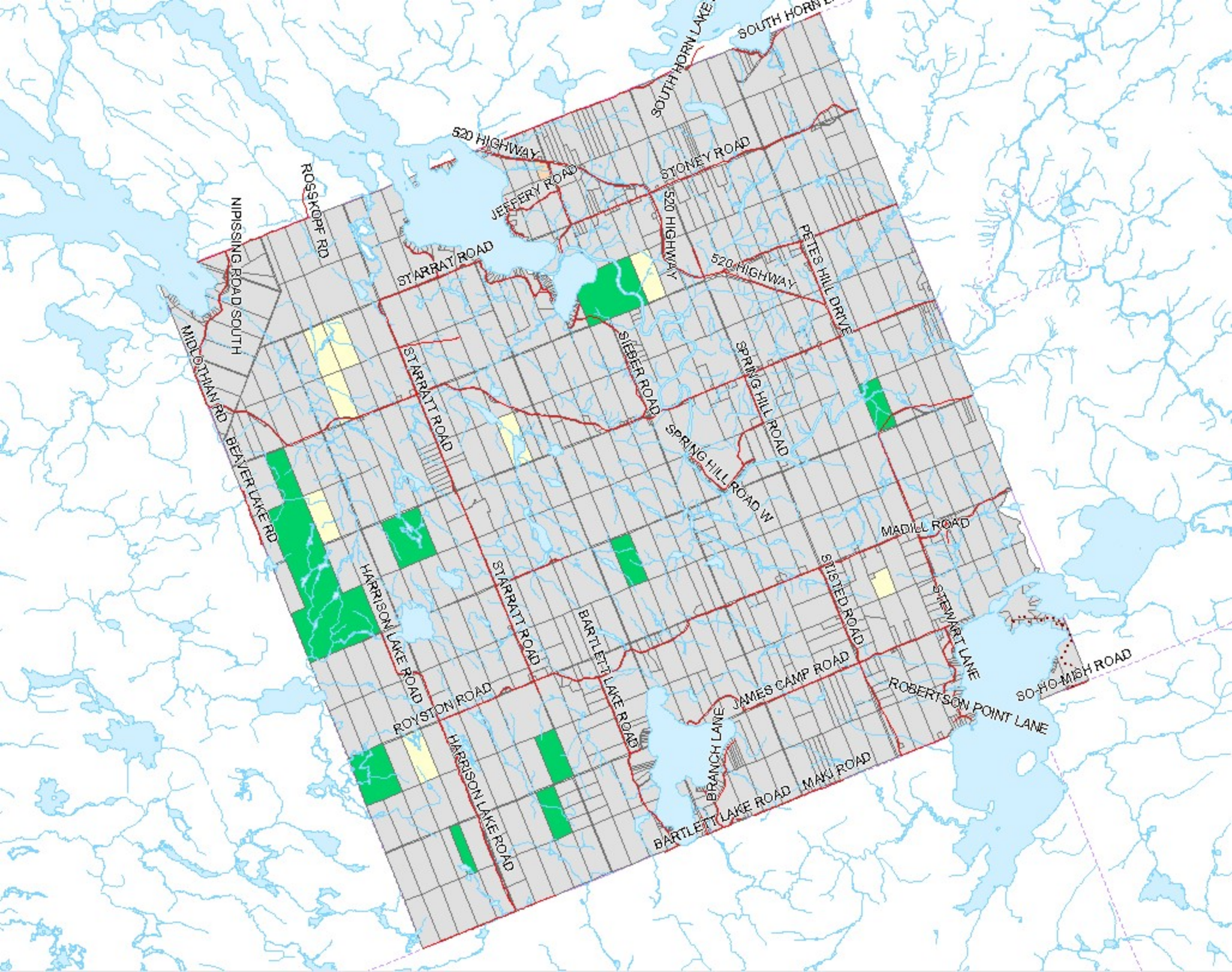
16.2 The following policies govern the conduct of Members:

Procedural By-Law	March 5, 2013	20-13
Accountability and Transparency	December 4, 2007	28-07

- 16.3 The *Criminal Code* also governs the conduct of Members.
- 16.4 A Member may become disqualified and lose his or her seat by operation of law, including being convicted of an offence under the *Criminal Code* or being found to have failed to comply with the *Municipal Conflict of Interest Act*, whether or not the conduct in question involves contravention of this Code of Conduct. In the case of any inconsistency between this Code and a Federal or Provincial statute or regulation the statute or regulation shall prevail. Should any provision of the Code become or be determined to be invalid, illegal or unenforceable, it shall be considered separate and several from the agreement and the remaining provisions shall remain in force.

17. Complaints Alleging Violation of This Code

- 17.1 Where a Member, a municipal employee, Officer, or a member of the public has reasonable grounds to believe that a Member(s) has contravened this Code, a complaint may be submitted to the Clerk's Department in the prescribed form which will be forwarded to the Municipality's Integrity Commissioner who will process it in accordance with the Integrity Commissioner Inquiry Protocol attached hereto as Schedule "B". The Complaint may also be submitted directly to the Integrity Commissioner in the event that such office is readily accessible.
- 17.3 Where a Member is found not to have contravened this Code, the Municipality is authorized to protect that Member against costs or expenses incurred by the Member as a result of the complaint proceedings.



NIPissing ROAD SOUTH

ROSSKOPF RD

520 HIGHWAY

JEFFERY ROAD

SOUTH HORN LAKE

STONEY ROAD

520 HIGHWAY

520 HIGHWAY

PETE'S HILL DRIVE

STARRAT ROAD

STARRAT ROAD

SIEBER ROAD

SPRING HILL ROAD

SPRING HILL ROAD W

MIDLOTHIAN RD

BEAVER LAKE RD

HARRISON LAKE ROAD

STARRAT ROAD

MADILL ROAD

STISED ROAD

STEWART LANE

ROYSTON ROAD

BARTLETT LAKE ROAD

BRANCH LANE

JAMES CAMP ROAD

ROBERTSON POINT LANE


SO-HO-MISH ROAD

HARRISON LAKE ROAD

BARTLETT LAKE ROAD

MANJ ROAD



MUNICIPAL ELECTION  2026

ADDENDA