



# MUNICIPAL AND SCHOOL BOARD

## ELECTION 2026

### Candidate Information and Nomination Package

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## PART 1: INFORMATION FOR CANDIDATES

### INTRODUCTION

The municipal and school board election will be held on **Monday, October 26, 2026**. The new term of Council begins November 15, 2026.

This package has been prepared for the purpose of supplying information to persons intending to stand for elected office. The information is intended only as a guide to help potential candidates. It contains certain provisions of relevant legislation and does not purport to recite all applicable statutory references. **It is the candidate's responsibility to refer to and be informed of the relevant legislation and regulations** which can be found online at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). Specific questions regarding the legislative requirements can be directed to the Ministry of Municipal Affairs and Housing (the Ministry can be reached at [mea.info@ontario.ca](mailto:mea.info@ontario.ca)).

### Other Resources

The [Ministry of Municipal Affairs and Housing](#) provides helpful election information and guides for candidates and voters (guides can be found at <https://www.ontario.ca/page/municipal-elections>). The Candidate's Guide is included in this package. The Ministry also provides the [Ontario Municipal Councillor's Guide](#) to use during the term of office to help elected officials understand and meet their responsibilities (this guide can be found at <https://www.ontario.ca/document/ontario-municipal-councillors-guide>).

Association of Municipalities of Ontario (AMO) offers an online guide for those considering running for municipal office called "[Lead Where You Live: A guide on running for municipal council](#)." The guide will introduce you to some of the key steps in running for election in 2026 and will also give you a sense of what life is like as an elected member of a municipal council. Visit their website at <https://www.amo.on.ca/about-us/municipal-101/municipal-elections> for more details as well as many other helpful election and campaigning resources.

Candidates for school board offices are encouraged to visit the [Ministry of Education website](#) and to contact the office of the Director of Education of the appropriate school board to access helpful resources and obtain information on the duties and responsibilities of a trustee. Nomination forms are available in French upon request.

On March 26, 2026, the City of Woodstock, in partnership with Oxford County municipalities, hosted a Candidate Information Meeting in preparation for the 2026 Municipal and School Board Election. The session provided prospective and returning candidates, as well as the public, with information on council roles, eligibility, nominations, and campaign finance rules. Presentations were delivered by the Ontario Ministry of Municipal Affairs and Housing and municipal consultant Nigel Bellchamber, with both in-person and virtual participation available. Copies of the presentation material are available on the City's Website linked below:

- [Presentation from the Ministry of Municipal Affairs and Housing](#)
- [Presentation by Nigel Bellchamber](#)

[Watch the Candidate Information Meeting.](#)

Information on all aspects of the election (including candidate resources) can be found on the [Election Pages of the City's website](#).

## Important Dates

<b>May 1 to August 21, 2026, at 2:00 p.m.</b>	Nomination forms may be filed at any time when the Clerk's Office is open (Monday to Friday 8:30 a.m. to 4:30 p.m.). On Nomination Day, August 21, 2026, nomination forms may be filed from 9:00 a.m. to 2:00 p.m.
<b>August 21 at 2:00 p.m.</b>	Deadline for withdrawal of nominations.
<b>August 24, 2026</b>	Nominations to be certified or rejected by the Clerk and a final list of Candidates posted.
<b>September 1 to October 26</b>	Revision period for the Voters' List.
<b>October 10, October 13 – 16, 2026</b>	In-person advance voting period.
<b>October 10 to October 25, 2026, at 8:00 p.m.</b>	Online advance voting period.
<b>October 26, 2026</b>	Voting Day – in-person voting between 10:00 a.m. and 8:00 p.m.
<b>October 27, 2026</b>	Anticipated date to declare Election Results.
<b>November 15, 2026</b>	New Term of Council commences.
<b>December 31, 2026</b>	End of campaign period.
<b>March 30, 2027 at 2:00 p.m.</b>	Filing date for financial statements and auditor's reports.

## Elected Offices

*Prospective candidates must satisfy themselves through their own determination that they are in fact qualified by law to seek elected office and that they have complied with the election financing regulations.*

The City of Woodstock will elect candidates for the following offices for the period commencing November 15, 2026, and ending November 14, 2030:

- a) **MAYOR**  
One (1) to be elected by all electors in the City of Woodstock.
- b) **DEPUTY MAYOR-COUNTY COUNCILLOR**  
One (1) to be elected by all electors in the City of Woodstock.
- c) **CITY-COUNTY COUNCILLOR**  
One (1) to be elected by all electors in the City of Woodstock.
- c) **CITY COUNCILLORS**  
Four (4) to be elected by all electors in the City of Woodstock.
- d) **THAMES VALLEY DISTRICT SCHOOL BOARD (English Public)**  
Two (2) to be elected by English public school electors in Oxford County - The City of Woodstock is responsible for accepting

nominations.

- e) **LONDON DISTRICT CATHOLIC SCHOOL BOARD (English Separate)**  
One (1) to be elected by English separate school electors in Oxford County - The City of Woodstock is responsible for accepting nominations.
  
- f) **CONSEIL SCOLAIRE CATHOLIQUE PROVIDENCE (French Separate)**  
One (1) to be elected by French language separate school electors to represent the Counties of Oxford, Elgin, and Middlesex. The City of Woodstock is responsible for accepting nominations. Candidates can file a nomination with their local Clerk if their home municipality is more than 100 km from Woodstock. Alternatively, candidates who live outside of Oxford County may submit their nomination electronically. Contact [election@cityofwoodstock.ca](mailto:election@cityofwoodstock.ca) for more details.
  
- g) **CONSEIL SCOLAIRE VIAMONDE (French Public)**  
One (1) to be elected by French language public school electors to represent the Counties of Oxford, Elgin, Lambton, Haldimand and Norfolk and the Municipality of Chatham-Kent. The Clerk of the City of Sarnia is responsible for conducting the election for this position. However, nominations for this position will be accepted by the Clerk (or their designate) of the City of Woodstock and forwarded to the Clerk of Sarnia.

## **2026 CANDIDATES' GUIDE FOR ONTARIO MUNICIPAL AND SCHOOL BOARD ELECTIONS**

Included with this Information Package is the Ministry of Municipal Affairs [2026 Candidates' Guide for Ontario Municipal and School Board Elections](#). It can also be found on their website at <https://www.ontario.ca/page/municipal-elections>. The guide provides general information in plain language about the rules contained in the [Municipal Elections Act, 1996](#) and other relevant legislation. This is an incredibly valuable resource for candidates. ***The remainder of this Information Package will assume that candidates have read this Guide.***

If you have specific questions about your responsibilities as a Candidate or the Guide you can contact the Ministry at [mea.info@ontario.ca](mailto:mea.info@ontario.ca) or at:

Western Municipal Services Office  
2nd Floor, 659 Exeter Rd  
London ON N6E 1L3  
Telephone: 519-873-4020 or 1-800-265-4736

## **CAMPAIGN INFORMATION**

### **Campaigning**

It is the candidate's responsibility to provide voters with information about the candidate and their campaign. Only the contact information provided in the "Consent to Release Personal Information" form submitted with nominations will be placed on the candidate page of the City's website.

### **Debates**

The [Municipal Elections Act, 1996](#) does not require candidate debates to be held, and the City is not responsible for organizing meetings or debates. Debates could be organized by community groups, media outlets, candidates, or any other interested person.

### **Prohibition of Canvassing in Voting Places**

The Returning Officer is the lessee of the premises used as voting places. As the lessee of such premises, the Returning Officer does not permit electioneering of any nature in, on, or in the immediate vicinity of the premises used as a voting place on Voting Day. The premises are deemed to include the entire building, its parking lot, and the property on which it is located.

Section 48(2) of the *Municipal Elections Act* states:

*"No person shall display a candidate's election campaign material or literature in a voting place"*

Section 48(3) of the *Municipal Elections Act* states:

*"'voting place' includes any place in the immediate vicinity of the voting place designated by the Clerk."*

Deputy Returning Officers are instructed to remove any material or literature of any nature in, or in the immediate vicinity, of any voting place.

### **Apartment Buildings and Condominiums**

The [Municipal Elections Act, 1996](#) was changed in 2016 so that landlords and condominium corporations are not allowed to prohibit tenants or owners from displaying election signs on their premises. This includes the ability to display election signs in common areas of the building.

Additionally, no person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate or his or her representative from campaigning between 9 a.m. and 9 p.m. at the doors to the apartments, units, or houses. Following the close of nominations, the Clerk or their designate will provide all certified candidates a letter confirming their ability to campaign at these locations in order to assist candidates with gaining access.

### **Municipal Resources**

In order to protect the neutrality of the municipal corporation during the election and to prohibit contributions by the municipality during campaign periods, municipal resources

cannot be used for campaigning purposes. Further, the municipality is required by the [Municipal Elections Act, 1996](#) to establish rules for using municipal resources for campaigning purposes. The [Rules for the Use of Municipal Resources During the Election Period \(GA028\)](#) are included with this Information Package.

This policy is necessary to safeguard the interests of the municipality and to preserve public trust and overall integrity of the elections process. It also ensures that all candidates are treated equally, fairly, and consistently within the municipality.

### **Election Signs and other Election Advertising**

To support a fair, transparent, and impartial election process, the City has established clear rules regarding the placement, display, and removal of election signs within the City. These rules ensure that all candidates and registered third party advertisers are treated equitably, protect the safety and accessibility of roadways and public spaces, and uphold the neutrality of municipal operations throughout the campaign period.

The [City's Election Sign Policy \(EL-P-01\)](#) is included within this package. It outlines the standards and requirements governing where and how election signs may be displayed on public property. The policy specifies permitted sign locations, installer responsibilities, and the timelines that apply to placing and removing signs. It also identifies prohibited areas where signage may create hazards, visual obstructions, or the appearance of municipal endorsement.

This policy is necessary to maintain public confidence in the electoral process and to ensure consistency, fairness, and compliance with applicable legislation, including the [Municipal Elections Act, 1996](#). Candidates are responsible for ensuring that their campaign teams and volunteers understand and follow the Election Sign Policy at all times.

All election signs must be removed by October 29, 2026.

### **Campaign Finances**

The Ministry of Municipal Affairs 2026 Candidates' Guide for Ontario Municipal and School Board Elections included in this information package contains a great deal of information about campaign finances and rules that are important for candidates to know. A candidate's campaign begins the day a nomination is filed. Candidates are responsible for keeping records of the financial activities related to their campaign. The [Municipal Elections Act, 1996](#) does not require the use of any specific accounting system. Candidates may want to consult with an auditor or an accountant early in the campaign to make sure that they are using a bookkeeping and accounting system that will suit their needs.

Candidates are required to open a separate bank account for their campaign if they plan to accept contributions or incur any expenses. Candidates are not permitted to use their personal bank account for campaign finances. All contributions – including contributions candidates make to themselves – must be deposited into the campaign bank account. All expenses must be paid from the campaign account (except the filing fee – this is

considered a personal expense). If your financial institution will not open a campaign bank account until proof of candidacy is provided, the Clerk or their designate can provide you with a declaration that nomination papers have been filed.

Candidates are required to inform each person who contributes to their campaign that a contributor cannot make contributions exceeding,

- (i) a total of \$1,200 to any one candidate in an election, and
- (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

To assist candidates with this requirement, copies of sample leaflets which can be provided to contributors will be given to all candidates upon filing a nomination. Any contributor who has exceeded the contribution limits will have their name automatically sent to the Compliance Audit Committee for a decision on whether to commence legal proceedings against the contributor.

All candidates will be required to file a Financial Statement – Auditor’s Report Candidate - Form 4, a copy of which is included in this package. Candidates should review the form to ensure they are keeping records of all the information that must be included on the Statement. Candidates are required to keep all their campaign financial records until November 15, 2030 when the next council or school board takes office.

Other duties of candidates under the [Municipal Elections Act, 1996](#) include:

**88.22** (1) A candidate shall ensure that,

- (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;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
  - (i) the receipts issued for every contribution,
  - (ii) the value of every contribution,
  - (iii) whether a contribution is in the form of money, goods or services, and
  - (iv) the contributor’s name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the candidate

- disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
  - (k) records are kept of any loan and its terms under section 88.17;
  - (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
  - (m) financial filings are made in accordance with sections 88.25 and 88.32;
  - (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;
  - (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
  - (p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;
  - (q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
  - (r) each contributor is informed that a contributor shall not make contributions exceeding,
    - (i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and
    - (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

### **Compliance Audits**

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the [Municipal Elections Act, 1996](#) relating to election campaign finances, may apply for a compliance audit of the candidate's campaign finances. The application will be forwarded to the compliance audit committee. The committee will decide whether to grant or reject the application. If the application is granted, it will be forwarded to an auditor. The auditor will conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of the Act relating to campaign finances and shall prepare a report outlining any apparent contravention by the candidate. If the report concludes that the candidate appears to have contravened an election campaign finance provision, the committee shall decide whether to commence a legal proceeding against the candidate.

Furthermore, any contributor who has exceeded the contribution limits will have their name automatically sent to the Compliance Audit Committee for a decision on whether

to commence legal proceedings against the contributor. As such, it is important for candidates to inform each contributor of the contribution rules as outlined above.

## **PART 2: GENERAL ELECTION INFORMATION**

### **Hybrid Election**

For the 2026 Municipal and School Board Elections, the City of Woodstock will conduct a hybrid election, offering electors two accessible and secure voting methods.

#### 1. Online Voting

Electors may cast their ballot remotely using an internet-connected device during the Online Voting Period (October 10-25; online voting will not be available on Voting Day). This method enhances accessibility for individuals with mobility challenges, caregiving responsibilities, work-related time constraints, or other barriers to in-person voting. Online voting is designed to be secure, user-friendly, and compatible with assistive technologies.

#### 2. Paper Ballots (In-Person Voting)

Traditional in-person voting with paper ballots will be available during advance voting (October 10, and October 13-16) and on Voting Day (October 26). Tabulators will be used to count paper ballots.

### **Vote Tabulator Procedures**

The City of Woodstock utilizes automated vote counting equipment (tabulators). The Clerk is required to establish procedures for the use of this equipment. The Procedure for the Use of Vote Tabulators (EL-P-02) is included with this Information Package.

### **Online Voting Procedures**

Online Voting will be available during the designated voting window preceding Voting Day. Electors will receive instructions on how to access the online voting system via their Voter Notification Letter (VNLs), along with necessary credentials/PINs. The Online Voting Procedures (EL-P-03) are included within this Information Package.

### **Voters' List**

Beginning with the 2026 Municipal and School Board Elections, Elections Ontario is responsible for preparing and maintaining the Voters' List for all municipal and school board elections across Ontario. The Preliminary List of Electors supplied to the City of Woodstock will include the name, address, and school support designation for every eligible elector registered with Elections Ontario. Candidates are strongly encouraged to direct electors to verify their information through [registertovoteON.ca](https://registertovoteON.ca) until August 12, or via the City after that date.

### ***Revisions to the Voters' List***

Applications for amendments to the Voters' List will be accepted commencing on September 1<sup>st</sup>, 2026 and ending at 8:00 p.m. on Voting Day (October 26<sup>th</sup>, 2026). In accordance with the [Municipal Elections Act, 1996](#), the Voters' List will not be publicly posted, however, voters can inquire as to whether their name is on the Voters' List at City Hall (500 Dundas Street) or through the City's website. Electors can also make changes to their information on the Voters' List at any polling location.

### **Voting Places**

Advance voting will be held prior to voting day at Goff Hall (381 Finkle Street). Voting places will be open from 10:00 am to 8:00 pm on voting day (October 26<sup>th</sup>, 2026). A list of voting places will be made available on the City's website. Special roving polls will take place at nursing homes, retirement homes and Woodstock Hospital in accordance with the [Municipal Elections Act, 1996](#).

Further information regarding voting places will be provided to electors and on the City's website. In the event that any voting place is subsequently changed due to circumstances beyond the City's control, appropriate notice and communication will be provided.

## **PART 3: NOMINATION PROCEDURE AND FILING PAPERS**

### **Nomination Procedure**

Every person who proposes to be a candidate must file nomination papers with the Clerk or their designate in person or by an agent. Nominations can be filed starting **Friday, May 1, 2026, any time the Clerk's Office is open and up to 9 a.m. - 2 p.m. on Friday, August 21, 2026.** Candidates are strongly encouraged to make an appointment to register a nomination to avoid any delays. Appointments can be made by calling 519-539-1291 or emailing [election@cityofwoodstock.ca](mailto:election@cityofwoodstock.ca). Each nomination for council must be endorsed by at least 25 eligible electors (this is not a requirement for school board trustees). Persons endorsing a candidate's nomination must be eligible voters for that office on the day they endorse the nomination.

The nomination filing fee is \$200 for Mayor and \$100 for all other offices. The nomination fee will be refunded to all candidates who file the required financial statements by the deadline.

Candidates for Conseil scolaire catholique Providence can file a nomination with their local Clerk if their home municipality is more than 100 km from Woodstock. Alternatively, candidates for this office who live outside of Oxford County may submit their nomination electronically. Contact [election@cityofwoodstock.ca](mailto:election@cityofwoodstock.ca) for more details.

### ***Exception for Additional Nominations***

If the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day (August 26, 2026).

### ***Certification of Nomination by Clerk***

The Clerk is required to examine each nomination that has been filed. If the Clerk is satisfied that a person is qualified to be nominated, the Clerk will certify the nomination. If the Clerk is not satisfied that a person is qualified to be nominated, the Clerk will reject the nomination. The candidate will be given notice when the Clerk rejects a nomination. *The Clerk's decision to certify or reject a nomination is final.*

Since it is the responsibility of the candidate to ensure they meet all the qualifications and file proper nomination papers, each candidate should contact the Clerk to ensure that their nomination forms are in order or book an appointment to file the nomination.

Candidates may wish to contact the Clerk in advance to determine the method to be used to certify nomination papers in order to prevent any misunderstanding.

### ***Withdrawal of Nomination***

Candidates wishing to withdraw their nomination must do so in writing by August 21, 2026, by 2:00 p.m. Contact the Clerk if you would like to withdraw.

### **Nomination Filing Forms**

The following forms are included in this Information Package and are required at the time of filing a nomination:

1. Nomination Paper – Ministry of Municipal Affairs Form 1
2. Endorsement of Nomination - Form 2 (not required for school board candidates)
3. Financial Statement - Auditor's Report Candidate - Form 4
4. Financial Statement - Subsequent Expenses - Form 5
5. Notice of Extension of Campaign Period - Form 6
6. [EL-02] Declaration of Qualifications – Municipal Council Candidate
7. [EL-02-SB-EN/FR] Declaration of Qualifications – School Board Candidate
8. [EL-03] Consent to Release of Personal Information
9. [EL-04] Voters' List Request Form
10. [EL-05] Election Campaign Bank Account
11. [EL-06] Notice of Filing Requirements and Penalties Related to Campaign Finances
12. [EL-07] Certificate of Maximum Expenses and Maximum Contributions to a Candidate's Own Election Campaign
13. [EL-08] Acknowledgements and Confirmations Form

## **PART 4: ADDITIONAL RESOURCES**

### **2026 Voters' Guide for Ontario Municipal and School Board Elections**

The Ministry of Municipal Affairs 2026 Voters' Guide for Ontario Municipal and School Board Elections provides general information in plain language about the rules contained in the [\*Municipal Elections Act, 1996\*](#). This is a valuable resource for voters, and candidates are encouraged to share the information with the electorate. The Guide can be found at [www.ontario.ca/municipalelections](http://www.ontario.ca/municipalelections).

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# 2026 candidates' guide

Ontario municipal council and  
school board elections

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

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

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

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

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

## New election rules for 2026

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

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

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

## Contact us

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

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

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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 \(Form 1\)](#)

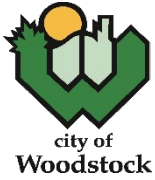
[Endorsement of Nomination \(Form 2\)](#)

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

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

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

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	<h2>The City of Woodstock Policy Manual</h2>
<b>Subject:</b>	<b>Rules for the Use of Municipal Resources During the Election Period</b>
<b>Policy Number:</b>	<b>GA028</b>
<b>Revision:</b>	<b>02</b>
<b>Approved by Council:</b>	<b>March 17, 2022</b>
<b>Amended:</b>	<b>March 5, 2026</b>

### **Purpose & Background**

The *Municipal Elections Act, 1996, as amended* (“the Act”), requires municipalities and local boards to establish rules and procedures for the use of municipal and board resources during the election campaign period. The Act also provides that the City cannot make a contribution (including money, goods, and services) to any candidate or registered third party advertiser during an election.

Any use of City of Woodstock resources by or on behalf of candidates, registered third party advertisers, their representatives, or staff for election campaign purposes would be considered a contribution by the City. As a campaign contribution may take the form of money, goods, or services, any use of corporate resources for election campaign purposes is not permitted.

Nothing in this policy shall preclude a Member of Council from performing their duty as an Elected Official, nor inhibit them from representing the interests of their constituents. The City recognizes that Elected Officials are responsible to serve their constituents and fulfill their responsibilities until the end of their term, but a clear separation must exist between the Elected Official’s role as a candidate and their role as a Member of Council or local board.

### **Application**

This policy applies to municipal and school board elections or by-elections and to campaigns related to by-laws or questions on the ballot. This policy also applies, with necessary modifications, to the use of resources during provincial and federal election campaign periods.

In accordance with the Act, the Woodstock Public Library Board, Woodstock Police Services Board, and School Boards are required, as local boards, to also establish rules and procedures for the use of board resources during the election campaign period. It is

the responsibility of candidates, registered third party advertisers, and political parties to adhere to the policies of these boards with respect to their resources, assets, facilities, and events.

The Downtown Woodstock Board of Management and all City of Woodstock Advisory Committees are subject to this policy, including their members, subcommittees, and any municipal resources provided to them. The Woodstock Police Services Board and the Woodstock Public Library Board are responsible for developing and maintaining their own policies regarding the use of institutional resources during the election period.

The City Clerk has the authority to define and make amendments to this Policy from time to time to address specific implementation requirements. All determinations and interpretation of this Policy during the election period shall be the sole responsibility of the City Clerk. The Clerk's decision on these matters shall be final.

*Further details on election sign rules can be found in the City's Candidate and Registered Third Party Advertiser Nomination and Registration Packages.*

### **Definitions**

"Campaign material" means material in any media, including but not limited to print, displays, electronic, radio, television, and online sources including websites and social media, used to promote, support or oppose a candidate or question on the ballot. Campaign material also includes but is not limited to signs, banners, literature, pamphlets, brochures, cards, posters, placards, buttons/pins, pictures, clothing, car wraps, and other paraphernalia.

"Campaigning" means any activity that seeks to promote or oppose a candidate, registered third party advertiser or question on a ballot during an election period that is meant to elicit support or opposition. Campaigning does not include the appearance of Elected Officials, other candidates or registered third party advertisers at an event in their personal capacity without the display of any signage or graphic which identifies the individual as a candidate or registered third party advertiser and without the solicitation of votes. Campaigning does not include the appearance of Elected Officials at an event in their capacity as Elected Officials without the display of any signage or graphic which identifies the individual as a candidate or registered third party advertiser and without the solicitation of votes.

"Candidate" means a person who has filed a nomination under Section 33 of the Act to seek election to a municipal council or a school board, and includes a person certified by the Clerk under Section 35 of the Act.

"Clerk" means the Clerk of the City of Woodstock or their designate, who is responsible for conducting municipal elections under the authority of the Act.

"Election period" means the official campaign period of an election. For a regular municipal and school board election, the election period commences on May 1 of an

election year and ends on Voting Day. For a provincial or federal election, the election period commences on the day the writ for the election is issued or a by-election is called and ends on Voting Day.

“Employee” means any individual working for, or receiving compensation from, the City of Woodstock, including those in part-time, seasonal, or contract positions, as well as volunteers acting on behalf of the City in any official capacity.

“Registered Third Party Advertiser” means an individual, corporation or trade union that has filed a Notice of Registration as a Third Party Advertiser in the municipal election under Section 88.6 of the Act.

“Voting Day” means the final day on which the final vote is to be taken in an election.

### **Administration**

City of Woodstock resources, parks, trails, recreation/sports fields, services, publications, events, assets, equipment, transit, and City operated facilities may not be used for campaigning except as identified in this policy.

#### **1. Access to City Property during an Election Period**

- 1.1 City operated facilities, civic squares, parks, trails, and recreational/sports fields may not be used for any campaigning. This restriction includes all candidates’ meetings/debates, as there are other adequate private facilities in the City for campaigning use.
- 1.2 Campaign material may not be erected or displayed on or adjacent to a City operated facility, park, trail, or recreational/sports field. This restriction does not include adjacent private property or public boulevards which are not adjacent to City operated facilities, parks, trails, or recreational/sports fields.
- 1.3 Campaigning and campaign material of any kind is not permitted in, on, or in the immediate vicinity of the premises used as a voting place on voting days. The premise is deemed to include the entire building and the property, including any parking lot.
- 1.4 Candidates registered third party advertisers or political parties, or anyone acting on their behalf, may not distribute campaign material on or in City operated property or at City events, but are permitted to distribute campaign material on public right of ways such as sidewalks.
- 1.5 Photographs of City parks or the exterior of City buildings may be used in campaign materials to identify the location as a community asset.
- 1.6 The City may use a City facility for election-related education or administration purposes only, as long as no particular candidate, registered third party advertiser or political party is promoted, supported or

opposed at the event. These events may include but are not limited to: providing information on how to become a candidate or registered third party advertiser, or providing a voting place for electors.

## **2. Use of Corporate Technology and Digital Resources**

- 2.1 Corporate resources or services such as, but not limited to, computers, cell phones, smart phones, telephones, tablets, printers, scanners, copiers, e-mail, file storage, voicemail, or any other equipment or technology owned by the City of Woodstock, may not be used for any campaigning.
- 2.2 Websites, domains, and social media accounts that are operated or funded by the City of Woodstock shall not include any campaign material.
- 2.3 Notwithstanding the restriction of campaign material and links on websites and domains operated or funded by the City of Woodstock, the City of Woodstock election website which lists candidates and registered third party advertisers may include information for candidate's websites, social media, or other contact information for the purpose of providing election information to voters but shall in no way endorse any candidate.
- 2.4 The City of Woodstock logo, other similarly branded corporate resources or property and other digital assets may not be used on any campaign material or for campaigning or included on any election campaign related website or social media accounts, except in the case of a link to the City's website or other documents/resources to provide voters with information about the municipal and school board election or sharing program/service information.
- 2.5 Photos, videos or other material which has been created by City employees or with City resources or for which the City has proprietary rights cannot be used for campaign material or campaigning.
- 2.6 Official photographs of Elected Officials may not be used for campaigning.
- 2.7 If an Elected Official uses any social media account for campaigning, such account must not be created or supported by City resources. Social media accounts used for campaigning must utilize personal cell phones, tablets and/or computers.

## **3. Attending City Events during an Election Period**

- 3.1 Candidates, registered third party advertisers or political parties are permitted to attend City events, or events held at City facilities, in either their capacity as Elected Officials or as private citizens but may not campaign while in attendance. No campaign material may be posted or disseminated at City events.

- 3.2 Elected Officials are permitted to attend City-organized events or events held at City facilities and act as ceremonial participants in their capacity as Elected Officials, including speaking at the event and partaking in ceremonial activities.

#### **4. City of Woodstock Employees**

In accordance with the City of Woodstock's Employee Code of Conduct:

- 4.1 City of Woodstock employees shall not engage in campaigning during their working hours or anytime they are receiving remuneration from the City of Woodstock, not including scheduled time off such as vacation or a leave of absence.
- 4.2 Employees may engage in campaigning outside of working hours as long as those activities are separate from their official positions and duties. Employees must ensure that their political activities do not create a perceived or actual conflict of interest in their day-to-day work. No vehicles, technology, or other resources that are owned or leased by the City of Woodstock shall be used while engaging in campaigning.
- 4.3 Employees shall not wear any clothing, such as a uniform or badge, which identifies them as a City of Woodstock employee while engaging in campaigning. Candidates may not post photographs of themselves with City employees in uniform.
- 4.4 Requests for personal meetings with the Chief Administrative Officer and Department Heads will be accommodated subject to resource and time constraints and will be available for all candidates and registered third party advertisers.
- 4.5 Despite the provisions of this section, any employee or person who has been selected to work as an election worker in a municipal and/or school board election shall not engage in any campaigning activities at any time once they have received notification that they will be working as a member of the municipal election administration team.
- 4.6 Employees must endeavour to make themselves equally available to all candidates and registered third party advertisers. When attending meetings with candidates, employees shall remain impartial, and only share information that is publicly available or part of normal customer service. Employees must document any substantive information requests and forward these records to the Clerk to ensure all candidates receive consistent and equitable access to information.


## 5. City of Woodstock Committees

- 5.1 Woodstock City Council advisory committee resources, social media accounts, services, publications, events, and equipment may not be used for campaigning.
- 5.2 Committees shall not engage in campaigning activity as to not create a perceived or actual conflict of interest as a representative body of the City of Woodstock and Woodstock City Council.
- 5.3 Individual committee members may engage in campaigning outside of their roles and positions as Committee members.

## 6. Compliance and Enforcement

- 6.1 Any employee, committee member, candidate, or member of the public who becomes aware of a potential breach of this policy shall report it to the Clerk. The Clerk will review the matter and determine any follow-up action
- 6.2 Where a violation occurs, the Clerk may require immediate corrective action, including the removal of campaign materials, cessation of improper activity, or the correction of any information that was improperly distributed. Employees may also be subject to internal disciplinary measures.
- 6.3 The Clerk will maintain records of reported or confirmed violations and any actions taken. These records may be used to support consistent application of the policy throughout the election period.
- 6.4 If municipal resources are used contrary to this policy for the benefit of a candidate or registered third party advertiser, that use may constitute an illegal contribution under s.88.8(4) (candidates) and s.88.12(4) (registered third party advertisers). Any eligible elector may apply to the municipality's Compliance Audit Committee if they believe a candidate or registered third party advertiser has contravened the MEA, including contribution rules.
- 6.5 Where a matter may constitute an offence under the Act, the Clerk may refer the issue to the appropriate external authorities.

Revision Date	Rev #	Particulars
March 5, 2026	02	Added compliance and enforcement section Added employee impartiality provision Clarified application to boards and committees Updated definitions

 City of Woodstock	<b>The City of Woodstock Policy Manual</b>
<b>Subject:</b>	<b>Election Signs and Other Election Advertising</b>
<b>Policy Number:</b>	<b>EL-P-01</b>
<b>Revision:</b>	<b>01</b>
<b>Approved by Clerk/ Returning Officer:</b>	<b>April 7, 2026</b>
<b>Amended:</b>	

### **Purpose & Background**

The purpose of this policy is to outline the rules governing the placement and use of election signs and other election advertising materials within the City of Woodstock during municipal, provincial, and federal Election Periods.

This policy manages the placement of election signs and advertising materials to ensure fairness, public safety, and compliance with the *Canada Elections Act, 2000*, the *Ontario Election Act, 1990*, the *Election Finances Act, 1990*, the *Municipal Elections Act, 1996*, and the City's existing by-laws.

### **Application**

This policy covers all election-related signage and advertising placed on public property within the City of Woodstock, and applies to all municipal, school board, provincial, and federal election candidates campaigning within the City, as well as all registered third-party advertisers.

For provincial and federal elections, election signs may be displayed no earlier than the day the writ is issued. For municipal and school board elections, election signs may be displayed no earlier than the relevant candidate's nomination filing.

### **Authority**

The Clerk, or their designate, is authorized to make administrative updates or procedural changes to this policy as necessary (in accordance with Chapter 754 of the Municipal Code) to ensure compliance with provincial and federal legislation, or to address operational needs arising during an election period.

## **Definitions**

“Election Sign” means a sign, poster, placard, or other advertising device that promotes, opposes, or identifies a candidate or campaign, or a position on a ballot question.

“Election Advertising” means any printed or digital material, image, or display (other than an election sign) used to promote or oppose a candidate or campaign, including billboards, banners, or similar materials.

“Voting Place” means any building, facility, parking area, or property used for voting on a voting day, including the entire premises and immediate surroundings.

“Sight Triangle” means an area defined in the City of Woodstock Zoning By-law in which signage or structures are prohibited to maintain safety and visibility at intersections, including a 9-metre triangle formed by a street line/property line.

## **Administration**

### **1. General Requirements**

- 1.1 All election signs and election advertising must clearly identify the individual or organization responsible for the sign or advertisement. This ensures that the public can distinguish campaign materials from third-party advertising. For provincial and federal election signs, this means that every sign or advertisement must carry Authorization Lines, as outlined in in the *Canada Elections Act, 2000*, and the *Election Finances Act, 1990*.
- 1.2 Election signs shall not include flashing lights or animations.
- 1.3 Election signs or advertising materials shall not impede or obstruct City maintenance operations, create a visibility issue, or pose a safety or hazard concern.
- 1.4 The City of Woodstock does not require a sign permit or deposit for municipal election signs. However, school board trustee candidates may be subject to the rules of other municipalities, and must ensure compliance with local sign rules.

### **2. Prohibited Locations**

Election signs and other election advertising materials are not permitted in the following areas:

- 2.1 On or adjacent to City parks, trails, or recreational/sports fields.
- 2.2 On the grounds of any City of Woodstock or County of Oxford municipally operated buildings.

- 2.3 Within sight triangles as defined in the City's Zoning by-law, including the 9-metre intersection triangle.
- 2.4 In, on, or in the immediate vicinity of any voting place on voting days; this includes the entire building, parking lot, and surrounding property.
- 2.5 In the median portion of Oxford Road 2, east of Oxford Road 4, as required by the County of Oxford.

### 3. Removal of Election Signs

All election signs placed on public property must be removed no later than 72 hours after polls close on Voting Day.

The City may remove any remaining signs after this date, and associated removal costs may be charged to the responsible campaign, third party advertiser or organization.


Removed signs may be retrieved at a City or County facility. Locations are available upon request.

### 4. Enforcement and Compliance

Candidates, third-party advertisers, and their representatives are responsible for ensuring full compliance with this policy. Failure to comply may result in the removal of non-compliant signs, invoicing for associated removal costs, and/or referral to applicable authorities where required under the Act.

Revision Date	Rev #	Particulars

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 City of Woodstock	<b>The City of Woodstock Policy Manual</b>
<b>Subject:</b>	<b>Procedures for the Use of Vote Tabulators</b>
<b>Procedure Number:</b>	<b>EL-P-02</b>
<b>Revision:</b>	<b>01</b>
<b>Approved by Clerk/ Returning Officer:</b>	<b>April 7, 2026</b>
<b>Amended:</b>	

### **Purpose & Background**

For the purpose of expediency and efficiency, electronic vote tabulators will be used in the City of Woodstock 2026 Municipal and School Board Elections. These tabulators will process paper-based ballots that are hand-marked by the electors. If electors are unable to mark the ballots due to a disability, an accessible voting option or personal assistance by a sworn Election Official will be provided upon request. Details regarding the vote tabulating equipment and procedures for voting are outlined in this document.

### **Authority**

Furthermore, pursuant to s.42(3) of the Act, the Clerk shall establish procedures and forms for the use of, “any voting and vote-counting equipment authorized by by-law.” Woodstock City Council passed by-law 9729-25 in 2025 to authorize the use of vote tabulators at voting places.

These procedures may be amended by the Clerk at any time prior to or during the voting period, where necessary to maintain the integrity and continuity of the election. In the event of an emergency, the Clerk may modify or suspend procedures in accordance with s.53 of the Act.

### **Application**

These procedures apply to all aspects of voting tabulator administration and use for Municipal and School Board Elections in the City of Woodstock. They govern the actions of Election Officials, electors, technology providers, and support personnel involved in any vote tabulating activity conducted in accordance with s.42 of the Act.

## **Definitions**

“Ballot” means a form printed on a standard sheet of paper that provides options for selecting candidates of choice. Ballots will differ depending on the school support of the elector.

“Candidate” means a person who has been nominated under s.33 of the Act, and certified by the Clerk under s.35 of the Act.

“Clerk” means the Clerk of the City of Woodstock or their designate, who is responsible for conducting municipal elections under the authority of the Act.

“Elector” means a person entitled to vote under s.17 of the Act in Woodstock’s Municipal and School Board elections.

“Managing Deputy Returning Officer” or MDRO means the Election Official responsible for supervising a voting location, managing vote tabulator operations, resolving procedural issues, and ensuring compliance with the Act.

“Returning Officer” means the official (for the purposes of the 2026 Election this is the Clerk, or their designate), who is responsible under the Act for administering the municipal election, establishing and enforcing election procedures, and ensuring compliance with all statutory requirements.

“Scrutineer” means a person appointed, in writing, by a Candidate to observe the voting process at one or more Voting Place under s.16(1) of the Act.

“Secrecy folder” means a “file type folder” in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot and to expose the initials of the Deputy Returning Officer (DRO).

“USB Memory Drive” means a removable memory device that the vote tabulator uses to store the scanner’s election definition, audit log, and other election-specific information. The USB Memory Drive is updated each time the vote tabulator scans a ballot.

“Vendor” means the third-party service provider engaged by the City of Woodstock to supply and support the vote tabulators for municipal or school board elections, in accordance with the Act and these procedures.

“Vote tabulator” means an apparatus that digitally scans both sides of the paper ballot, interprets voter marks, alerts to anomalies, and deposits the ballot into an integrated ballot box.

“Voting Day” means the final day on which the final vote is to be taken in an election.

## **Vote Tabulators**

These procedures apply during Municipal and School Board Elections in which the City has decided to employ vote tabulators.

### **1. Logic and Accuracy Testing**

- 1.1 All vote tabulators and accessible terminals are tested for logic and accuracy prior to being utilized at a voting location. Relevant testing records will be retained in accordance with City of Woodstock record-keeping procedures.

### **2. Opening the Poll**

- 2.1 An Election Official shall set up the Vote Ballot Box and position it in accordance with the layout diagram provided. An Election Official will ensure that the ballot box is completely empty.
- 2.2 An Election Official shall print copies of a zero totals report from the vote tabulators during the opening of the polls, confirming '0' totals for each candidate. An Election Official will additionally verify that the time, date, and Voting Place name are accurate; upon verification of the zero totals and other relevant information, the Election Official shall sign their name beneath the zero totals section, and invite any scrutineers present to view the document. The signed tape shall be affixed to the tabulator in clear view should the zero status of the machine be questioned during and after polls have opened.

### **3. Operation**

- 3.1 Each Election Official shall receive a package that contains instructions for the specific model of vote tabulator provided by the Vendor. In addition to these instructions, all Election Officials who may be asked to operate a vote tabulator shall be trained on how to set up, handle, operate, and troubleshoot issues with the specific model of vote tabulator provided by the Vendor. The relevant Election Officials shall perform their tabulator-related duties in accordance with the manual and their training. Failure to do so will result in reassignment or removal from their position.
- 3.2 Should an Election Official encounter a vote tabulator issue, error, or emergency that their training has not covered, or if they are unsure regarding how to proceed in a situation, they must notify the MDRO, or contact the appropriate party as outlined on a contact sheet that will be provided to each Election Official.

### **4. Procedures for Ballot Processing Issues**

- 4.1 The tabulator sits on top of the ballot box, and each elector will provide their ballot to the Vote Tabulator Operator, who will then feed the ballot into the Vote Tabulator in the presence of the elector while the ballot is still enclosed in the secrecy folder. As the ballot is scanned, the tabulator will

report any ballot anomalies. The table below describes each potential anomaly and how they are to be handled by the Election Officials present.

<b>Reported Issue</b>	<b>Election Official Response</b>
Blank Vote with Elector Present	<p>In the instance that the entire ballot is left blank, the Vote Tabulator Operator will report such anomalies to the elector. If the elector indicates that they wish to proceed to submit the ballot as marked, the ballot is then accepted and processed.</p> <p>If the elector wishes, the original ballot can be returned for the elector to complete the contests they wish to vote in, and their ballot may be resubmitted.</p>
Under-vote with Elector Present	<p>In the instance that one or more contests (but not the whole ballot) is left blank, the tabulator will not issue a warning, and the Vote Tabulator Operator will submit the ballot as marked.</p>
Over-vote with Elector Present	<p>In the instance that a ballot is marked on more than the specified voting spaces marked for a position, the Vote Tabulator Operator will report such anomalies to the elector. If the elector indicates that they wish to proceed to submit the ballot as marked, the ballot is then accepted and processed.</p> <p>If the elector chooses to proceed with an overvoted contest, that contest is rejected from the count; other contests on the ballot still count. If the elector wishes, the original ballot can be cancelled, and a new ballot will be provided to the elector. Cancelled ballots will be placed in a separate envelope and not counted.</p>
Ballot Misread with Elector Present	<p>If a ballot that is damaged, defective, or has been marked in such a way that it cannot be properly processed by the vote tabulator, the Vote Tabulator Operator will report such anomalies to the elector.</p> <p>If the elector wishes, the original ballot can be cancelled, and a new ballot will be provided to the elector. Cancelled ballots will be placed in a separate envelope and not counted.</p>
Blank Vote with Elector Absent	<p>In the instance that the entire ballot is left blank and the elector is no longer present, the Returning Officer or designate may examine the ballot for markings that are too faint to be read by the tabulator. If the Returning Officer or designate determines that the elector's intent is clear, to uphold the fundamental principles of the Act, they may interpret and remark a new ballot so that it can be properly read by the tabulator. If the ballot is blank, or the elector's intent is not clear, the ballot shall be accepted as marked. This must be done in plain view of any scrutineers present.</p>

Under-vote with Elector Absent	In the instance that one or more contests (but not the whole ballot) is left blank, the tabulator will not issue a warning, and the Vote Tabulator Operator will submit the ballot as marked.
Over-vote with Elector Absent	In the instance that a ballot is marked on more than the specified voting spaces marked for a position and the elector is no longer present, the Election Official shall accept the ballot as marked. Only the contest affected by the over-vote will be rejected; the other contests will count.
Ballot Misread with Elector Absent	If a ballot that is damaged or defective or has been marked in such a way that it cannot be properly processed by the vote tabulator, and the elector is no longer present, the Returning Officer or designate may examine the ballot. If the Returning Officer or designate determines that the elector's intent is clear, to uphold the fundamental principles of the Act, they may interpret and remark a new ballot so that it can be properly read by the tabulator. If the elector's intent is unclear, the Returning Officer or their designate shall leave the contest(s) as marked and feed the ballot into the tabulator. If the ballot is misread for a second time, the ballot will be considered rejected and placed in a separate envelope. This must be done in plain view of any scrutineers present.

## 5. Vote Tabulator Failure

- 5.1 If the vote tabulator fails to operate, the operator shall direct the elector to another vote tabulator at the voting location, if applicable. If another tabulator is not available at the voting location, the operator shall insert the ballot into the auxiliary compartment of the ballot box. When the vote tabulator becomes operational, and in the presence of the MDRO and any scrutineers present at the voting place, the operator shall insert the ballots into the feed area of the vote tabulator.

## 6. Accessible Voting

- 6.1 During Advance Voting and on Voting Day, Goff Hall's poll will be configured with an accessible voting terminal that is used to assist electors who may require an alternative voting method.
- 6.2 The accessible terminal provides standard voting and accessible voting simultaneously on a single piece of equipment. The optional accessible voting ballot marker provides electors with disabilities a private and independent method of casting their ballot. Using the ballot marker device, the elector is provided with a handheld vote selector device, a paddles device, or a sip-and-puff device along with a set of headphones to navigate through an audio version of the ballot. Making their choices using their preferred vote selecting device, electors are able to make their selections for the applicable offices and cast their vote. An attached printer

marks the elector's ballot, and this ballot is indistinguishable from other ballots marked by hand.

- 6.3 The accessible terminal will allow for under-voted contests, but will not allow for over-voted contests. If either event were to occur, the tabulator would flag the contest in question to the elector. In the instance of an under-vote, the elector will be given the option to either change their vote, or to proceed with their choices as selected.
- 6.4 When finished making their selections, the vote choices are read back to the elector via the audio interface, and the elector has an opportunity to either confirm or reject the vote confirmation. This confirmation includes any under-vote warnings for each office. At this point an elector has the choice to confirm their vote selections or go back into the audio ballot and change their vote selections.
- 6.5 If an elector prefers, a staff member present at the voting location or a support person can assist them with marking and casting their ballot. Beforehand, Election Officials must swear an oath of secrecy not to divulge or influence how electors vote. To enable an elector with a disability to vote, Election Officials will attend to the elector anywhere within the area designated as the voting place.

## **7. Scrutineers**

- 7.1 Scrutineers must be appointed in writing and, upon request, shall provide proof of their appointment to the Election Official at the voting station (s.16(5) & (6) of the Act). Only one scrutineer for each candidate for each vote tabulator may be present in the voting place at a time (s.42(4)(3)(i) of the Act). Stationary Voting Day and Advance Polls will be equipped with two vote tabulators, and Roving Polls will be equipped with one vote tabulator.
- 7.2 When a candidate enters the voting location, one scrutineer connected to that candidate will be required to leave the location (s.47(2) of the Act). In the event of a recount, the persons referred to in s.61(5) of the Act are not entitled to examine each ballot as the votes are being counted by the Returning Officer.

## **8. Closing The Poll**

- 8.1 Throughout voting, ballots are processed so that each tabulator is ready for result calculation upon the close of polls. As soon as polls close, the MDRO or other designated Election Official will use their vote tabulator key to close the polls on the tabulator, and results for that machine will tabulate and print immediately. One copy of the results will be placed in the 'Vote Tabulator Reports' folder along with the zero totals report from s.2; this copy should be signed by the MDRO. A second copy of the results will be affixed to the vote tabulator machine.

- 8.2 To transfer results from the voting location to City Hall for city-wide tabulation, an Election Official will physically take the tabulator to election headquarters (City Hall) as soon as the poll is closed and the results tapes are printed. A computer will be running the results tally and reporting software at City Hall, and as tabulators arrive from voting locations, the Election Official will unlock the security compartment on the tabulator and remove the USB Memory Drive from the tabulator in the presence of the Returning Officer. The USB Memory Drive will be inserted and read into the computer with the results tally and reporting software; results will load automatically and be processed.
- 8.3 Ballots are not tallied and results tapes are not printed on advance poll days. The results shall be stored on the advance poll USB Memory Drive and sealed in a City of Woodstock envelope. The Returning Officer or designate and MDRO for the advance poll shall sign the envelope on the seal and the envelope and ballots will be secured in a vault until election night.
- 8.3.1 These votes will be processed after 8:00 p.m. on Voting Day. The Returning Officer or designate who signed the envelope shall verify that the seal has not been broken prior to the envelope being opened and the USB Memory Drive being read for processing.

## **9. Results Reporting**

- 9.1 As the Returning Officer releases unofficial results, they will automatically be sent to a results display, which will be projected on public screens in the Council Chambers at City Hall. This report will update in real-time as unofficial results are released. All City of Woodstock unofficial results will be posted on the City's website prior to Election Officials leaving for the night. School board results from other municipalities will be made available as they are received. Once all results are received and tallied, the official results for all offices and the final declaration of the election will be posted on the City's website (typically the day following the election).

## **10. Emergencies**

- 10.1 The Returning Officer shall work with the Vendor to develop an Incident Response Plan. This Plan will provide a framework for Staff to follow should they receive any reports that cause concern.
- 10.2 If an emergency disrupts the election, the Returning Officer may implement alternate procedures or extend voting, consistent with the authority outlined in s.53 of the Act.


## **11. Recounts**

- 11.1 Recounts will be conducted in a manner consistent with the provisions of the Act and the City of Woodstock's Recount Procedures.

## 12. Amendments and Changes

- 12.1 These procedures may be amended if deemed necessary by the Returning Officer or their designate.

Revision Date	Rev #	Particulars

 City of Woodstock	<b>The City of Woodstock Policy Manual</b>
<b>Subject:</b>	<b>Procedures for Online Voting</b>
<b>Procedure Number:</b>	<b>EL-P-03</b>
<b>Revision:</b>	<b>01</b>
<b>Approved by Clerk/ Returning Officer:</b>	<b>April 7, 2026</b>
<b>Amended:</b>	

### **Purpose & Background**

The purpose of these Online Voting Procedures is to establish a clear, consistent, and legally compliant framework for administering online voting in Woodstock’s Municipal and School Board Elections.

### **Authority**

Woodstock City Council has authorized the adoption of Online Voting, as authorized under section 42 of the *Municipal Elections Act, 1996* (“the Act”).

These procedures may be amended by the Clerk at any time prior to or during the voting period, where necessary to maintain the integrity and continuity of the election. In the event of an emergency, the Clerk may modify or suspend procedures in accordance with the Act.

### **Application**

These procedures apply to all aspects of online voting administration, access, and use for Municipal and School Board Elections in the City of Woodstock. They govern the actions of election officials, electors, technology providers, and support personnel involved in any online voting activity conducted in accordance with Section 42 of the Act.

Administration of online voting will be based on the following principles, consistent with the requirements of the Act and DGSi guidance:

- **Integrity** - ensuring accurate and trustworthy election results;
- **Security** - protecting credentials, systems, and ballots through modern safeguards;

- **Secrecy** - maintaining the confidentiality of each elector's vote, as per Section 49 of the Act;
- **Accessibility** - ensuring all electors can vote privately and independently; and
- **Transparency & auditability** - enabling independent verification without compromising privacy.

### **Definitions**

"Candidate" means a person who has been nominated under Section 33 of the Act, and certified by the Clerk under Section 35 of the Act.

"Clerk" means the Clerk of the City of Woodstock or their designate, who is responsible for conducting municipal elections under the authority of the Act.

"Election Period" means the official campaign period of an election. For a regular municipal and school board election, the election period commences on May 1 of an election year and ends on Voting Day.

"Elector" means a person entitled to vote under s.17 of the Act in Woodstock's Municipal and School Board elections.

"Online Voting Period" means the period of time identified by the Clerk during which electors will be able to submit their vote via the Online Voting System.

"Online Voting Vendor" means the third-party service provider engaged by the City of Woodstock to supply and support the online voting system for municipal or school board elections, including voter authentication, ballot processing, system monitoring, and results tabulation, in accordance with the Act and these procedures.

"PIN" (which stands for personal identification number) means the unique code that each eligible elector in Woodstock shall receive via Voter Notification Letter.

"Returning Officer" means the official (for the purposes of the 2026 Election this is the Clerk, or their designate), who is responsible under the Act for administering the municipal election, establishing and enforcing election procedures, and ensuring compliance with all statutory requirements.

"Voter Notification Letter" (or VNL) means the letter that each eligible Woodstock resident shall receive in advance of the Online Voting Period, containing key details on how, when, and where they may vote, as well as the necessary credentials/PIN.

"Voting Day" means the final day on which the final vote is to be taken in an election.

## **Online Voting**

These procedures apply during Municipal and School Board Elections in which the City has decided to employ online voting.

### **1. Method**

- 1.1 The City will use an internet voting method delivered via an Online Voting Vendor.
- 1.2 The Returning Officer will use the Voter's List to ensure that every eligible elector receives a PIN distributed by mail, in a sealed and personalized Voter Notification Letter (VNL), alongside information about the Verified Multi-Step Registration System and when online voting will take place.
- 1.3 If a PIN is undeliverable or returned, the associated credential is securely retained and destroyed in accordance with recordkeeping procedures. Complete audit trails (letter issuance, PIN usage, vote submission status, and other key details that verify proper credential handling and procedural compliance) of VNLs shall be maintained at all times by the Online Voting Vendor, and will be accessible by the Returning Officer.
- 1.4 Every eligible elector shall be limited to one vote through the use of their PIN. If an elector is associated with multiple properties within the municipality, they may only vote once and shall receive only one PIN, based on the elector's qualifying residence.
- 1.5 Using the PIN and instructions received via the VNL, electors can register to vote via the Verified Multi-Step Registration System. Registration may only occur during the Online Voting Period, as identified and communicated by the Returning Officer.
- 1.6 As part of the Verified Multi-Step Registration System, electors will be required to complete a multi-step verification process, requiring the registrant to provide: their unique PIN (received via VNL); their birthdate; and a Canadian phone number that can only be used once per registration/elector, through which a One-Time Password will be issued via text and used for final verification.
- 1.7 Any information received as part of the registration for online voting processes is to be kept confidential by electors. Reports of sharing or misuse may be investigated and referred to appropriate authorities as potential offenses committed under the Act.
- 1.8 After successfully registering, electors will be able to access the online voting system via a secure web application using modern browsers on smartphones, tablets, computers, or other compatible internet-connected devices. Exact instructions will be provided within the elector's VNL, and subsequently within the web application.

- 1.9 Following the elector's candidate selection, the voting system shall identify the elector's choice and provide them with the option of changing or confirming their vote.
- 1.10 The voting system shall enable the elector to decline their ballot if they wish to do so. Under-vote or blank ballots where the elector has made fewer choices than allowable will be permitted. Overvoting will prompt a warning message, with the elector being given the choice to either change their selection, or proceed and reject the votes for the particular office.
- 1.11 Once the elector's unique credentials have been used to complete all required fields associated with the election, it cannot be used again, and further access shall not be granted to the Online Voting service to vote again.
- 1.12 Each elector will receive a Ballot ID after they have successfully submitted their vote. This ID is linked to the elector's ballot and can be used to later confirm that the ballot appears in the election's digital ballot box. This ID does not show who the elector voted for and does not reveal the elector's identity.

## **2. PIN/Credential Issues and Re-Issue**

- 2.1 An elector who has not voted and requires a replacement credential shall visit the City Clerk's Office in person. After verification with acceptable identification (and where appropriate, a statutory declaration), the Returning Officer/designate may issue a new Voter Notification Letter with new credentials.
- 2.2 If an elector's credentials appear already used, the Returning Officer or their designate shall investigate. If satisfied the elector did not vote, the Returning Officer may disable the original credentials and issue a new VNL. The matter may be referred to law enforcement for further review.
- 2.3 If a VNL or credential reflects an incorrect address, voters may seek to resolve the issue by visiting the City Clerk's Office, and the process outlined in section 2.1 shall be followed.
- 2.4 Replacement VNLs or credentials are not issued by phone or mail without explicit Returning Officer authorization and satisfactory identity verification.

## **3. Scrutineers**

- 3.1 Scrutineers may observe election processes in accordance with the Act, including pre-election activities to ensure that the system is correctly initialized prior to use, but will not have access to elector-identifiable information or the internal workings of the voting system.

- 3.2 If requested, scrutineers may observe Elector assistance and troubleshooting procedures, and will have access to election dashboards and logs as defined by the Returning Officer that will allow scrutineers to monitor operational events without interfering with system operations or compromising ballot secrecy.
- 3.3 After the Online Voting Period ends, the Online Voting System will publish a public bulletin containing encrypted ballots, cryptographic proofs of correct mixing and decryption, and final tally data. Scrutineers will be able to independently verify that all recorded ballots were included exactly once in the final count, and that the published results are mathematically consistent with the inputs.

#### **4. Closing the Online Poll**

- 4.1 At the close of the Online Voting Period established by the Returning Officer in accordance with the Act, the system shall automatically disable ballot access.
- 4.2 Consistent with the Act, electors who have already authenticated their credentials and are in the process of voting shall be afforded the ability to complete their vote within the allotted time limit.
- 4.3 Following the end of the Election Period, the Returning Officer will:
  - 4.3.1 Preserve all electronic records required under the Act.
  - 4.3.2 Ensure vendor deactivation of election-specific systems.
  - 4.3.3 Complete an audit of logs, anomalies, and statistical reports.

#### **5. Results Reporting**

- 5.1 The Online Voting Vendor shall complete the tally and provide the results to the Returning Officer via electronic mail. Unofficial results shall be shared publicly in a manner of the Returning Officer's choosing. Official results will be declared in accordance with the Act.

#### **6. System Monitoring and Vendor Responsibilities**

- 6.1 During the Online Voting Period, the Online Voting Vendor will continuously monitor the system and carry out the following responsibilities:
  - 6.1.1 Verifying cryptographic integrity of ballots.
  - 6.1.2 Maintaining transparent, auditable logs.
  - 6.1.3 Overseeing voter authentication systems.
  - 6.1.4 Continuously monitoring system security and performance.

- 6.2 The Returning Officer will receive real-time access to dashboards in order for monitoring to be carried out by both City and Online Voting Vendor personnel.
- 6.3 The Returning Officer will follow communication protocols with the Online Voting Vendor for rapid response to technical issues; anomalies will trigger an automated alert, and responses will occur in accordance with a documented Incident Response Plan.
- 6.4 If a system disruption occurs, the Returning Officer may extend voting hours or implement contingency measures consistent with the Act.

**7. Emergencies**

- 7.1 The Returning Officer shall work with the Online Voting Vendor to develop an Incident Response Plan. This Plan will provide a framework for Staff to follow should they receive an automated alert/flag from the Online Voting System, or should the Online Voting Vendor notify them of an emergency.
- 7.2 If an emergency disrupts the election, the Clerk may implement alternate procedures or extend voting, consistent with the authority outlined in Section 53 of the Act.

**8. Recounts**

- 8.1 Recounts will be conducted in a manner consistent with the provisions of the Act and the City of Woodstock's Recount Procedures.

**9. Amendments and Changes**

- 9.1 These procedures may be amended if deemed necessary by the Clerk or their designate.

Revision Date	Rev #	Particulars

# **Nomination Filing Forms**

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**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
----------------------------	---------------	--	---------------------------------

**Certification by Clerk or Designate**

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

Signature

\_\_\_\_\_  
Date Certified (yyyy/mm/dd)

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**Instructions**

- Candidates must obtain a minimum of 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

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**Name of person seeking nomination**

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of \_\_\_\_\_ in the year \_\_\_\_\_.

**Name of person providing endorsement – 1**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse \_\_\_\_\_ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

**Name of person providing endorsement – 2**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse \_\_\_\_\_ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

**Name of person providing endorsement – 3**

Last Name or Single Name

Given Name(s)

## Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse \_\_\_\_\_ as a candidate and declare that I am qualified to be an elector in this municipality.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date (yyyy/mm/dd)**Name of person providing endorsement – 4**

Last Name or Single Name

Given Name(s)

## Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse \_\_\_\_\_ as a candidate and declare that I am qualified to be an elector in this municipality.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date (yyyy/mm/dd)**Name of person providing endorsement – 5**

Last Name or Single Name

Given Name(s)

## Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

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I endorse \_\_\_\_\_ as a candidate and declare that I am qualified to be an elector in this municipality.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date (yyyy/mm/dd)

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Given Name(s)

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Signature

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**Name of person providing endorsement – 2**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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Signature

Date (yyyy/mm/dd)

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\_\_\_\_\_  
Signature\_\_\_\_\_  
Date (yyyy/mm/dd)

**Instructions**

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

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

**For the campaign period from (day clerk received nomination)**

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

**to**

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

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

**Box A: Name of Candidate and Office**

Candidate's name as shown on the ballot

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

Municipality

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

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

**Box B: Declaration**

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

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate
-------------------------	------------	--	---------------------------------

## 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.	_____	+ \$	_____
<b>Total Expenses subject to spending limit for parties and other expressions of appreciation</b>		= \$	<b>C3</b>

**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.	_____	+ \$	_____
<b>Total Expenses not subject to spending limits</b>		= \$	<b>C4</b>

**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)	_____	+ \$	<b>D1</b>
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	_____	- \$	
Surplus (or deficit) for the campaign		= \$	<b>D2</b>

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).	+	\$	
<b>Less:</b> Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	–	\$	
	–	\$	
<b>Total Amount of Contributions (record under Income in Box C)</b>	<b>=</b>	<b>\$</b>	<b>1A</b>

## Part II – Contributions from candidate or spouse

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

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

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 (\$)
<b>Total</b>				

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 (\$)
<b>Total</b>				

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 (\$)
<b>Total</b>				

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

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

## Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

### Fundraising Event/Activity 1

Description of fundraising event/activity \_\_\_\_\_

Date of event/activity (yyyy/mm/dd) \_\_\_\_\_

#### Part I – Ticket revenue

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

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

Number of tickets sold x \_\_\_\_\_ **2B**

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

#### Part II – Other revenue deemed a contribution

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

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

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

#### Part III – Other revenue not deemed a contribution

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

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

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

#### Part IV – Expenses related to fundraising event or activity

Provide details

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

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

**Schedule 3 – Broadcasters and Publishers**

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

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

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

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

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

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

Professional Designation of Auditor

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

**Instructions**

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

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

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

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

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

<b>For the reporting period from</b>	YYYY	MM	DD	to	YYYY	MM	DD
--------------------------------------	------	----	----	----	------	----	----

**Box A: Name of Candidate and Office**

Candidate's name as shown on ballot	
Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)
Municipality	

**Box B: Name of Registered Third Party**

Name of Registered Third Party	Municipality
Official Representative (if trade union or corporation) Last Name or Single Name	Given Name(s)

**Box C: Summary of Expenses**

<b>Surplus at Start of Reporting Period</b>	\$	<b>(A)</b>
Expenses related to compliance audit (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
<b>Total Expenses</b>	= \$	<b>(B)</b>
<b>Surplus Remaining (A) – (B)</b>	= \$	
<b>Amount Paid to Clerk (if applicable)</b>	\$	

**Box D: Declaration**

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

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

\_\_\_\_\_  
Date (yyyy/mm/dd)

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

## Instructions

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

### Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

### Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

### Box C: Declaration

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

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

\_\_\_\_\_  
Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

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## Declaration of Qualifications for Municipal Council Candidates 2026 Municipal Election

I, \_\_\_\_\_, candidate for the office of:  
(please print)

	Mayor
	Deputy Mayor-County Councillor
	City-County Councillor
	City Councillor

do solemnly declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected to and to hold the office identified above.
2. Without limiting the generality of paragraph 1:
  - I am at least eighteen (18) years of age,
  - I am a Canadian citizen,
  - I am a resident of the City of Woodstock, or the owner or tenant of land in the City of Woodstock or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act, 1990* or any other *Act* to be elected to or hold the above-mentioned office.
4. I am not employed by the City of Woodstock or the County of Oxford (applicable to potential candidates for the offices of *Mayor, Deputy Mayor, or City-County Councillor*). If I am employed by either of these organizations, I confirm that I have taken an unpaid leave of absence in accordance with section 30 of the *Municipal Elections Act, 1996*, effective before filing my nomination and continuing as required by law.
5. I am not a Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman, Registrar for lobbying matters, or Closed Meeting Investigator for the City of Woodstock or the County of Oxford (applicable to potential candidates for the offices of *Mayor, Deputy Mayor, or City-County Councillor*).
6. I am not a judge of any court.
7. I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the City of Woodstock prior to 2:00 p.m. on nomination day, August 21, 2026. I understand that the Clerk of the City of Woodstock will reject my

nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

8. I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006* or I have acted in accordance with Part V of the *Public Service of Ontario Act, 2006* and any regulations made under that Part.
9. I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
10. I am not prohibited from voting in the Municipal and School Board election under subsection 17(3) of the *Municipal Elections Act, 1996*, and I am not:
  - a person who is serving a sentence of imprisonment in a penal or correctional institution.
  - a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, if October 26, 2026, is less than five years after voting day in the election in respect of which I was convicted.
11. I have not been nominated for another office, and I understand that I may only be nominated for one office for the 2026 Municipal and School Board Election for which the *Municipal Elections Act, 1996* applies.
12. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or for not filing the financial statement under the *Municipal Elections Act, 1996*.
13. I was not convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal or school board election in which two regular elections have taken place after the election to which the offense relates.
14. I am not registered as a registered third party advertiser in any municipality for the 2026 Municipal and School Board Election.

AND I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
(Name of Candidate – please print)

Declared before me at the City of Woodstock

this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
(Signature of candidate)

\_\_\_\_\_  
(Signature of Clerk or designate)

## Declaration of Qualifications for School Board Candidates 2026 School Board Election

I, \_\_\_\_\_, candidate for the district school board of:

	Thames Valley District School Board (English Public Trustee)
	London District Catholic School Board (English Separate Trustee)
	Conseil scolaire Viamonde (French Public Trustee)
	Conseil scolaire catholique Providence (French Separate Trustee)

do solemnly declare that:

1. I am qualified, pursuant to the *Municipal Elections Act, 1996* and the *Education Act, 1990*, to be elected to and to hold the office identified above.
2. Without limiting the generality of paragraph 1:
  - I am at least eighteen (18) years of age;
  - I am a Canadian citizen;
  - I am a resident of the area of jurisdiction of the School Board; and
  - I am qualified under the *Education Act, 1990* to vote for members of the School Board to which I am seeking office.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Education Act, 1990*, the *Municipal Conflict of Interest Act, 1990* or any other Act to be elected to or hold the above-mentioned office.
4. I am not employed by a district School Board. If I am employed by a district School Board, I confirm that I have taken an unpaid leave of absence in accordance with section 30 of the *Municipal Elections Act, 1996*, and section 219 of the *Education Act, 1990*, effective before filing my nomination and continuing as required by law.
5. I am not a Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of a municipality or upper-tier municipality within the area of jurisdiction of the School Board or I am such a person on an unpaid leave of absence as provided for by section 219 of the *Education Act, 1990* and section 30 of the *Municipal Elections Act, 1996*.
6. I am not a judge of any court.
7. I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the City of Woodstock prior to 2:00 p.m. on nomination day, August 21, 2026. I understand that the Clerk of the City of Woodstock will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

8. I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
9. I am not prohibited from voting in the Municipal and School Board election under subsection 17(3) of the *Municipal Elections Act, 1996*, and I am not:
  - a person who is serving a sentence of imprisonment in a penal or correctional institution.
  - a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, if October 26, 2026, is less than five years after voting day in the election in respect of which I was convicted.
10. I have not been nominated for another office, and I understand that I may only be nominated for one office for the 2026 Municipal and School Board Election for which *the Municipal Elections Act, 1996* applies.
11. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or for not filing the financial statement under the *Municipal Elections Act, 1996*.
12. I was not convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal or school board election in which two regular elections have taken place after the election to which the offense relates.
13. I am not registered as a registered third-party advertiser in any municipality for the 2026 Municipal and School Board Election.

AND I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
 (Name of Candidate – please print)

Declared before me at the City of Woodstock

this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
 (Signature of candidate)

\_\_\_\_\_  
 (Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process in the school board election and will be available for public inspection in the office of the Clerk. Questions about this collection of personal information should be directed to the Clerk at 500 Dundas Street, Woodstock, ON N4S 1C4.

## Déclaration de qualités pour les candidats aux conseils scolaires l'Élection du conseil scolaire de 2026

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I, \_\_\_\_\_, candidat au conseil scolaire de district de :

<input type="checkbox"/>	Thames Valley District School Board (administrateur public anglais)
<input type="checkbox"/>	London District Catholic School Board (English Separate Trustee)
<input type="checkbox"/>	Conseil scolaire Viamonde (French Public Trustee)
<input type="checkbox"/>	Conseil scolaire catholique Providence (French Separate Trustee)

déclarent solennellement que :

1. Je suis qualifié, en vertu de la *Loi de 1996 sur les élections municipales* et de la *Loi de 1990 sur l'éducation*, pour être élu et pour occuper le poste susmentionné.
2. Sans limiter la généralité du paragraphe 1:
  - J'ai au moins dix-huit (18) ans,
  - Je suis un citoyen canadien,
  - Je suis un résident du domaine de compétence de la commission scolaire et,
  - En vertu de la *Loi de 1990 sur l'éducation*, j'ai le droit de voter pour les membres du conseil scolaire auquel je brigue des fonctions.
3. Je ne suis pas inéligible ou inhabile en vertu de la *Loi de 1996 sur les élections municipales*, de la *Loi de 2001 sur les municipalités*, de la *Loi de 1990 sur l'éducation*, de la *Loi de 1990 sur les conflits d'intérêts municipaux* ou de toute autre *loi* pour être élu ou occuper le poste susmentionné.
4. Je ne suis pas un employé d'un conseil de district de School. Si je suis un employé d'un conseil scolaire de district, je confirme avoir pris un congé sans solde, conformément à l'article 219 de la *Loi de 1990 sur l'éducation* et l'article 30 de la *Loi de 1996 sur les élections municipales*.
5. Je ne suis pas greffier ou trésorier ou greffier adjoint ou trésorier adjoint d'une municipalité ou d'une municipalité de palier supérieur dans le domaine de compétence de la commission scolaire ou je suis une telle personne en congé sans solde comme le prévoit l'article 219 de la *Loi de 1990 sur l'éducation* et l'article 30 de la *Loi sur les élections municipales, 1996*.
6. Je ne suis juge d'aucun tribunal.
7. Je ne suis pas membre de l'Assemblée comme le prévoit la *Loi sur l'Assemblée législative* ou du Sénat ou de la Chambre des communes du Canada ou, si je suis une telle personne, je fournirai la preuve de ma démission sous une forme jugée satisfaisante par le greffier de la Ville de Woodstock avant 14 h 00.m le jour de la mise en candidature, Le 21 août 2026. Je crois comprendre que le greffier de la Ville de Woodstock rejettera ma candidature au poste susmentionné si je ne fournis pas de preuve de démission avant cette date limite.

8. Je ne suis pas membre du Conseil exécutif de l'Ontario ni ministre fédéral de la Couronne.
9. Il ne m'est pas interdit de voter à l'élection de Municipal et de School Board en vertu du paragraphe 17(3) de la Loi de 1996 sur les élections municipales, et je ne suis pas :
  - une personne qui purge une peine d'emprisonnement dans un établissement pénitentiaire ou correctionnel.
  - une personne qui a été déclarée coupable d'une pratique de corruption visée au paragraphe 90(3) de la Loi de 1996 sur les élections municipales, si le 26 octobre 2026, est moins de cinq ans après le jour du scrutin à l'élection à l'égard de laquelle j'ai été déclaré coupable.
10. Je n'ai pas été nommé à un autre poste, et je comprends que je ne peux être nommé que pour un seul poste lors l'élection municipale et scolaire de 2026 pour laquelle la Loi de 1996 sur les élections municipales s'applique.
11. Je ne suis pas inhabile à être élu ou à occuper un poste en raison de toute violation des exigences financières de la campagne électorale ou pour ne pas avoir déposé l'état financier en vertu de la Loi de 1996 sur les élections municipales.
12. Je n'ai pas été reconnu coupable d'une pratique de corruption en vertu de la Loi de 1996 sur les élections municipales ou d'une infraction au Code criminel (Canada), relativement à un acte ou à une omission dans le cadre d'une élection municipale ou scolaire au cours de laquelle deux élections régulières ont eu lieu après l'élection à laquelle l'infraction se rapporte.
13. Je ne suis pas enregistré en tant qu'annonceur tiers enregistré dans une municipalité pour l'élection municipale et scolaire de 2026.

ET je fais cette Déclaration solennelle en croyant consciencieusement qu'elle est vraie et en sachant qu'elle est de la même force et du même effet que si elle était faite sous serment.

\_\_\_\_\_  
(Nom du candidat – veuillez imprimer)

Déclaré devant moi à la ville de Woodstock

ce \_\_\_\_ jour de \_\_\_\_\_, 2026

\_\_\_\_\_  
(Signature du candidat)

\_\_\_\_\_  
(Signature du Greffier Municipal)

Les renseignements personnels sur ce formulaire sont recueillis en vertu de la Loi de 1996 sur les élections municipales et seront utilisés pour le processus de mise en candidature lors de l'élection du conseil scolaire et seront mis à la disposition du public au bureau du greffier. Les questions concernant cette collecte de renseignements personnels doivent être adressées au greffier au 500, rue Dundas, Woodstock (On) N4S 1C4.

## Consent to Release of Personal Information 2026 Municipal and School Board Election

Name of Candidate:

\_\_\_\_\_

Candidate for the office of:

Mayor	Thames Valley District School Board (English Public Trustee)
Deputy Mayor-County Councillor	London District Catholic School Board (English Separate Trustee)
City-County Councillor	Conseil scolaire Viamonde (French Public Trustee)
City Councillor	Conseil scolaire catholique Providence (French Separate Trustee)

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, I hereby authorize Election staff to include on the City of Woodstock's website and make available to any person the following information with respect to my candidacy for elected office (**include only information you would like made public**):

Telephone Number(s)

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Other: \_\_\_\_\_

Campaign office:

\_\_\_\_\_  
\_\_\_\_\_

E-mail address:

\_\_\_\_\_

Website/Social Media:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and will be used for authorizing candidate information to be placed on the City of Woodstock's website or made available to any person for the municipal or school board election. Questions about this collection of personal information should be directed to the City Clerk, 500 Dundas Street, Woodstock, Ontario N4S 0A7 (519-539-2382 Ext 2500).

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## Voters' List Request Form

### 2026 Municipal and School Board Election

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Pursuant to the provisions of Section 23(4) of the *Municipal Elections Act, 1996*, as amended, certified candidates are entitled to receive a copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. This copy is not permitted to be delivered prior to September 1, 2026.

I hereby declare that:

1. I am a candidate for the office of:

Mayor	Thames Valley District School Board (English Public Trustee)
Deputy Mayor-County Councillor	London District Catholic School Board (English Separate Trustee)
City-County Councillor	Conseil scolaire Viamonde (French Public Trustee)
City Councillor	Conseil scolaire catholique Providence (French Separate Trustee)

2. I will only use the Voters' List for electoral purposes, and not for commercial or non-electoral purposes.
3. I will follow the restrictions set out in the *Municipal Elections Act, 1996*, for handling the Voters' List.
4. I will manage, control, and safeguard the Voters' List throughout my campaign. This includes maintaining an accurate record of every individual with whom the Voters' List is shared and the format in which it is provided. I will ensure that all copies of the Voters' List are securely handled and are used only for electoral purposes.

I further acknowledge and agree that I will not retain any copy of the Voters' List after my campaign has ended. On or before the day my campaign ends, I will:

- a) permanently destroy the copy of the Voters' List that I received from the Clerk;
  - b) retrieve and permanently destroy all physical (paper) copies of the Voters' List that I shared with others; and,
  - c) ensure that all electronic copies of the Voters' List provided to others have been permanently destroyed, and that I have received and retained written acknowledgements from each recipient confirming such destruction.
5. I will only share the Voters' List with others (such as campaign workers) after obtaining a written acknowledgement from each person to whom the Voters' List is provided. Each written acknowledgement must confirm that the individual:
- a) will use the Voters' List solely for electoral purposes, and not for commercial purposes or non-electoral purposes;
  - b) will not share or distribute the Voters' List, in whole or in part, to any other person;

- c) will return any physical (paper) copy of the Voters' List to me upon request or upon completion of its use; and,
- d) will permanently destroy any electronic copy of the Voters' List and provide me with written confirmation that the electronic copy has been destroyed.

6. I will immediately notify the Clerk of any loss, breach, or suspected misuse, and understand that access may be suspended or revoked.

I do not wish to receive a copy of the Voters' List containing the names of the electors who are entitled to vote for the office for which I am a candidate.

**OR**

I request a copy of the Voters' List containing the names of the electors who are entitled to vote for the office for which I am a candidate. I would like the Voters' List to be provided in the following format:

Electronic Format

Paper Format

---

Candidate's Name

---

Candidate's Signature

## **Election Campaign Bank Account Overview 2026 Municipal and School Board Election**

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*All candidates must retain this document, sign the Acknowledgements and Confirmations form, and return said form to the City Clerk's Office.*

### **Election Campaign Bank Account**

Section 88.22 of the *Municipal Elections Act, 1996* as amended states that:

#### **Duties of candidate**

88.22(1) A candidate shall ensure that,

(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.

As such, you must open a bank account if you accept any contributions (including contributions of money from yourself) or incur any expenses. All contributions (including contributions you make yourself) must be deposited into the campaign bank account. All expenses must be paid from the campaign account.

As per 88.17(1), any loans must be from a bank or recognized lending institution in Ontario, and must be paid directly into the campaign account; loans from family, corporations, or personal credit are not permitted.

Note: Campaign Contributions are only permitted from Ontario residents, the candidate, and the candidate's spouse. Corporations and trade unions are not permitted to make contributions to candidates. This includes contributions of money, goods and services, or any special discounts on goods and services.

Note:

The nomination fee is considered to be a personal expense – not a campaign expense; it should not be reported on your campaign financial statement. If, after you pay the nomination fee, you do not spend any money on your campaign, and do not accept any contributions, you do not have to open a bank account.

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## **Notice of Filing Requirements and Penalties Related to Campaign Finances 2026 Municipal and School Board Election**

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*All candidates must retain this document, sign the Acknowledgements and Confirmations form, and return said form to the City Clerk's Office before the candidate's nomination will be certified.*

In accordance with the *Municipal Elections Act, 1996* (or the "Act") as amended, every candidate is required to file a financial statement.

Section 33.1 of the Act states that the Clerk shall, before voting day, give to each person nominated for an office notice of

- (a) the penalties under subsection 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.

Section 88.25 (9) of the Act states that at least 30 days before the filing date, the Clerk shall give notice of the following matters to every candidate whose nomination was filed with him or her:

1. All the filing requirements of this section.
2. The candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of section 34.
3. The penalties set out in subsections 88.23 (2) and 92 (1).

### **Penalties**

#### **88.23 (1) Effect of default by candidate**

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

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

#### **88.23 (2) Penalties**

Subject to subsection (7), in the case of a default described in subsection (1),

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

## **92 (1) Offences by candidate**

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.

## **Compliance Audit of Candidate's Campaign Finances**

### **88.33 (1) Application by elector**

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25.

### **88.33 (10) Appointment of auditor**

If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances.

### **88.33 (12) Duty of auditor**

The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate.

### **88.33 (15) Powers of auditor**

For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the Public Inquiries Act, 2009 and section 33 applies to the audit.

### **88.33 (17) Decision**

The committee shall 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 Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention.

## **Refund**

### **34 Refund**

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.

## **Filing Requirements**

### **88.30 (1) Filing Date**

The filing date for documents that are to be filed under section 88.25 is the last Friday in March following the election (**March 30, 2027**).

### **88.25 (1) Candidates' financial statements, etc.**

On or before 2 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,

(a) in the case of a regular election, as of December 31 in the year of the election. (**January 4, 2027**)

### **88.25 (2) Same**

If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.

### **88.25 (3) Error in financial statement**

If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.

### **88.25 (4) Supplementary financial statement and auditor's report**

If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

### **88.25 (5) Same**

If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.

### **88.25 (6) Supplementary report**

A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.

### **88.25 (7) Auditor**

An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.

### **88.25 (8) Exception re auditor's report**

No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

### **88.25 (11) Electronic filing**

The Clerk may provide for electronic filing under this section and may establish conditions and limits with respect to electronic filing.

**88.25 (12) Documents filed after filing date**

If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the Clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

Notice is hereby given in accordance with the provisions of the *Municipal Elections Act, 1996*.

The prescribed Financial Statement – Auditor’s Report Candidate - Form 4 is included in this Candidate Information and Nomination Package for review.

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## Certificate of Maximum Expenses and Maximum Contributions to a Candidate's Own Election Campaign 2026 Municipal and School Board Election

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All candidates must retain this document, sign the Acknowledgements and Confirmations form, and return said form to the City Clerk's Office before the candidate's nomination will be certified.

Section 88.9.1 of the *Municipal Elections Act* states a candidate for an office on a council and his or her spouse shall not make contributions to the candidate's own election campaign that, combined, exceed an amount calculated in accordance with that section. This limit does not apply to school board trustee candidates.

Section 88.20 (6) of the *Municipal Elections Act* states that during the period that begins on the day a candidate is nominated under section 33 and ends on voting day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula. This amount does not apply to expenses described in Paragraphs 3 and 5 to 9 of subsection 88.19 (3) listed on page 2.

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In accordance with the requirements of section 33.0.1 and 33.0.2 of the *Municipal Elections Act, 1996 as amended*, I hereby certify that the maximum amounts described in section 88.9.1 and 88.20 (6) are as follows:

**MAYOR**

Maximum Contributions to a candidate's own campaign: \$14,204.00  
Maximum Campaign Expense Limit: \$35,992.00

**DEPUTY MAYOR-COUNTY COUNCILLOR**

Maximum Contributions to a candidate's own campaign: \$11,704.00  
Maximum Campaign Expense Limit: \$33,492.00

**CITY-COUNTY COUNCILLOR**

Maximum Contributions to a candidate's own campaign: \$11,704.00  
Maximum Campaign Expense Limit: \$33,492.00

**CITY COUNCILLOR**

Maximum Contributions to a candidate's own campaign: \$11,704.00  
Maximum Campaign Expense Limit: \$33,492.00

**THAMES VALLEY DISTRICT SCHOOL BOARD (English Public)**

Maximum Campaign Expense Limit: \$73,388.45

**LONDON DISTRICT CATHOLIC SCHOOL BOARD (English Separate)**

Maximum Campaign Expense Limit: \$12,923.70

**CONSEIL SCOLAIRE CATHOLIQUE PROVIDENCE (French Separate)**

Maximum Campaign Expense Limit: \$5,507.45

**CONSEIL SCOLAIRE VIAMONDE (French Public)**

The Clerk of the City of Sarnia will provide estimated expense limits.



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Jeff Bunn – Returning Officer

The number of electors used for the final calculation of contribution and spending limits will be the greater of the number determined from the Voters' List from the 2022 election as it existed on September 15, 2022, or the number determined from the Voters' List for the 2026 election as it exists on September 20, 2026. The contribution and expense limits using the 2022 information have been included in this certificate. The Returning Officer will provide a maximum contribution and spending limit calculation using the number of voters eligible to vote in the 2026 election (if the number of eligible voters is greater than that of 2022) to each certified candidate on or before September 30, 2026.

A certificate of the applicable maximum amounts is hereby given in accordance with the provisions of the *Municipal Elections Act, 1996*.

Section 88.19 (3) of the *Municipal Elections Act* states that:

(3) Without restricting the generality of subsections (1) and (2), the following amounts are expenses:

1. The replacement value of goods retained by the person, individual, corporation or trade union from any previous election in the municipality and used in the current election.
2. The value of contributions of goods and services.
3. Audit and accounting fees.
4. Interest on loans under section 88.17.
5. The cost of holding fund-raising functions.
6. The cost of holding parties and making other expressions of appreciation after the close of voting.
7. For a candidate, expenses relating to a recount or a proceeding under section 83 (controverted elections).
8. Expenses relating to a compliance audit.
9. Expenses that are incurred by a candidate with a disability or a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
10. The cost of election campaign advertisements (within the meaning of section 88.3) or third party advertisements, as the case may be.

## Acknowledgements and Confirmations 2026 Municipal and School Board Election

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In accordance with the *Municipal Elections Act, 1996* as amended (or the "Act"), I, \_\_\_\_\_,  
acknowledge the following: (name of candidate)

### Election Campaign Bank Account Overview (EL-05)

1. That I must have an election campaign bank account opened at a financial institution exclusively for the purposes of the election campaign if I accept contributions or incur expenses, and that I have received the Election Campaign Bank Account Overview document (form EL-05) from the Clerk or their designate.

### Notice of Filing Requirements and Penalties Related to Campaign Finances (EL-06)

2. That every candidate is required to file a financial statement, and I have received the notice of filing requirements and penalties related to campaign finances (form EL-06) in accordance with Section 33.1 and 88.25 (9) of the *Municipal Election Act, 1996 as amended*, from the Clerk or their designate.

### Certificate of Maximum Expenses and Maximum Contributions to a Candidate's Own Election Campaign (EL-07)

3. That, in accordance with the requirements of section 33.0.1 and 33.0.2 of the *Municipal Elections Act, 1996 as amended*, I have received the maximum amounts described in section 88.9.1 and 88.20 (6) of the *Municipal Election Act, 1996*, as amended (form EL-07), from the Clerk or their designate.

### 2026 Vote Tabulator Procedures

4. I have received the City's Vote Tabulator Procedures for the 2026 Municipal and School Board Election from the Clerk or their designate, and that I have reviewed these procedures and will ensure that I and any scrutineers appointed by myself or my campaign comply with them at all voting places and during any applicable tabulator/voting activities.

### 2026 Online Voting Procedures

5. That I have received the City's Online Voting Procedures for the 2026 Municipal and School Board Election from the Clerk or their designate, and that I have reviewed these procedures and will ensure that I and any scrutineers appointed by myself or my campaign comply with them during any applicable activities.

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Candidate's Signature

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Date

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## Electronic Filing for French Separate Candidates 2026 Conseil scolaire catholique Providence School Board Election

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Pursuant to the *Municipal Elections Act, 1996* the following provisions apply to the 2026 School Board Elections.

### **Powers of clerk**

- 12 (1)** A clerk who is responsible for conducting an election may provide for any matter or procedure that,
- (a) is not otherwise provided for in an Act or regulation; and
  - (b) in the clerk's opinion, is necessary or desirable for conducting the election.

### **Original documents**

**14 (1)** A document that is filed with an election official under section 33, 44 or 88.6 shall bear only original signatures.

### **Exception — electronic filing**

(2) Subsection (1) does not apply if the clerk has provided for electronic filing of the document.

The City of Woodstock is responsible for accepting nominations for the French language separate school board trustee to represent the Counties of Oxford, Elgin, and Middlesex. Candidates are able to attend the Clerk's Office to file nominations in person and are encouraged where possible to do so. Additionally, the Clerk has delegated powers to Clerks in Municipalities more than 100 km of the City of Woodstock to accept nominations on Woodstock's behalf.

The Clerk for the City of Woodstock has determined that it is desirable and reasonable, due to the large geographical area that is encompassed by this school board election for Conseil scolaire catholique Providence, administered by the City, to also accept electronically submitted nomination forms and fee payments pursuant to the procedure documented herein.

**Only nominations for Conseil scolaire catholique Providence will be accepted electronically.** All other elected positions administered by the Clerk for the City of Woodstock, must be filed in person.

### **Procedure for filing nominations electronically**

1. Candidates interested in filing electronically for the above noted board trustee position will be required to contact the Clerk or designate either by telephone or email.
2. The Clerk will advise the prospective candidate on the process to submit a nomination package with required documentation, payment, and remote identity verification steps.

3. The scanned documents required in the nomination package and payment of nomination fee will be submitted to the City via a form builder link on the City's website and utilizing a credit card transaction (the link for 2026 can be found at <https://cityofwoodstock.formbuilder.ca/Clerks/Elections/Conseil-scolaire-catholique-Providence-Nomination>). Nomination forms can also be emailed directly if the candidate prefers. All personal information accompanying submission are retained in accordance with the City's record-keeping requirements and applicable privacy legislation.
4. Once the Clerk has reviewed the nomination submission and found it to be complete along with the payment being processed, the nomination will be accepted, and the Clerk or designate will confirm such with the candidate. Should there be deficiencies or errors in the submission, the Clerk will communicate with the candidate to have the errors or omissions corrected.
5. Once a complete and correct nomination package has been reviewed and filed, the candidate's name will be added to the page of the City's website which lists the 2026 Municipal and School Board candidates. If the Clerk identifies any deficiencies or errors, the candidate will be notified by email or phone and be given instructions to correct it.
6. As for all other candidates for elected office under the jurisdiction of the Clerk for the City of Woodstock, certification of the nomination will take place prior to 4 p.m. on August 24<sup>th</sup>, 2026. A nomination with outstanding deficiencies or errors on August 24<sup>th</sup> at 4 p.m. will not be accepted.

This is a summary of the process and procedures adopted by the Clerk of the City of Woodstock for the acceptance of nominations filed electronically for the Conseil scolaire catholique Providence School Board.

The Clerk, with the statutory powers permitted under the *Municipal Elections Act, 1996*, retains the right to make modifications in whole or in part to this procedure or, if deemed necessary, to rescind the procedure in its entirety to uphold the principals and the integrity of the Municipal and School Board Elections.